



PORT MOODY POLICE BOARD AGENDA

DRAFT

Date:	October 07, 2019
Location:	Port Moody Public Safety Building, 3 rd floor Boardroom, 5:00 pm

**Indicates Attachment*

1. CALL TO ORDER
2. ADOPTION OF AGENDA*
 - **THAT the Agenda for the Police Board Meeting of 07 October 2019 be adopted.**
3. ADOPTION OF MINUTES*
 - **THAT the Minutes of the 09 September 2019 be approved.**
4. DELEGATIONS/PRESENTATIONS
 - No delegations/presentations scheduled for this month.
5. STANDING ITEMS/UNFINISHED BUSINESS
 - 5.1 Community Concerns/Considerations (10 min)
 - **THAT (any) community concerns/considerations be received for information.**
6. NEW BUSINESS (1 min)
 - No new business this month.
7. REPORTS FROM COMMITTEE
 - 7.1 Governance Committee (5 min)
 - **THAT the October 2019 Governance Committee Report be received.**
 - 7.2 Finance Committee* (10 min)
 - **THAT the October 2019 Finance Committee Report be received; and**
 - **THAT the Police Board approve placing an order for the 2020 Chevrolet Tahoe in order to meet the manufacturers deadline for delivery of the vehicle in 2020 and forward this request to the Finance Committee for approval.**
 - 7.3 Human Resource Committee (1 min)
 - No report this month.
8. INFORMATION ITEMS
 - No information items this month.
9. PUBLIC INPUT

Port Moody Police Board Agenda

October 07, 2019

10. ADJOURNMENT

**PORT MOODY POLICE BOARD
MINUTES**

DRAFT

**Regular Meeting
Monday, September 9, 2019 5:00 p.m.
Public Safety Building, 3051 St. Johns Street
3rd Floor EOC Room
Port Moody, BC**

Minutes of the PORT MOODY POLICE BOARD held 09 September 2019, at the Public Safety Building, 3051 St. Johns Street, Port Moody, British Columbia.

PRESENT:

Mayor Rob Vagramov (*arrived 5:15 pm*)
Tasha Faye Evans
Dave Fox, Chair
Terry Hawes (*via teleconference*)
Mary Vellani
Leah Zille

REGRETS:

Coun. Meghan Lahti, D/C Cst. Ken MacDonald

STAFF:

C Cst. Dave Fleugel, Insp. Manj Kaila,
A/Insp. Chris Thompson

Rhonda Doig, Recording Secretary

GUESTS:

None

CALL TO ORDER

1. **CALL TO ORDER**

Dave Fox called the Regular meeting to order at 5:00 pm.

**AGENDA for 09
September 2019**

2. **APPROVAL OF THE AGENDA**

Moved, Seconded and Carried.

**THAT the Agenda for the Regular Meeting of the Port
Moody Police Board held on 09 September 2019 be
adopted with the following amendment; move item 8.3 to
the Finance Committee Report for decision.**

**MINUTES of the
REGULAR MEETING
held 08 July 2019**

3. **ADOPTION OF MINUTES**

Moved, Seconded and Carried.

**THAT the Minutes of the Regular Meeting of the Port
Moody Police Board held on 08 July 2019 be approved.**

**DELEGATIONS/
PRESENTATIONS**

4. **DELEGATIONS/PRESENTATIONS**

No delegations/presentations this month.

**STANDING
ITEMS/UNFINISHED**

5. **STANDING ITEMS/UNFINISHED BUSINESS**

**Community Concerns/
Considerations**

5.1 Community Concerns/Considerations

- Tri City News article regarding Unfounded Sexual Assaults was discussed. C Cst. Fleugel explained why cases were labelled 'unfounded' and presented examples. The unfounded scoring option for reporting has been removed so will not pose an issue going forward. Leah Zille wants to ensure that the department's investigators are well versed in looking at cases through a trauma informed lens. Tasha Faye Evans would also like to see the recommendations in the Missing and Indigenous Women's report be considered and implemented where appropriate;
- The Statistics Canada 2019 Crime Severity Index report was provided for information. Port Moody rates are the best in the Lower Mainland.
- A/Insp. Thompson provided information, pursuant to the publication ban regarding the recent Port Moody file regarding the Burnaby Winter Club Hockey Coach/Child Luring/Child Pornography – the file is very complex.

Moved. Seconded and Carried

THAT the September 2019 Community Concerns and Consideration be received.

Strategic Plan Update

5.2 Strategic Plan Update

The 2019 Q2 Strategic Plan Update was distributed for information and review.

Moved. Seconded and Carried.

THAT the 2019 Q2 Strategic Plan Update be received.

NEW BUSINESS

6. **NEW BUSINESS**

Police Board Chair

6.1 Police Board Chair

Mayor Rob Vagramov attended the meeting to provide the Board with an update as to his status. Mayor Vagramov is returning to City Hall effective immediately. However, since his case has not been resolved, he has decided to not return as Chair of the Police Board at this time; Cllr. Lahti will remain as Chair. Discussion ensued. Terry Hawes stated that as the Police Act defines, if the Mayor is not able to act as Chair, then the Police Board should be selecting the Chair. Mary Vellani offered that Information as to why Coun. Lahti was acting as Chair of the Police Board can be obtained through the City. Mayor Vagramov will obtain advice from the City's legal advisor and report back to the Board.

	7.	REPORTS FROM COMMITTEE
GOVERNANCE COMMITTEE REPORT	7.1	<p>Governance Committee</p> <p>The September 2019 Governance Committee Report was moved to the In Camera meeting.</p>
FINANCE COMMITTEE	7.2	<p>Finance Committee</p> <p>Dave Fox, Finance Committee Chair, provided an overview of the September 2019 Finance Committee report.</p> <ul style="list-style-type: none">• The forecast to year end is in progress and will be ready for the October meeting;• The Capital Plan has been renewed and the Committee is working on its presentation to the City. The annual budget process has begun;• The Committee met with City staff and discussed the audit process. There are definitely opportunities for the department to work with the City. They work on a 5 year cycle and look at internal controls and efficiencies – it is not just a financial audit. The City will be sharing their plan and cycle. <p>Moved. Seconded and Carried.</p> <p>THAT the September 2019 Finance Committee Report be received.</p> <p>Correspondence was received regarding the Canadian Association of Police Governance – 2020 Conference Hosting Fee from the Victoria & Esquimalt Police Board contribution. Discussion.</p> <p>Moved. Seconded and Carried.</p> <p>THAT the Port Moody Police Board will contribute a hosting fee of \$990 to the Victoria & Esquimalt Police Board for the 2020 CAPG Conference.</p>
HUMAN RESOURCE COMMITTEE	7.3	<p>Human Resource Committee</p> <p>The September 2019 Human Resource Committee report was moved to the In Camera meeting.</p>
INFORMATION ITEMS	8.	<p>INFORMATION ITEMS</p> <p>8.1 Correspondence received: David Pilling, Director of Police Governance on leave;</p> <p>8.2 ECOMM 2018 Annual Report;</p> <p>8.3 Correspondence Received: Victoria & Esquimalt Police Board CAPG 2020 hosting fee;</p> <p>8.4 Integrated Teams 2017 – 2019 Annual Report;</p>

8.5 Correspondence received: Thank you from the Port Moody Foundation.

Moved. Seconded and Carried.

THAT the Information Items be received.

PUBLIC INPUT

9.

PUBLIC INPUT

Leah Zille acknowledged the police presence over the summer months at all the local events.

ADJOURNMENT

11.

ADJOURNMENT

Motion to Adjourn 5:55pm.

NEXT MEETING DATE

12.

NEXT MEETING DATE

The next Regular Meeting of the Port Moody Police Board is scheduled to be held **October 7, 2019: 5:00 pm.**
Public Safety Building, 3rd Floor EOC Room, 3051 St. Johns Street, Port Moody, BC.

Chair

Rhonda Doig, Recording Secretary



PMPD BOARD COMMITTEE REPORT

COMMITTEE NAME:

Governance Committee

Co-Chairs:

Mary Vellani & David Fox

REPORTING DATE:

October 7th, 2019

COMMITTEE UPDATE:

1) Strategic Plan 2020-2022

- Kyle Stamm of Helios will facilitate the kick off meeting for the Strategic Plan process with the Board, Chief Fleugel, Rhonda Doig and Senior Staff at October 7th's in-Camera meeting.
- Contract was amended and signed by Chief Fleugel and Kyle Stamm

2) New Member Orientation

- If any committee has not met with Tasha Faye Evans, please make arrangements to do so prior to the November Board meeting.

3) Risk Analysis

- Requested a risk registry/risk assessment to be prepared by Chief Fleugel for the Board using the red/yellow/green to ensure the Board has a good understanding of the risks and how to support the mitigation of those risks.
- Requested a Board Code of Conduct from the West Vancouver Police Board as the Governance Committee sees the lack of a Code of Conduct for the Board as a gap.
- Moved our Board Skills Assessment Matrix from April to November. Please remember to submit your personal Board Evaluation document to the Governance Committee. We have received 2 of 5 as of the report preparation date.

RECOMMENDATIONS:

- 1) Review & Discussion
- 2) Review & Discussion
- 3) Review & Discussion



PMPD BOARD COMMITTEE REPORT

COMMITTEE NAME:

Finance Committee

CHAIR:

CHAIR: David Fox

REPORTING DATE:

October 7, 2019

COMMITTEE UPDATE:

1. Year to date Statement of Revenue and Expenses to August 31, 2019

The year to date August 31, 2019 Statement of Revenue and Expenses is attached. The report indicates a surplus of \$342,360.

The main sources of the surplus are wages and operating expenses. Wages are lower than budget primarily due to a member vacancy for the first part of the year, a member on long-term disability, and members at pay steps below 1st class constable. However, increased wages costs are being incurred for additional acting time, which is due to vacant positions as well as increased overtime costs as a result of a number of members on modified duties. Operating expenses are under budget in administration (legal, internal audit, and equipment maintenance) and Major Crime due to a delay in acquiring Crime Analyst software and less spending on outside agencies. At this point (other than the Crime Analyst software) the lower operating expenses are likely just timing related.

2. Pre-approval of 2020 Chevrolet Tahoe

Police vehicles often have special requirements and are a special build for the car manufacturer. In order for the department to be on the list to receive a Chevrolet Tahoe in 2020 (as budgeted) we need to place the order as soon as possible. If the ordering deadline is missed, the vehicle would not likely be received until 2021. Attached is a memo from the Chief and a request to pre-approve the vehicle order.

3. Audit

A meeting was held with City management to discuss their approach and experience conducting audits. A verbal summary of the meeting was provided at the last Board meeting. The City has committed to providing the Board with its audit plan, so that the Police audit plan can be coordinated with and complement the City plan.

RECOMMENDATIONS / MOTIONS:

1. For receipt, information and discussion.
2. For receipt, information and aproval. Motion: THAT the Police Board approve placing an order for the 2020 Chevrolet Tahoe in order to meet the manufacturers deadline for delivery of the vehicle in 2020 and forward this request to Finance Committee for their approval.
3. For receipt, information and discussion.

Port Moody Police Department
Revenue and Expenses
For the period ended August 31, 2019

	YTD Actual Adjusted *	YTD Budget	Prior Year Actuals	Variance to Budget	Variance to Prior Year	
Revenues						
Traffic Fine Revenue	\$ 305,245	\$ 295,333	\$ 295,388	\$ 9,911	\$ 9,857	[1]
Growth	257,875	257,875	199,542	-	58,333	
CP Police Revenue	23,333	23,333	23,333	-	0	
Front Counter	36,683	30,000	36,132	6,683	551	
Victim Services	44,391	39,271	71,342	5,120	(26,951)	
Keep of Prisoners	1,660	4,000	-	(2,340)	1,660	
Allocation from 2018 Police Surplus	41,761	41,761	20,880	-	20,881	
Allocation from Surplus for Employer Health						
Tax	64,593	64,593		-	64,593	
Other	53,344	42,023	39,104	11,321	14,240	
Total Revenues	828,884	798,189	685,721	30,695	143,163	
Expenses						
Salaries						
Members	\$ 5,067,738	\$ 5,273,952	\$ 4,660,259	\$ 206,214	\$ (407,479)	[2]
Civilians	950,576	972,193	945,712	21,617	(4,864)	
Total Salaries	6,018,314	6,246,145	5,605,971	227,831	(412,343)	
Operating Expenses						
Administration	\$ 236,716	\$ 284,912	\$ 226,790	\$ 48,196	\$ (9,926)	[3]
Cell Block	2,457	4,000	3,332	1,543	875	
Major Crime	32,836	47,381	48,142	14,544	15,306	[4]
Civic Building	224,078	224,599	193,391	520	(30,687)	
ECOMM	371,011	372,627	342,120	1,616	(28,891)	
Communications	572	3,468	742	2,896	170	
Community	22,856	26,670	24,316	3,814	1,460	
Emergency Reponse Team - Integrated	54,130	54,130	52,811	-	(1,319)	
Front Counter	703	1,333	1,363	630	660	
Identification	19,153	18,715	18,291	(438)	(862)	
Integrated Homicide - Integrated	157,153	157,153	153,320	-	(3,833)	
Police Dog Services - Integrated	78,567	78,567	76,651	-	(1,916)	
Patrol	178,652	184,404	133,765	5,752	(44,887)	[5]
Traffic	1,861	1,020	743	(841)	(1,118)	
Victim Services	7,725	11,215	12,230	3,490	4,505	
Community Action Team	1,860	6,017	4,652	4,157	2,792	
Vehicles	343,259	341,213	326,004	(2,046)	(17,255)	[6]
Total Operating Expenses	1,733,589	1,817,423	1,618,663	83,834	(114,926)	
Total Expenses	7,751,903	8,063,568	7,224,634	311,665	(527,269)	
Net impact	\$ 6,923,019	\$ 7,265,379	\$ 6,538,913	\$ 342,360	\$ (384,106)	

* These financial statements have been adjusted to include estimates for significant accruals and prepaid amounts.

Notes:

[1] Traffic fine revenue received in June - came in at \$457,867 vs budget of \$443,000 - increase of \$15K for the year - the pro-rated portion to August is \$9.9K.

[2] Member salary savings due to member on LTD, member vacancy, members at pay steps below 1st class constable rank.

[3] Legal, internal audit, equipment maintenance, strategic plan under budget offset by higher software costs- timing at this point.

[4] Major Crime is under budget due to delay in acquiring Crime Analyst software and less spent on outside agencies.

[5] Firearms and uniforms are under budget offset by higher training - timing at this point.

[6] Vehicle expenses higher than budget due to higher maintenance costs offset partially by lower fuel costs.



PORT MOODY POLICE DEPARTMENT

MEMORANDUM

TO: Port Moody Police Board
FROM: C/Cst. David Fleugel
DATE: October 7, 2019
SUBJECT: **Pre-approval of vehicle order**

Purpose / Introduction

To request approval to place an order for the patrol supervisor vehicle, a 2020 Chevrolet Tahoe, so that the manufacturers ordering deadline is met to ensure the vehicle is produced and received in 2020.

Recommended Resolution

THAT the Police Board approve placing an order for the 2020 Chevrolet Tahoe in order to meet the manufacturers deadline for delivery of the vehicle in 2020 and forward this request to Finance Committee for their approval.

Background

Police vehicles often have special requirements and are a special build for the car manufacturer. Chevrolet does very limited builds for the police version of the Chevrolet Tahoe. In order for the department to be on the list to receive a Chevrolet Tahoe in 2020 we need to place the order now. If the ordering deadline is missed, the vehicle likely would not be received until 2021. The department has budgeted to replace the vehicle in 2020.

Financial Implications

The recommendation has no financial impact as the vehicle will be ordered in 2019 for delivery in 2020 as budgeted.

David Fleugel, Chief Constable
Port Moody Police Department