



PORT MOODY POLICE BOARD

Regular Meeting AGENDA

DRAFT

Date:	September 13, 2021
Location:	Virtual via Zoom https://us06web.zoom.us/j/84446723032? Port Moody. BC - 5:00 pm

**Indicates Attachment*

Prior to the meeting being Called to Order, new Port Moody Police Board provincial appointee Mr. Shahid Hussain to affirm the Oath of Office; overseen by Chief Constable Fleugel.

1. CALL TO ORDER
2. ADOPTION OF AGENDA*
 - **THAT the Agenda for the Regular Police Board meeting of 13 September 2021 be adopted.**
3. APPROVAL OF MINUTES* Page 3
 - **THAT the Minutes of the 05 July 2021 Regular Police Board meeting be approved.**
4. DELEGATIONS/PRESENTATIONS
5. STANDING ITEMS/UNFINISHED BUSINESS
 - 5.1 Community Concerns/Considerations
 - **THAT (any) community concerns/considerations be received for information.**
6. NEW BUSINESS
 - 6.1 Police Board Committee Appointment
 - Discussion/**Decision** regarding committee appointment for Mr. Hussain.
 - 6.2 ECOMM Annual General Meeting September 23, 2021 Page 7
 - Discussion/**Decision** required on which Port Moody Police Board member will attend the ECOMM AGM as the Board's voting representative.
 - 6.3 New Westminster Police Board Proposal to Rotate 'Class A' ECOMM Members Board Designate. Page 37
 - **THAT the Port Moody Police Board supports the New Westminster Police Board's proposal to engage in a formal rotation of the ECOMM 'Class A' syndicate Board Designate position between communities.**
7. REPORTS FROM COMMITTEE
 - 7.1 Governance Committee* Page 39

- **THAT the September 2021 Governance Committee Report be received.**

7.2 Finance Committee* **Page 41**

- **THAT the September 2021 Finance Committee Report be received.**

7.3 Human Resource Committee

This report is as In-Camera Meeting item.

8. INFORMATION ITEMS* **Page 45**

8.1 Correspondence received: Ministry of Public Safety and Solicitor General #622499
BC Provincial Policing Standards: Promotion of Unbiased Policing and Guiding Principles.

8.2 Appreciation received.

9. PUBLIC INPUT

10. ADJOURNMENT

**PORT MOODY POLICE BOARD
REGULAR MEETING
MINUTES
July 5, 2021 5:00 pm
via ZOOM
3051 St. Johns Street, Port Moody, BC**

		Minutes of the PORT MOODY POLICE BOARD Regular Meeting held 05 July 2021, via ZOOM, Port Moody, British Columbia
PRESENT:		Mayor Rob Vagramov David Fox Chloe Goodison Manjit Nijjar Mary Vellani Nick Zupan
REGRETS:		None
STAFF:		C/Cst. Dave Fleugel, DC Cst. Leslie Stevens, Insp. Manj Kaila Rhonda Doig, Recording Secretary
GUESTS		None
CALL TO ORDER	1.	<u>CALL TO ORDER</u> Mayor Vagramov called the meeting to order at 5:06 pm.
AGENDA for 05 July 2021	2.	<u>APPROVAL OF THE AGENDA</u> Moved. Seconded and Carried. THAT the Agenda for the Regular Meeting of the Port Moody Police Board held on 05 July 2021 be approved.
Minutes of the REGULAR MEETING held 07 June 2021	3.	<u>APPROVAL OF MINUTES</u> Moved. Seconded and Carried. THAT Regular Meeting minutes of 07 June 2021 be approved.
DELEGATIONS/ PRESENTATIONS	4.	<u>DELEGATIONS/PRESENTATIONS</u> No Delegations/Presentations this month.
STANDING ITEMS/UNFINISHED BUSINESS	5.	<u>STANDING ITEMS/UNFINISHED BUSINESS</u>
Community Concerns/ Considerations	5.1	Community Concerns/Considerations

Sasamat Lake has become a community/police/Metro Vancouver concern. The number of visitors to the lake has grown considerably during the pandemic. There are concerns around parking, congestion and illegally parked vehicles which pose a safety concern for pedestrians and bicyclists. Engineering will be presenting to council on the issues and are currently sourcing concrete barriers to ban parking on the side of the road.

Police are routinely called to the lake and there is a high prevalence of drinking, drugs and criminal activity (overwhelmingly used by citizens who are not local) on the two floating docks. This is dangerous for officers as they have to access the docks via the bridge walkway. The frequency of calls for service to the lack is impacting our staffing.

Metro Vancouver has proposed moving the floating docks closer to the beach so more families can use them but require permission from the City.

If both the parking and floating dock situation are resolved, this would make the job for police, bylaw staff and park staff much easier.

Mayor Vagramov enquired about resourcing if alcohol was permitted in designated public spaces that has been implemented in communities such as North Vancouver and Port Coquitlam? Discussion. PMPD would be supportive of such an initiative and resourcing would not be an issue. The issues at Sasamat Lake are different as it is secluded.

Moved. Seconded and Carried.

THAT the community concerns/considerations be received for information.

NEW BUSINESS

6. NEW BUSINESS

Police Board Committee Appointments

6.1 Police Board Committee Appointments

Moved. Seconded and Carried.

THAT the following Port Moody Police Board Committee appointment are approved:

Governance Committee:

Mary Vellani, Chair and Chloe Goodison

Finance Committee:

Dave Fox and Manjit Nijjar, Co-Chairs

Human Resource Committee:

Nick Zupan, Chair and Dave Fox

REPORTS FROM COMMITTEE

7. REPORTS FROM COMMITTEE

**GOVERNANCE
COMMITTEE REPORT**

7.1 Governance Committee

Mary Vellani, Chair of the Governance Committee, presented the July 2021 Governance Committee Report for information. Highlights of which included:

- The final version of the new PMPD Strategic Plan will be presented by C Cst. Fleugel in the In-Camera meeting for Board approval;
- Chloe Goodison orientation was arranged;
- After the presentations at the last meeting, the Governance Committee recommends that the department complete their own risk assessment.

Moved. Seconded and Carried:

THAT the July 2021 Governance Report be received.

**FINANCE COMMITTEE
REPORT**

7.2 Finance Committee

Dave Fox, Chair of the Finance Committee, presented the July 2021 Finance Committee Report for information. Highlights of which included:

- Financial Report as at May 31, 2021 continues to reflect a surplus position;
- There are funds set aside in the budget to support a comprehensive risk assessment for the department;
- The Finance Committee has no significant concerns at the moment and are starting to look ahead and planning for next and future years.

Moved. Seconded and Carried.

THAT the July 2021 Finance Committee Report be received.

**HUMAN RESOURCE
COMMITTEE**

7.3 Human Resource Committee

The Human Resources Committee report is an In-Camera item.

INFORMATION ITEMS

8. **INFORMATION ITEM(S)**

Moved. Seconded and Carried.

THAT the Information Item(s) for July 2021 be received.

8.1 Correspondence received: Lower Mainland District Integrated Teams (LMD I-Teams) 2020 Annual Report

PUBLIC INPUT

9. **PUBLIC INPUT**

None.

ADJOURNMENT

10.

ADJOURNMENT

Meeting adjourned at 5:22 pm

NEXT MEETING DATE

11.

NEXT MEETING DATE

The next Regular Meeting: **September 13, 2021: 5:00 pm**, Port
Moody Public Safety Building, EOC 3rd Floor, 3051 St. Johns
Street, Port Moody, BC

Mayor Rob Vagramov, Chair

Rhonda Doig, Recording Secretary

Via Email: c/o_rdoig@portmoodypolice.com

September 3, 2021

Port Moody Police Board
100 Newport Drive
Port Moody, BC V3H 5C3

Dear Chair Mayor Rob Vagramov and Board Members,

It is my pleasure to invite you to the Annual General Meeting (AGM) of the Shareholders of E-Comm, to be held via video-conferencing, on Thursday, September 23, 2021 at 10:00 a.m. Meeting details will be shared with shareholder representatives in advance of the AGM.

We are asking shareholders to either attend the meeting virtually, by video-conferencing using Zoom, or to complete and provide your form of proxy prior to the AGM.

The enclosed package contains your copy of the Notice of Meeting, the minutes of the 2020 Annual General Meeting, the minutes of the 2021 Extraordinary General Meeting, the Audited Financial Statements for the year ended December 31, 2020, and a form of Proxy.

If you propose to attend the AGM virtually, please provide E-Comm with the name of the individual who will attend the meeting as your voting representative within 7 days of the AGM and their email address and telephone number. *We will provide your representative with meeting registration instructions which must be completed in advance of the AGM.*

If you do not wish to have a representative attend the AGM by Zoom, we urge you to take all necessary steps to have your shares represented by proxy. To vote your shares, please appoint a Proxy: sign and date the enclosed Proxy form and return it as soon as possible. **Your signed proxy must arrive at E-Comm by 10:00 am on September 21, 2021 to be valid (contact details are contained in the notice of meeting attached).**

Should you have any questions about the AGM, please contact krystal.boros@ecomm911.ca.

Sincerely,



Doug Campbell
Chair, E-Comm Board of Directors

Enclosures

- *Notice of Meeting*
- *Minutes of September 17, 2020 Annual General Meeting*
- *Minutes of June 24, 2021 Extraordinary General Meeting*
- *Audited Financial Statements Year-ended December 31, 2020*
- *Form of Proxy*



E-Comm Emergency Communications for British Columbia Incorporated

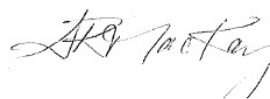
NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Members of *E-Comm Emergency Communications for British Columbia Incorporated* (the "Company") will be held on Thursday, September 23, 2021 at the hour of 10:00 a.m. via video-conferencing for the following purposes:

1. To receive, consider and approve the minutes from the Annual General Meeting held September 17, 2020.
2. To receive, consider and approve the minutes from the Extraordinary General Meeting held June 24, 2021.
3. To receive the Financial Statements for the Company for the period ended December 31, 2020 and the report of the auditors thereon.
4. To appoint the auditors of the Company for the ensuing year, and to authorize the Directors to fix the remuneration to be paid to the auditors.
5. To set the number of Directors for the ensuing year.
6. To elect Directors to hold office until the close of the next Annual General Meeting.
7. To transact such other business as may properly come before the meeting or any adjournments or postponements thereof.

Pursuant to the Articles of the Company any entity that is a member of the Company may authorize such person as it thinks fit to act as its representative at any general meeting or class meeting. **Please provide the Company with the name of your representative at least 7 days prior to the date of the meeting.** If a member is unable to send a representative to attend the meeting in person, then that member may appoint a Proxyholder to attend and vote for it at the meeting. If you wish to appoint a Proxyholder, then you must complete and sign the enclosed form of Proxy and deliver it to Krystal Boros via email at krystal.boros@ecomm911.ca, **no less than 48 hours prior to the meeting.**

DATED at Vancouver, British Columbia this 3rd day of September, 2021.

BY ORDER OF THE BOARD



Sandra MacKay
Corporate Secretary

Enclosures:

1. Minutes of September 17, 2020 Annual General Meeting.
2. Minutes of June 24, 2021 Extraordinary General Meeting.
3. Audited Financial Statements for the period ended December 31, 2020 and the report of the Auditors thereon.
4. Form of Proxy.

**Minutes of the Annual General Meeting of
E-Comm Emergency Communications for British Columbia Incorporated** (the “Company”),
held virtually on September 17, 2020, at the hour of 10:00 a.m.

Shareholders of the Company present or represented

City of Abbotsford	City of Maple Ridge	City of Richmond
Abbotsford Police Board	Metro Vancouver	City of Surrey
BC Emergency Health Services	City of New Westminster <i>via proxy</i>	SCBCTAPS Board
City of Burnaby	New Westminster Police Board	City of Vancouver
City of Coquitlam	City of North Vancouver <i>via proxy</i>	Vancouver Police Board
City of Delta	District of North Vancouver <i>via proxy</i>	District of West Vancouver <i>via proxy</i>
Delta Police Board	City of Pitt Meadows	West Vancouver Police Board
City of Langley	City of Port Coquitlam	City of White Rock
Township of Langley	City of Port Moody	
Village of Lions Bay <i>via proxy</i>	Port Moody Police Board	

Meeting Chair

Doug Campbell, Chair, E-Comm Board of Directors

Management Present

Oliver Grüter-Andrew, President and CEO
Sandra MacKay, Vice-President, Governance and Legal

Invited Guests Present

John Folka, Auditor, KPMG

Recording Secretary

Krystal Boros

1. Introduction

E-Comm Board Chair Doug Campbell welcomed shareholders and guests to the 2020 Annual General Meeting.

2. Formalities and Call to Order

Call to Order

The Annual General Meeting was formally called to order at 10:00 a.m. Mr. Campbell, upon hearing no objection, appointed Sandra MacKay, Corporate Secretary, to act as Secretary of the Meeting.

Chair Campbell advised that the procedures followed at the Annual General Meeting are governed by the Articles of E-Comm, the Third Restatement of the Members’ Agreement, the British Columbia *Business Corporations Act* and the rules of order usually followed for meetings of Canadian companies.

Registration of Proxies

Section 11.6 of the Company’s Articles requires that all proxies for the meeting be delivered to the Company not less than 48 hours before the start of the meeting. All proxies delivered in accordance with those requirements were registered for use at the meeting.

It was confirmed that there were 25 Class A Shareholders in attendance, holding a total of 34 Class A shares, in person or by proxy.

3. Notice of Meeting and Quorum

The Notice calling the meeting was sent to all Members of record as of August 14, 2020, in addition to the Auditor of E-Comm. The shareholders waived formal reading of the Notice of Meeting.

Article 10.3 of the Company's Articles provides that the quorum for the transaction of business at a meeting of shareholders is "...two persons present and being, or representing by proxy, Members holding not less than 20% of the outstanding Class A Shares or other Shares entitled to be voted at the meeting" [7 of 35 Class A shares]. The Chair confirmed that a quorum was present.

With Notice having been duly given and a quorum being present, the Chair declared the meeting to be duly constituted for the transaction of business.

4. Minutes of the Last Annual General Meeting of Members

The minutes from the 2019 Annual General Meeting of Members held on June 20, 2019 were previously circulated.

MOVED AND SECONDED

- 4.1 THAT** the minutes of the June 20, 2019 Annual General Meeting, be and are hereby approved and adopted, in the form previously circulated to Members.

CARRIED UNANIMOUSLY

5. Presentation of Financial Statements for the Company

The Financial Statements for the fiscal year ended December 31, 2019 and the Auditors Report thereon were mailed to all shareholders with the Notice of Meeting. The Chair asked if anyone had any questions regarding the financial statements. There being none, the financial statements of the Company for the fiscal period ended December 31, 2019 were received by the shareholders as presented.

6. Appointment of Auditors

The *BC Corporations Act* requires the shareholders of every company to appoint an auditor or to waive that appointment annually. The Chair called for a motion to appoint KPMG LLP, Chartered Accountants, as auditors of E-Comm until the next Annual General Meeting or until their successors are duly appointed.

MOVED AND SECONDED

- 6.1 THAT** the firm of KPMG LLP, Chartered Accountants, be and is hereby appointed as auditors for the Company at a remuneration to be fixed by the Board of Directors until the next Annual General Meeting or until their successors are duly appointed.

CARRIED UNANIMOUSLY

7. Determination of the Number, and Election of Directors

Under the Members' Agreement and Articles of E-Comm, the Members of E-Comm designate the number of directors to be elected. Directors are nominated by the Members and the Ministry of Public Safety and Solicitor General. In addition, four independent directors are nominated by the outgoing Board of Directors.

Chair Campbell advised that shareholders will determine the number of directors for the upcoming year at 20.

Governance Committee Chair Denise Nawata reported that E-Comm had received the names of 16 nominees proposed by the Members and Ministry of Public Safety and Solicitor General, in accordance with the Members' Agreement, and the names of four independent director nominees proposed by the Board of Directors, for a total of 20 directors.

Ms. Nawata further reported that the municipalities of Belcarra, Burnaby, Coquitlam, New Westminister, Port Coquitlam and Port Moody, which form one nominating entity, had not yet named their second nominee and, accordingly, there would be one vacancy on the Board of Directors. Once the municipalities of Belcarra, Coquitlam, New Westminister, Port Coquitlam and Port Moody submit the name of their second nominee, that person would be appointed as director for the remainder of the term.

MOVED AND SECONDED

- 7.1 THAT** the number of directors for the ensuing year be fixed at 20 and that the 19 persons nominated as directors as presented to the Meeting by Director Denise Nawata be elected as Directors of the Company to hold office until the next annual meeting of the Company or until their successors are elected or appointed and that it be acknowledged that there is one vacancy on the Board for the second nominee of the members Belcarra, Burnaby, Coquitlam, New Westminister, Port Coquitlam and Port Moody, such vacancy to be subsequently filled by the Directors as permitted under the Members' Agreement.

Name of Member or Designated Group	Name of Nominee(s)
BC Emergency Health Services	Neil Lilley
City of Delta Delta Police Board	Melanie Kerr
Metro Vancouver	Bill Dingwall
City of Richmond	Bill McNulty
RCMP	Lois Karr
City of Vancouver	Paul Mochrie
Vancouver Police Board	Warren Lemcke
Independent Police Boards: City of Abbotsford City of New Westminister City of Port Moody Transit Police District of West Vancouver	Mike Welte
City of North Vancouver District of North Vancouver Village of Lions Bay District of West Vancouver	Richard Walton
Village of Belcarra City of Burnaby City of Coquitlam City of New Westminister City of Port Coquitlam City of Port Moody	Joe Keithley

Name of Member or Designated Group	Name of Nominee(s)
City of Langley Township of Langley City of Surrey City of White Rock	Gayle Martin Terry Waterhouse
District of Maple Ridge City of Pitt Meadows	Mike Morden
Provincial Government	Lori Halls Mark Sieben
Independent Directors	Doug Campbell Barry Forbes Nancy Kotani Denise Nawata

CARRIED UNANIMOUSLY

8. Other Business

No additional items were tabled for consideration.

9. Termination of Meeting

The meeting was declared concluded at 10:40 a.m.

certified approved,

Doug Campbell, Chair

Sandra MacKay, Corporate Secretary

**Minutes of the Special General Meeting of
E-Comm Emergency Communications for British Columbia Incorporated** (the “Company”),
held virtually on June 24, 2021, at the hour of 10:00 a.m.

Shareholders of the Company present or represented

City of Abbotsford	Village of Lions Bay	Port Moody Police Board
Abbotsford Police Board	City of Maple Ridge	City of Richmond
BC Emergency Health Services	Metro Vancouver	City of Surrey
Village of Belcarra	City of New Westminster	SCBCTAPS Board
City of Burnaby	New Westminster Police Board	TransLink
City of Coquitlam	City of North Vancouver	City of Vancouver
City of Delta	District of North Vancouver	Vancouver Police Board
Delta Police Board	City of Pitt Meadows	District of West Vancouver
City of Langley	City of Port Coquitlam	West Vancouver Police Board
Township of Langley	City of Port Moody	City of White Rock

Meeting Chair

Doug Campbell, Chair, E-Comm Board of Directors

Management Present

Oliver Grüter-Andrew, President and CEO
Sandra MacKay, Vice-President, Governance and Legal

Recording Secretary

Krystal Boros

1. Introduction

E-Comm Board Chair Doug Campbell welcomed shareholders (“Shareholders” or “Members”) to the Extraordinary, or Special, General Meeting of the Members.

2. Formalities and Call to Order

Call to Order

The Special General Meeting was formally called to order at 10:00 a.m. Mr. Campbell, upon hearing no objection, appointed Sandra MacKay, Corporate Secretary, to act as Secretary of the Meeting.

Chair Campbell advised that the procedures followed at the Special General Meeting are governed by the Articles of E-Comm, the Third Restatement of the Members’ Agreement, the British Columbia *Business Corporations Act* and the rules of order usually followed for meetings of Canadian companies.

Registration of Proxies

Section 11.6 of the Company’s Articles requires that all proxies for the meeting be delivered to the Company not less than 48 hours before the start of the meeting. All proxies delivered in accordance with those requirements were registered for use at the meeting.

It was confirmed that there were 26 Class A Shareholders in attendance holding a total of 35 Class A shares in person or by proxy, and 16 Class B Shareholders in attendance holding a total of 20 Class B shares in person or by proxy. Accordingly, 100% of E-Comm Shareholders were in attendance.

3. Notice of Meeting and Quorum

The Notice calling the meeting was sent to all Members of record as of May 21, 2021.

Article 10.3 of the Company's Articles provides that the quorum for the transaction of business at a meeting of shareholders is "...two persons present and being, or representing by proxy, Members holding not less than 20% of the outstanding Class A Shares or other Shares entitled to be voted at the meeting" [7 of 35 Class A shares]. The Chair confirmed that a quorum was present.

With Notice having been duly given and a quorum being present, the Chair declared the meeting to be duly constituted for the transaction of business.

4. Item 1: Amendment of Members' Agreement to provide E-Comm Vancouver Island Agencies with the right to appoint a Director

MOVED AND SECONDED

- 4.1 BE IT RESOLVED THAT** an amendment to section 4.2 of the Members' Agreement to include, as new section 4.2.4, the following provision:

"4.2.4. The group comprised of: the Capital Regional District and those Vancouver Island police agencies, including any RCMP detachment, to which the Company provides police dispatching services, shall be entitled to designate one individual to act as director."; and

as consequential amendments, by adding reference to section 4.2.4, in sections 4.2.6, 4.2.7 and 4.3,

BE APPROVED.

CARRIED UNANIMOUSLY

5. Item 2: Amendment to the Company's Purpose to align with the *Emergency Communications Corporations Act*

MOVED AND SECONDED

- 5.1 BE IT RESOLVED THAT** amendments to section 2.1 of the Members' Agreement and Article 25 of the Company's Articles, as described in the Information Circular accompanying the Notice of Extraordinary Meeting, in order to make the language setting out the Company's Purpose, and its permitted activities, fully consistent with the language of the *Emergency Communications Corporations Act*, **BE APPROVED.**

CARRIED UNANIMOUSLY

6. Item 3: Additional amendments to the Members' Agreement and Articles of the Company

MOVED AND SECONDED

- 6.1 BE IT RESOLVED THAT** those further amendments to the Members' Agreement and the Articles of the Company) which are described in the Information Circular accompanying the Notice of Extraordinary Meeting **BE APPROVED.**

CARRIED UNANIMOUSLY

7. Other Business

The Chair thanked all Members for their consideration of the matters which came before the Meeting and for their attendance. The Chair advised that the Members' Agreement amendments which were voted upon

This information is private and is protected by law.

confidential

remain conditional upon approval from the Minister of Public Safety and Solicitor General and advised that a submission seeking that approval had been submitted to the Minister in anticipation of, and subject to, the requisite Member support.

No additional items were tabled for consideration.

8. Termination of Meeting

The meeting was declared concluded at 10:35 a.m.

certified approved,

Doug Campbell, Chair

Sandra MacKay, Corporate Secretary

Financial Statements of

**E-COMM EMERGENCY COMMUNICATIONS
FOR BRITISH COLUMBIA INCORPORATED**

And Independent Auditors' Report thereon

Year ended December 31, 2020



KPMG LLP
PO Box 10426 777 Dunsmuir Street
Vancouver BC V7Y 1K3
Canada
Telephone (604) 691-3000
Fax (604) 691-3031

INDEPENDENT AUDITORS' REPORT

To the Shareholders of E-Comm Emergency Communications for
British Columbia Incorporated

Opinion

We have audited the financial statements of E-Comm Emergency Communications for British Columbia Incorporated (the "Entity"), which comprise:

- the statement of financial position as at December 31, 2020;
- the statement of operations and net assets (deficit) for the year then ended;
- the statement of cash flows for the year then ended; and
- notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2020, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organization, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.



- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Vancouver, Canada
May 6, 2021

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED


Statement of Financial Position

December 31, 2020, with comparative information for 2019

	2020	2019
Assets		
Current assets:		
Cash and cash equivalents	\$ 13,954,167	\$ 16,254,126
Accounts receivable (note 4)	5,280,525	8,002,820
Prepaid expenses	2,225,529	1,617,339
Investment in direct finance leases receivable (note 6)	5,443,415	5,422,176
	26,903,636	31,296,461
Investment in PRIMECorp (note 2(a))	1	1
Debt reserve fund (note 3)	2,477,914	2,427,953
Long-term prepaid land lease	1,919,192	1,944,445
Long-term portion of prepaid expenses	1,718,903	1,452,903
Long-term receivable for decommissioned assets (note 5)	58,514	83,922
Long-term portion of investment in direct finance leases receivable (note 6)	21,008,065	23,982,248
Tangible capital assets (note 7)	48,834,616	53,825,307
	\$ 102,920,841	\$ 115,013,240
Liabilities and Net Assets (Deficiency)		
Current liabilities:		
Accounts payable and accrued liabilities (note 8)	\$ 28,165,618	\$ 24,831,874
Deferred revenue	11,457	95,435
Accrued interest payable (note 9)	1,066,497	1,066,497
Current portion of long-term debt (note 9)	12,833,223	14,023,940
Other liabilities (note 10)	12,333,771	12,886,698
	54,410,566	52,904,444
Long-term debt (note 9)	47,104,885	59,783,235
Asset retirement obligation (note 11)	1,825,449	1,802,764
Total liabilities	103,340,900	114,490,443
Net assets (deficiency):		
Share capital (note 12)	550	540
Unrestricted net assets (deficit)	(420,609)	522,257
	(420,059)	522,797
Contingency (note 3)		
Commitments (note 14)		
	\$ 102,920,841	\$ 115,013,240

See accompanying notes to financial statements.

Approved on behalf of the Board:

 Director

 Director

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Statement of Operations and Net Assets (Deficit)

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Revenue:		
Radio system	\$ 15,481,905	\$ 14,608,999
Consolidated dispatch and 9-1-1 call taking system	47,859,618	45,283,584
Contract service fees and miscellaneous revenue	7,575,459	7,424,118
CAD system	1,591,580	1,455,141
Records management system	1,010,324	978,981
Financing revenue from direct finance leases	650,979	712,699
Tenant recoveries rental	522,780	417,760
Interest income	5,101,022	4,592,554
	79,793,667	75,473,836
Direct operating expenses:		
Salaries and benefits	57,316,965	54,013,630
Maintenance and technology	5,243,892	4,744,232
Premises	4,178,990	3,877,911
Professional fees	982,913	1,050,551
Employee related	1,040,841	1,335,416
Office supplies and communication	854,228	841,672
Other	316,119	577,227
	69,933,948	66,440,639
Other (income) expenses:		
Amortization of tangible capital assets and prepaid land lease	6,217,168	6,121,195
Amortization of deferred financing costs	154,873	150,890
Interest on long-term debt	4,421,759	4,151,638
Accretion of asset retirement obligation (note 11)	42,564	73,574
Loss (gain) on disposal of equipment	(16,671)	14,522
Gain on decommissioning of site lease (note 11)	(17,108)	(18,733)
	10,802,585	10,493,086
	80,736,533	76,933,725
Deficiency of revenue over expenses	(942,866)	(1,459,889)
Unrestricted net assets, beginning of year	522,257	1,982,146
Unrestricted net assets (deficit), end of year	\$ (420,609)	\$ 522,257

See accompanying notes to financial statements.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Statement of Cash Flows

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Operating:		
Deficiency of revenue over expenses	\$ (942,866)	\$ (1,459,889)
Items not involving cash:		
Amortization of tangible capital assets	6,191,915	6,095,943
Amortization of prepaid land lease	25,253	25,252
Accretion of asset retirement obligation	42,564	73,574
Gain on decommissioning of site lease	(17,108)	(18,733)
Adjustment due to revaluation of ARO	(16,125)	(649,979)
Additions to ARO for new site lease	22,145	24,997
Amortization of deferred financing costs	154,873	150,890
Interest earned on debt reserve fund	(49,961)	(50,362)
Interest earned on investment in direct finance leases receivable	(650,979)	(712,699)
Loss (gain) on disposal of equipment	(16,671)	14,522
Expenditures on asset retirement obligation	(8,791)	(31,615)
Changes in non-cash operating items:		
Accounts receivable and long term receivables	2,747,703	(5,734,656)
Prepaid expenses	(874,190)	754,033
Costs recoverable from future billings		-
Accounts payable, accrued liabilities and interest payable	3,333,744	8,832,036
Deferred revenue	(83,978)	(76,993)
Other liabilities	(552,927)	1,099,989
	9,304,601	8,336,310
Financing:		
Proceeds from long-term debt	-	25,245,000
Proceeds from issuance of share capital	10	10
Repayment of long-term debt	(14,023,940)	(17,277,031)
	(14,023,930)	7,967,979
Investing:		
Acquisition and construction of tangible capital assets	(1,184,553)	(4,974,191)
Payments received on direct finance leases receivable	7,256,189	6,476,585
Acquisition of assets for direct finance leases	(3,652,266)	(5,538,030)
	2,419,370	(4,035,636)
Increase (decrease) in cash and cash equivalents	(2,299,959)	12,268,653
Cash and cash equivalents, beginning of year	16,254,126	3,985,473
Cash and cash equivalents, end of year	\$ 13,954,167	\$ 16,254,126

See accompanying notes to financial statements.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements

Year ended December 31, 2020

1. Operations:

E-Comm Emergency Communications for British Columbia Incorporated (the "Corporation") was created in 1997 under legislation known as the Emergency Communications Corporations Act. On September 22, 1997, the Corporation was incorporated under the Business Corporations Act (British Columbia).

The Corporation provides centralized emergency communications and related public safety and public service to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout British Columbia. Primary services are provided to shareholder members of the Corporation pursuant to the Members' Agreement, and to the Royal Canadian Mounted Police ("RCMP") pursuant to a Special User Agreement.

The Corporation is exempt from income tax under the Income Tax Act.

In 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This pandemic has had an impact to the Corporation's business, specifically financially as it relates to decreases to certain operating expenditures; however, due to the essential nature of the Corporation's services, there has not been an impact to the Corporation's revenues and cashflow as a result of this pandemic. The situation is dynamic and the ultimate duration and magnitude of the impact on the economy and the Corporation are not determinable.

2. Significant accounting policies:

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations and incorporate the following significant accounting policies:

(a) Basis of presentation:

In March 2003, the Corporation established Police Records Information Management Environment Incorporated ("PRIMECorp"), a wholly-owned company, to ensure that the records management system and computer aided dispatch system are delivered and consistent in all police agencies throughout British Columbia. As the operations are controlled by the Province of British Columbia, Minister of Public Safety and Solicitor General, the net assets and operations of PRIMECorp have not been included in these financial statements.

(b) Revenue recognition:

Revenue from the provision of services is recognized in the period that the services are provided through operating activities or the consumption of tangible capital assets over their useful lives, irrespective of the period in which the service is billed. The Members' Agreement specifies the manner in which members are obligated to pay for services rendered by the Corporation. Finance income related to direct-financing type leases is recognized in a manner that produces a constant rate of return over the terms of the leases. Amounts received for future services are deferred until the service is provided.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2020

2. Significant accounting policies (continued):

(c) Cash and cash equivalents:

Cash and cash equivalents consist of cash on hand, cash held in banks and term deposits maturing within 90-days from the date of acquisition, net of bank overdrafts, if any.

(d) Costs recoverable through future billings:

Costs recoverable through future billings represent services provided through the utilization of tangible capital assets, the cost of which is recoverable through future payments in accordance with the Members' Agreement.

(e) Prepaid land lease:

The land on which the Corporation's building is located has been leased from the City of Vancouver for a period of 99-years commencing 1999. The prepaid amount is being amortized, and recovered through billings, over the term of the lease.

(f) Tangible capital assets:

Tangible capital assets are stated at cost, net of accumulated amortization. Interest costs directly attributable to major projects are capitalized and, commencing at project completion, are amortized over the estimated life of the underlying assets.

Amortization begins when assets are put into use and is provided on a straight-line basis over the estimated useful lives of the assets as follows:

Asset	Rate
Building	40.0 years
Furniture, fixtures and building equipment	3.0 years to 25.0 years
Radio	5.0 years to 20.5 years
Dispatch consoles and voice systems	7.0 years to 10.0 years
Records management system - Fire	5.0 years to 10.0 years
Computer aided dispatch - Fire	5.0 years to 10.0 years
User equipment	7.5 years to 12.5 years
Leasehold improvements	Over the term of the lease

The Corporation reviews its tangible capital assets for impairment whenever events or changes in circumstances indicate that the tangible capital asset no longer contributes to the Corporation's ability to provide services, or that the value of future economic benefits or service potential associated with the asset is less than its carrying amount. If such condition exists, an impairment loss is measured and recorded in the statement of operations at the amount by which the carrying amount of the tangible capital asset exceeds its fair value or replacement cost.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2020

2. Significant accounting policies (continued):

(g) Asset retirement obligations:

The Corporation recognizes the liability for an asset retirement obligation that results from acquisition, construction, development or normal operations in the year in which it is incurred and when a reasonable estimate of fair value can be made. The amount recognized is the best estimate of the expenditure required to settle the present obligation. The corresponding cost is capitalized as part of the related asset and is amortized over the asset's useful life. In subsequent years, the liability is adjusted for changes resulting from the passage of time and revisions to either the timing or the amount of the original estimate of the undiscounted cash flows. The accretion of the liability to its fair value as a result of the passage of time is charged to earnings while changes resulting from the revisions to either the timing or the amount of the original estimate of the undiscounted cash flows are accounted for as part of the carrying amount of the related long-lived asset.

(h) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship and equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently measured at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Corporation does not hold any financial instruments that it is required to carry at fair value nor has not elected to carry any financial instruments at fair value.

The Corporation's financial instruments carried at amortized cost include cash and cash equivalents, accounts receivable, debt reserve fund, costs recoverable from future billings, accounts payable and accrued liabilities, and long-term debt.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs. These costs are amortized using the effective interest rate method.

Financial assets carried at cost or amortized cost are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indication of impairment, the Corporation determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Corporation expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial impairment charge.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2020

2. Significant accounting policies (continued):

(i) Related party transactions:

Transactions with related parties are in the normal course of operations and are recorded at the agreed upon exchange amount. Contractual arrangements and service agreements with related parties are subject to the Corporation's tendering and proposal processes.

(j) Employee future benefits:

The Corporation participates in a multi-employer defined benefits pension plan. Defined contribution plan accounting is applied to this plan because the actuary does not attribute the deficit or surplus of the plan to specific employers. The pension expense associated with this plan is equal to the Corporation's contributions during the reporting period.

(k) Measurement uncertainty:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements. Significant areas requiring the use of management estimates relate to the measurement of asset retirement obligations. Actual results could differ from those estimates.

3. Debt reserve fund and contingency:

The Corporation is required to maintain 1% of the initial borrowings through the Municipal Finance Authority of British Columbia ("MFA") in a debt reserve fund administered by the MFA. The original amount is presented together with interest earned on the reserve fund investments.

Demand notes in the aggregate amount of \$11,484,274 (2019 - \$11,484,274) are also provided by the Corporation to the MFA as a requirement of the borrowings. The debt agreement with the MFA provides that if at any time the scheduled payments provided for in the agreement are not sufficient to meet the MFA's obligations in respect to such borrowing, the deficiency becomes the joint and several liability of the Corporation and all other participants to the agreement through the MFA. The Corporation is similarly liable on a contingent basis for the debt of other entities secured through the MFA. These contingent demand loans are not recorded in the Corporation's financial statements as they are not likely to be paid.

If at any time the Corporation does not have sufficient funds to meet payments due on its obligations, the payments shall be made from the debt reserve fund. The amounts due to the Corporation from the debt reserve fund are repaid to the Corporation when the respective loan agreements mature. There were no additions to the debt reserve fund during the year (2019 - \$255,000). Interest earned on the debt reserve fund at 2.06% per annum (2019 - 2.37%) amounts to \$49,961 (2019 - \$50,362).

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2020

4. Accounts receivable:

	2020	2019
Dispatch and 9-1-1 call taking levies	\$ 2,739,461	\$ 4,594,832
Radio levies	1,042,223	1,920,820
Technology support services fees	1,293,238	850,090
Other receivables	205,603	637,078
	<u>\$ 5,280,525</u>	<u>\$ 8,002,820</u>

5. Long-term receivable for decommissioned assets:

	2020	2019
Microwave Network	\$ 83,922	\$ 101,931
Less current portion	25,408	18,009
	<u>\$ 58,514</u>	<u>\$ 83,922</u>

The current portion of receivable for decommissioned assets is recorded in accounts receivable.

The long-term receivable for decommissioned assets relates to the Microwave Network. The Microwave Network was comprised of three rings that were used to connect the Corporation's radio sites to each other and to the central voice radio network switch housed in the Corporation's main building. The rings were replaced in 2012 and the original microwave backbone system was taken out of service. As the unamortized capital cost of the original system is recoverable from all committed agencies, the carrying value at the out-of-service date has been reclassified to a long-term receivable to be recovered through future billings. The receivable was initially recorded at fair value using the discounted cash flow model and subsequently recorded at amortized cost.

6. Investment in direct finance leases receivable:

	2020	2019
User equipment lease receivable (a)	\$ 25,117,409	\$ 28,010,467
Computer aided dispatch lease receivable (b)	48,537	245,247
Remote dispatch equipment lease receivable (c)	1,285,534	1,148,710
	<u>26,451,480</u>	<u>29,404,424</u>
Less current portion	5,443,415	5,422,176
	<u>\$ 21,008,065</u>	<u>\$ 23,982,248</u>

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2020

6. Investment in direct finance leases receivable (continued):

- (a) Specific user agencies lease user equipment from the Corporation under 7.5-year direct finance leases. The leases bear imputed interest of \$2,853,420 in aggregate (2019 - \$3,517,510) at a rate of 2.24% to 4.65%. The future minimum payments, excluding financing costs, due from the user agencies are as follows:

2021	\$ 5,247,778
2022	5,211,583
2023	5,149,207
2024	5,109,214
2025	3,024,437
Thereafter	1,375,190
	<hr/>
	\$ 25,117,409

- (b) Specific user agencies lease computer aided dispatch user equipment from the Corporation under 5-year direct finance leases. The leases bear imputed interest of \$2,858 in aggregate (2019 - \$8,616) at a rate of 0.95% to 1.45%. The future minimum payments, excluding financing costs, due from the user agencies over the remaining term are as follows:

2021	\$ 20,177
2022	14,180
2023	14,180
	<hr/>
	\$ 48,537

- (c) Specific user agencies lease remote dispatch equipment from the Corporation under 10-year direct finance leases. The leases bear imputed interest of \$182,300 in aggregate (2019 - \$169,780) at a rate of 2.24% to 2.85%. The future minimum payments, excluding financing costs, due from the remote dispatch agencies are as follows:

2021	\$ 175,480
2022	175,480
2023	173,810
2024	169,980
2025	167,390
Thereafter	423,394
	<hr/>
	\$ 1,285,534

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2020

7. Tangible capital assets:

			2020	2019
	Cost	Accumulated depreciation	Net book value	Net book value
Building	\$ 9,215,032	\$ 5,100,334	\$ 4,114,698	\$ 4,361,561
Furniture, fixtures and building equipment	14,870,569	12,083,542	2,787,027	3,254,990
Radio	68,511,824	28,714,784	39,797,040	43,812,767
Dispatch consoles and voice systems	5,081,810	3,604,010	1,477,800	1,584,822
Records management system - Fire	2,314,575	2,298,988	15,587	36,162
Computer aided dispatch - Fire	3,048,682	2,775,724	272,958	220,074
User equipment	129,696	54,841	74,855	96,898
Leasehold improvements	872,503	577,852	294,651	458,033
	\$ 104,044,691	\$ 55,210,075	\$ 48,834,616	\$ 53,825,307

8. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities as at December 31, 2020 are government remittances payable of \$1,524,309 (2019 - \$1,211,443) relating to payroll related taxes.

9. Long-term debt:

		2020	2019
1.75% unsecured note payable, maturing June 1, 2022	(a)	\$ 1,990,069	\$ 3,132,491
2.85% unsecured note payable, maturing October 3, 2023	(b)	1,605,901	2,119,533
2.65% unsecured note payable, maturing March 24, 2024	(c)	12,887,602	18,152,516
2.85% unsecured note payable, maturing October 24, 2024	(d)	20,704,110	25,567,530
2.24% unsecured note payable, maturing October 9, 2029	(e)	23,260,448	25,500,000
		60,448,130	74,472,070
Less deferred financing costs		510,022	664,895
		59,938,108	73,807,175
Less current portion		12,833,223	14,023,940
		\$ 47,104,885	\$ 59,783,235

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2020

9. Long-term debt (continued):

On March 24, 1998, the Corporation entered into an agreement with the MFA to borrow up to a maximum of \$170,000,000. Of the \$170,000,000, \$60,448,130 (2019 - \$74,472,069), inclusive of sinking fund payments, has been drawn to date. Long-term debt is currently comprised of the following:

- (a) On April 9, 2002, the Corporation obtained \$16,000,000 of financing. This loan has a final payment due on June 1, 2022, bears interest at a rate of 1.75%, with interest calculated and paid semi-annually in each year of the loan.
- (b) On September 23, 2002, the Corporation obtained \$7,684,000 of financing. This loan has a final payment due on October 3, 2023, bears interest at a rate of 2.85%, with interest calculated and paid semi-annually in each year of the loan.
- (c) On March 24, 2008, the Corporation refinanced an existing loan, leaving a balance of \$87,000,000 repayable over 16-years. This loan has a final payment on March 24, 2024 bears interest at a rate of 2.65%, with interest calculated and paid semi-annually in each year of the loan.
- (d) On October 4, 2017, the Corporation obtained \$34,873,000 in long term borrowing from the MFA for user agency radio purchases for the P25 network. This loan has an initial term of 7 years with a final payment date of October 24, 2024, bears interest at a rate of 2.85%, with interest calculated and paid semi-annually in each year of the loan.
- (e) On October 9, 2019, the Corporation obtained \$25,500,000 in long term borrowing from the MFA for user agency P25 mobile subscriber equipment, radio infrastructure and subscriber equipment for Translink's transition onto the Corporation's radio system. The loan has a term of 10 years with a final payment date of October 9, 2029, and bears interest at a rate of 2.24%, with interest calculated and paid semi-annually in each year of the loan.

The Corporation's borrowing capacity will increase in accordance with the above maturity dates.

The repayment requirements for the existing borrowing agreements for long-term debt are reported net of the estimated sinking fund asset balances of \$110,608,870 (2019 - \$96,584,931). The sinking fund balance represents the principal payments made on outstanding debt to date. As such, the repayment schedule during the next 5-years and thereafter is as follows:

2021	\$ 12,833,223
2022	12,865,497
2023	12,437,245
2024	8,702,253
2025	2,596,255
Thereafter	11,013,657
	<hr/>
	\$ 60,448,130

There is \$1,066,497 (2019 - \$1,066,497) of interest accrued on outstanding amounts at year-end.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2020

10. Other liabilities:

		2020	2019
User equipment	(a)	\$ 3,297,574	\$ 3,732,813
Radio	(b)	6,718,889	6,880,308
HealthLink BC	(c)	205,304	425,223
Fire RMS & CAD	(d)	1,866,210	1,543,354
Province of British Columbia	(e)	245,794	305,000
Balance, end of year		\$ 12,333,771	\$ 12,886,698

Other liabilities consist of the following:

- (a) The Corporation has received annual payments through user equipment billings from radio member agencies starting in 2007 for future user equipment purchases for specific user agencies. The funds collected are recorded as other liabilities until they are spent on behalf of the user agencies. In 2020, \$nil (2019 - nil) was collected as billings received, \$50,000 (2019 - \$1,090,016) were repaid to user agencies, and \$385,239 (2019 - \$177,460) was drawn down for user equipment purchases on behalf of member agencies. Interest is not earned on this balance.
- (b) Starting in 2006, the Corporation has collected funds through radio billings from radio member agencies to be set aside for future radio related expenditures. The funds collected are recorded as other liabilities until they are spent. In 2020, a further \$750,000 (2019 - \$2,280,925) was collected through billings, \$928,282 (2019 - \$723,998) was authorized to be expended from the funds and was spent, and \$16,863 (2019 - \$29,995) of interest was earned by and allocated to the liability, calculated based on the average bank interest rate during the year.
- (c) The Corporation has received funds from HealthLink BC for future expenditures. These amounts are recorded as other liabilities until the funds are spent. There is no interest earned on this balance.
- (d) The Corporation has collected annual payments starting in 2011 through Fire RMS and Fire CAD billings from Fire RMS and Fire CAD member agencies for future capital use. The funds collected are recorded as other liabilities until they are spent. In 2020, \$379,000 (2019 - \$405,000) was collected through billings and \$56,144 (2019 - \$37,763) was drawn down for equipment purchases. Interest is not earned on this balance.
- (e) The Corporation received funding from the Province of British Columbia for participating in Public Safety Broadband Network trials and to create a strategic roadmap for implementing NG911 service in British Columbia. The funds received are recorded as other liabilities until the funds are spent. There is no interest earned on this balance.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2020

11. Asset retirement obligation:

The Corporation has recorded an asset retirement obligation ("ARO") for the estimated costs of restoring certain leased sites on which the Corporation's radio towers are situated to their original condition at the end of the lease terms. Changes in the asset retirement obligation during the year are as follows:

	2020	2019
Balance, beginning of year	\$ 1,802,764	\$ 2,404,520
Accretion expense	42,564	73,574
Gain on decommissioning of site lease	(17,108)	(18,733)
Adjustment due to revaluation of ARO	(16,125)	(649,979)
Additions to ARO for new site lease	22,145	24,997
Expenditures incurred	(8,791)	(31,615)
Balance, end of year	\$ 1,825,449	\$ 1,802,764

The undiscounted estimated cash flows required to settle the obligations range from \$5,600 to \$170,000 during the years 2021 to 2066. The cash flows are discounted using credit adjusted risk-free rates of 0.91% to 2.56% (2019 - 1.91% to 2.56%).

Other assumptions used by management to determine the carrying amount of the asset retirement obligation include costs to restore the leased sites to their original condition and the rate of inflation over the expected years to settlement.

There are certain leased sites with an indeterminable amount of the asset retirement obligation as adequate information is not available to estimate fair value. As such, no asset retirement obligation has been recorded in the Corporation's financial statements for these indeterminable amounts. These amounts are not considered significant.

12. Share capital:

(a) Authorized:

350 Class A common voting shares without par value. Following project completion, Class A shareholders are obligated to share in funding both the ongoing operations and any additional costs relating to capital assets (in accordance with a cost-sharing formula). Upon a member acquiring a Class A share, that member shall have agreed to use the Corporation's wide area radio system network to which the Class A share relates.

200 Class B common restricted voting shares without par value. Following project completion, Class B shareholders can elect to become Class A shareholders on the condition that the member agrees to use the Corporation's wide area radio system network. Class B shareholders are not obligated to share in funding the ongoing operating costs.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2020

12. Share capital (continued):

(b) Issued:

	2020	2019
35 Class A common voting shares (2019 - 34)	\$ 350	\$ 340
20 Class B common restricted voting shares (2019 - 20)	200	200
	\$ 550	\$ 540

(c) RCMP Special User Agreement:

Due to existing Federal restrictions, the RCMP cannot become a shareholder in the Corporation. Consequently, a Special User Agreement has been executed such that the RCMP has the right to participate in the Corporation's activities project on the same terms and conditions as the Class A shareholders, including the obligation to fund both the ongoing operating costs and any additional costs relating to capital assets, in accordance with a cost-sharing formula.

13. Related party transactions:

PRIMECorp is related by virtue of executive and technology support services agreements under which certain of the Corporation's management act in executive positions for PRIMECorp and the Corporation provides technology support services to PRIMECorp. The following table summarizes transactions between PRIMECorp and the Corporation during the year:

	2020	2019
Technical services and support	\$ 3,268,419	\$ 3,035,711
Employee secondments and employee related expenses	2,342,200	2,422,153
Executive services	684,300	604,595
Geographic Information Systems services	-	84,519
Shared facilities services	299,755	417,760

The above transactions, unless disclosed otherwise, are considered to be in the normal course of operations and are measured at their exchange amount, which is the amount of consideration established and agreed to by the related parties.

Included in accounts receivable is an amount of \$656,482 (2019 - \$705,314) due from PRIMECorp.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2020

14. Commitments:

(a) Operating leases:

- (i) The Corporation has entered into leases of land for certain radio tower sites. These leases expire in future years from 2021 to 2066 and are renewable at the option of the Corporation. Future minimum payments under these leases, excluding option periods, are approximately as follows:

2021	\$ 1,330,380
2022	1,279,527
2023	1,282,517
2024	1,248,540
2025	1,228,430
Thereafter	15,679,738
	<hr/>
	\$ 22,049,132

- (ii) The Corporation is committed under vehicle and office equipment operating leases having varying expiry dates to the year 2023. The future minimum payments under the terms of such leases are as follows:

2021	\$ 90,527
2022	90,527
2023	46,282
	<hr/>
	\$ 227,336

- (iii) The Corporation has entered into leases for office premises. The leases expire in future years from 2023 to 2025 and are renewable at the option of the Corporation. The future minimum payments, excluding the renewals at the option of the Corporation, are approximately as follows:

2021	\$ 2,019,329
2022	2,034,196
2023	2,049,063
2024	769,965
2025	700,682
	<hr/>
	\$ 7,573,235

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2020

14. Commitments (continued):

(b) Municipal Pension Plan:

The Corporation and its employees contribute to the Municipal Pension Plan (the "Pension Plan"), a jointly trustee pension plan. The Board of Trustees, representing Plan members and employers, is responsible for overseeing the management of the Pension Plan, including investment of the assets and administration of benefits. The Pension Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2020, the Pension Plan has about 213,000 active members and approximately 106,000 retired members.

The most recent valuation, as at December 31, 2018, indicated a surplus of \$2,866,000,000 for basic pension benefits.

Defined contribution plan accounting is applied to the Pension Plan as the Pension Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Pension Plan assets, and costs to individual entities participating in the Pension Plan.

During the year ended December 31, 2020, the Corporation paid \$4,260,710 (2019 - \$3,778,832) for employer contributions to the Pension Plan.

15. Financial risks:

(a) Interest rate risk:

It is management's opinion that the Corporation is not exposed to significant interest rate risk as its long-term debt has fixed interest rates. Fluctuations in rates could impact future payments upon renewal. There has been no change to the risk exposure from the prior year.

(b) Liquidity risk:

Liquidity risk is the risk that the Corporation will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Corporation manages its liquidity risk by monitoring its operating and capital requirements. The Corporation prepares budget and cash flow forecasts to ensure it has sufficient funds to fulfill its obligations. There has been no change to the risk exposure from the prior year.

Notes to proxy

1. Every Member has the right to appoint some other person or company of their choice, who need not be a Member, to attend and act on their behalf at the meeting or any adjournment or postponement thereof. If you wish to appoint a person or company other than the persons whose names are printed herein, please insert the name of your chosen Proxyholder in the space provided (see below).
2. The shares represented by this Proxy will be voted as directed by the shareholder, however, if such direction is not made in respect of any matter, this Proxy will be voted as recommended by Management.
3. This Proxy confers discretionary authority in respect of amendments or variations to matters identified in the Notice of Meeting or other matters that may properly come before the meeting or any adjournment or postponement thereof.

Appointment of Proxyholder

Please choose one of the two options below:

- ☐ The undersigned hereby appoints Sandra MacKay, Corporate Secretary of E-Comm Emergency Communications for British Columbia Incorporated, or failing her, Doug Campbell, Board Chair

OR

- ☐ The undersigned hereby appoints _____ of _____

as the undersigned's Proxy to attend, act, and vote for all of the undersigned's for the undersigned and on the undersigned's behalf at the Annual General Meeting of the Members to be held on the 23rd day of September, 2021 or at any adjournment or postponement thereof.

Voting (Recommendations are noted by **highlighted** text)

1. Approval of Meeting Minutes	For	Against
Approve the minutes of the E-Comm Annual General Meeting held September 17, 2020.	<input type="checkbox"/>	<input type="checkbox"/>
2. Approval of Meeting Minutes	For	Against
Approve the minutes of the E-Comm Extraordinary General Meeting held June 24, 2021.	<input type="checkbox"/>	<input type="checkbox"/>
3. Appointment of Auditors	For	Against
Appoint KPMG as the Auditors of the Company for the ensuing year and authorize the Directors to fix their remuneration.	<input type="checkbox"/>	<input type="checkbox"/>
4. Number of Directors	For	Against
Set the number of Directors for the 2021-2022 year at 22.	<input type="checkbox"/>	<input type="checkbox"/>
5. Election of Directors	For	Against
Appoint the slate of Directors proposed by those Members entitled to nominate directors, as presented to the Meeting.	<input type="checkbox"/>	<input type="checkbox"/>

DATED this _____ day of _____, 2021

Name of Shareholder (Municipality/Organization)

Signature of Authorized Representative

Print Name and Title of Authorized Representative

Instructions

Submitted proxies must be signed and delivered by 10:00 a.m. on September 21, 2021 to krystal.boros@ecomm911.ca.

This Proxy may be revoked by instrument in writing delivered to the registered office of E-Comm prior to the date of the meeting, or delivered to the chair of the meeting on the date of the meeting prior to any vote being cast utilizing the proxy.



NEW WESTMINSTER MUNICIPAL POLICE BOARD
555 COLUMBIA STREET, NEW WESTMINSTER, BC V3L 1B2 (604) 529-2413 FAX (604) 529-2401
www.newwestpolice.org



August 5, 2021

Sent via e-mail: C/O dmacey@abbypd.ca, rdoig@portmoodypolice.com, LindaMatonovich@wvpd.ca,
taryn.barton@transitpolice.ca

Mayor Henry Braun, Chair, Abbotsford Police Board
Mayor Rob Vagramov, Chair, Port Moody Police Board
Mayor Mary-Ann Booth, Chair, West Vancouver Police Board
Sara Levine, Chair, SCBCTA Police Services Board

Dear Board Chairs of 'Class A',

RE: E-Comm Board for Directors Designate

Pursuant to Section 4.2.1.4 of the E-Comm Members' Agreement, Police Boards or municipalities holding Class A or Class B shares for Police services, other than Vancouver and Delta, are entitled to designate one mutually agreed upon individual for election to the Board of Directors of E-Comm.

At the New Westminster Police Board Regular meeting held on Tuesday, 20 July, 2021, the Board passed the following motion:

MOVED AND SECONDED (Hachlaf/ Ramnarine)

THAT: The New Westminster Police Board endorse Mike Welte of the Abbotsford Police Board for the E-Comm Board of Directors 2021-2022 term; and

THAT: The Boards within the 'Class A' syndicate be engaged to propose a formal rotation of this position between communities.

CARRIED

The New Westminster Police Board would like to canvas the members of 'Class A' to recommend a formal rotation amongst its municipalities to the E-Comm Board of Directors. The merit of such a rotation would ensure diversity and opportunity to the Board.

We kindly request that your response to this recommendation be provided by Friday, 10 September, 2021.

Yours truly

Daisy Dyer
New Westminster Police Board
Board Secretary

August 12, 2021

Via email – krystal.boros@ecomm911.ca

Krystal Boros
Assistant Corporate Secretary
E-Comm 911
3301 East Pender Street,
Vancouver, BC V5K 5J3

Dear Ms. Boros:

Re: E-Comm Board of Directors Designate – 2021 - 2022 Term

Thank you for your letter seeking confirmation of the Port Moody Police Board's nominee to the E-Comm Board of Directors.

This letter serves as written confirmation that the Port Moody Police Board supports the nomination to reappoint Abbotsford Police Board member Mr. Mike Welte to serve as the designate for the municipalities holding Class A shares for Police services to the E-Comm Board of Directors for the 2020-2021 term. For record, the following was approved by Consent Resolution on August 11, 2021:

THAT the Port Moody Police Board nominate Mike Welte to serve as the nominee of the Class A shares group for Police Services to the E-Comm Board of Directors for the 2021-2022 term, such Board to be elected by E-Comm shareholders at the September 23, 2021 Annual General Meeting.

Sincerely,



Rhonda Doig
Secretary to the Police Board
Port Moody Police Department

cc: Abbotsford Police Board
West Vancouver Police Board
New Westminster Police Board
Transit Police Board



PMPD BOARD COMMITTEE REPORT

COMMITTEE NAME:

Governance Committee

Chair:

Mary Vellani

Committee Member:

Chloe Goodison

REPORTING DATE:

September 13th, 2021

COMMITTEE UPDATE:

1) Strategic Planning

To be presented to the Police Board at tonight's meeting.

2) Board Calendar & Board Training

City Council was invited to the September Police Board Regular Meeting as per our Board Calendar however due to 4th wave we have postponed. (Always welcome to attend but this is a special invitation extended).

The Board Committees are encouraged to connect with Shahid Hussain to coordinate his orientation to the various committees. Shahid is encouraged to reach out to Rhonda Doig in regards to a tour of the department and meetings with the Chief & the Board Chair. Ride-a-longs when permitted (for all Board Members, ceased due to Covid)

3) Risk Assessment

At July meeting we expressed to the Board that the Department would conduct their own risk assessment and engage Nahanni from PWC to act in a consulting role to guide the department.

RECOMMENDATIONS:

- 1) Information
- 2) Information
- 3) Information



PMPD BOARD COMMITTEE REPORT

COMMITTEE NAME:

Finance Committee

(ESTIMATED TIME 10.00 Minutes)

CHAIR:

Co-Chairs: David Fox and Manjit Nijjar

REPORTING DATE:

September 13, 2021

COMMITTEE UPDATE:

1. Year to date Statement of Revenue and Expenses to July 31, 2021

The year to date July 31, 2021 Statement of Revenue and Expenses is attached. The report indicates a surplus of \$559,346.

The main sources of the surplus are wages and operating expenses. A significant portion of the year to date surplus is timing in nature. Member wages are lower than budget primarily due to savings for members at pay steps below 1st class constable, member vacancies, overtime savings, as well as several members on WCB. Civilian wages are also lower than budget due to vacant positions which include the Business Systems Manager and the Crime Analyst (which have now both been filled as of July and May respectively) as well as lower guard wages.

The operating expenses are under budget in Administration, ECOMM, Patrol and Identification and at this point are primarily timing related as operating expenses trend lower in the first part of the year. Administration costs are lower due to less spending on training & conferences, legal, internal audit, and board expenses. Patrol expenditures are lower due to uniforms, training and firearms spending. Identification operating expenses consist primarily of the Integrated team costs which did not start until we joined the Integrated Forensic Identification Team on April 1st. ECOMM expense is under budget due to a lower radio and user equipment levy for the current year as well as a credit received as a result of the reconciliation of the 2020 radio and user equipment levy, both items will result in savings for the year.

2. Reserve Accounts

There is no reserve account information for this month.

3. Audit

The \$25,500 audit budget for 2021 has been allocated to complete a comprehensive risk assessment and to develop a prioritized audit plan for implementation in 2022. The Governance Committee has begun work on the risk assessment, but to date no spending has taken place. An update on the projected spending to year end will be provided next month.

RECOMMENDATIONS / MOTIONS:

1. For receipt, information and discussion.
2. For receipt, information and discussion.
3. For receipt, information and discussion

Port Moody Police Department
Revenue and Expenses
For the period ended July 31, 2021

	YTD Actual Adjusted *	YTD Budget	Prior Year YTD Actuals	YTD Variance to Budget	Current Year Actuals vs. Prior Year Actuals Variance	
Revenues						
Traffic Fine Revenue	\$ 330,151	\$ 301,383	\$ 301,383	\$ 28,768	\$ 28,768	[1]
Growth	316,787	316,787	283,974	-	32,813	
Revenue from Tenant	-	20,417	-	(20,417)	-	[2]
Front Counter	23,799	26,250	22,268	(2,451)	1,531	
Victim Services	40,370	38,820	41,611	1,550	(1,241)	
Keep of Prisoners	1,194	3,641	1,136	(2,447)	58	
Allocation from Surplus-Employer Health Tax	-	-	30,284	-	(30,284)	
Other	15,667	-	130,382	15,667	(114,715)	[3]
Total Revenues	727,969	707,298	811,038	20,671	(83,069)	
Expenses						
Salaries						
Members	\$ 4,567,116	\$ 4,827,521	\$ 4,706,785	\$ 260,405	\$ 139,669	[4]
Civilians	866,299	998,992	822,636	132,693	(43,663)	[5]
Total Salaries	5,433,416	5,826,513	5,529,421	393,097	96,005	
Operating Expenses						
Administration	\$ 245,501	\$ 288,526	\$ 250,090	\$ 43,025	\$ 4,589	[6]
Cell Block	2,869	3,641	1,834	772	(1,035)	
Major Crime	29,748	34,949	29,532	5,200	(216)	
Civic Building	216,052	205,984	197,427	(10,068)	(18,625)	[7]
ECOMM	290,108	343,426	307,021	53,318	16,913	[8]
Communications	2,027	3,157	1,655	1,130	(372)	
Community	28,604	24,019	21,400	(4,585)	(7,204)	
Emergency Reponse Team - Integrated	48,304	48,304	48,549	-	245	
Front Counter	650	1,167	725	517	75	
Identification	56,854	69,878	11,635	13,025	(45,219)	[9]
Integrated Homicide - Integrated	95,296	95,296	98,662	-	3,366	
Police Dog Services - Integrated	70,769	70,769	70,466	-	(303)	
Patrol	133,477	157,722	120,560	24,246	(12,917)	[10]
Traffic	278	928	1,335	650	1,057	
Victim Services	1,422	10,210	2,818	8,788	1,396	
Community Action Team	1,881	5,636	2,290	3,755	409	
Vehicles	311,958	317,765	296,541	5,807	(15,417)	
Total Operating Expenses	1,535,798	1,681,376	1,462,540	145,578	(73,258)	
Total Expenses	6,969,213	7,507,889	6,991,961	538,676	22,748	
Net impact	\$ 6,241,245	\$ 6,800,591	\$ 6,180,923	\$ 559,346	\$ (60,322)	

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

Notes:

[1] Traffic fine revenue - received in July and higher than expected at \$565,974 - which is higher than budgeted by \$49,318. The pro-rated variance to July 31 is \$28,768.

[2] Revenue from Tenant - currently tenant spot is vacant in Police building (this is a recovery of building costs) but RCMP have signed a lease with the City and once renovations start we will start recovering costs from the tenant.

[3] Other revenue in the prior year was higher due to funding from the future operating reserve HR related expenses that were in salary expense.

[4] Member salary savings primarily due to members at pay steps below 1st class constable rank, vacancies, overtime savings, several members on WCB and members using banked overtime.

[5] Civilian salary savings due to Business Systems Manager position not filled until July, Crime Analyst position not filled until the end of May as well as lower guard wages.

[6] Administration is under budget - largely due to timing of expenses due to lower spending to date on conferences & dues, legal fees, internal audit, board expenses which is offset by higher costs for strategic plan (which will be funded by the reserve) as well as the costs related to the consultant expenses for the evolution of policing work.

[7] Civic Building costs are higher than budgeted due to the extra cleaning related to COVID-19.

[8] ECOMM expenses are underbudget due to the 2021 radio and user equipment levy coming in slightly lower for the year as well as a credit received from ECOMM based on a reconciliation of the 2020 actual expenses vs. charged for our radio and user equipment levy.

[9] Identification expenses are lower than budget due to budget timing (the monthly budget is timed evenly throughout the year). PMPD joined the Integrated Forensic Identification Team in April 2021 which is when the majority of the operating expenses will start to be incurred.

[10] Patrol expenses under budget due to timing of expenses primarily in Uniforms, Training & Recruiting, and Firearms.



August 19, 2021
Ref: 622499

Chief Constables of Independent Municipal Police Departments
Deputy Commissioner, Commanding Officer, "E" Division
Chief Officer, SCBCTA Police Service
Chief Officer, Stl'atl'imx Tribal Police Service
Chief Officer, Combined Forces Special Enforcement Unit BC
Chairs of Municipal Police Boards
Chair, SCBCTA Police Service Board
Chair, Stl'Atl'Imx Tribal Police Services Board

Dear Sirs/Madams:

Re: Provincial Policing Standards on the Promotion of Unbiased Policing

I am writing to advise you that *BC Provincial Policing Standards* (hereafter the Standards) on the Promotion of Unbiased Policing were approved by the Minister of Public Safety and Solicitor General on July 30, 2021. The Standards feature various coming-into-effect dates to allow time for implementation and are enclosed here for your convenience; the Standards will be posted on the government website shortly (<http://www2.gov.bc.ca/gov/content/justice/criminal-justice/policing-in-bc/policing-standards>).

The Standards will require police agencies and police boards to have policies and procedures on specific matters and to take specific actions to ensure that policing services throughout BC are delivered equitably, and in a manner that is responsive to the needs and realities of racialized or otherwise marginalized persons and communities. Specifically, the standards when in effect will include requirements on Police Boards and on Chief Constables related to:

- emphasizing the duty of all employees to provide services impartially and equitably, in a manner that upholds human rights, and without discrimination;
- the overall approach to policy development, including considering the potential impacts of the policy on different groups and on public trust, and seeking input from service providers or others outside policing who have relevant expertise and experience;

.../2

Ministry of Public Safety and
Solicitor General

Policing and Security Branch

Mailing Address:
PO Box 9285 Stn Prov Govt
Victoria BC V8W 9J7

Telephone: 250 387-1100
Facsimile: 250 356-7747
Website: www.gov.bc.ca/pssg

- specific topics for which policies and/or procedures must be in place to protect rights, improve responses to socially or racially marginalized individuals, and address barriers to reporting to police and access to service;
- auditing and data analysis in areas relevant to equitable policing, and the reporting of findings to the police board and Director of Police Services;
- promoting community awareness amongst police officers and members of police boards and requiring where possible experiential learning opportunities, and engaging with a broad section of the community on policing priorities and service delivery;
- enhancing and monitoring the diversity of the police force and requiring policies and processes to ensure workplaces are diverse and free of harassment; and
- training for police officers on key foundational aspects of police responses to racialized or marginalized persons, including trauma-informed practice, Indigenous cultural safety, responses to and investigations of intimate partner violence, and skills to recognize and minimize biases (fair and impartial policing).

As you may also know, the process of developing these Standard began a number of years ago. I recognize that there are currently several broad and interconnected Ministerial mandate commitments and government-wide initiatives that will address related matters. Specifically, priorities, commitments and initiatives related to reconciliation, accessibility, anti-racism, and diversity, inclusion and gender equity. In addition, and moving forward, my office will also monitor the work of and outcomes from the *Special Committee on Reforming the Police Act* whose scope is to examine, inquire into, and make recommendations to the Legislative Assembly on reforms related to the modernization and sustainability of policing under the *Police Act*, including the role of police with respects to complex social issues, including mental health and wellness, addictions and harm reduction; the scope of systemic racism within BC's police agencies; and whether there are measures necessary to ensure a modernized *Police Act* is consistent with the *United Nations Declaration on the Rights of Indigenous Peoples*.

My office will ensure alignment of the Standards with the outcomes of these initiatives and with the work of the First Nations Justice Council in relation to the *First Nations Justice Strategy*. These are important initiatives and dialogues that will guide the work of the Policing and Security Branch as we move forward.

.../3

In the meantime, the Branch's work on other Standards continues. For example, Standards on the police responses to and investigations of sexual assaults are currently in early phases of development. Further, the criteria and process for approving training for police officers related to First Nations and Indigenous communities in BC will need to be determined.

If you have any questions about these standards, please contact Lucie Vallieres, Senior Program Manager, Policing and Security Branch (lucie.vallieres@gov.bc.ca).

Thank you in advance for your attention to these matters.

Regards,



Wayne Rideout
Assistant Deputy Minister
And Director of Police Services
Policing and Security Branch

pc: David Pilling, Director of Police Governance, Policing and Security Branch

Enclosures: Approved BC Provincial Policing Standards 6.1.1, 6.1.2, 6.1.3, 3.2.5, 3.2.6
Principles for BC Provincial Policing Standards 6.1.1, 6.1.2, 6.1.3, 3.2.5, 3.2.6

Section 6.0 –	Promotion of Unbiased Policing	Page 1 of 5
Sub Section 6.1 –	Community Partnerships and Equitable Policing	Effective: July 30, 2023 Revised: n/a
Subject 6.1.1 –	Promoting Unbiased Policing	

Definitions

“Police officer” – a constable appointed under the *Police Act* or an enforcement officer appointed under s. 18.1 of the *Police Act*.

Standards

Duty to promote equitable policing

The Board, or the Commissioner must ensure that:

- (1) The duty of all employees to deliver services impartially and equitably, in a manner that upholds human rights, and without discrimination based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, gender identity and expression, political beliefs, types of employment, economic or social standing is communicated to all employees of the police force.
- (2) The police force’s commitment and expectation that all employees will provide services in a culturally safe, responsive, and trauma-informed manner is communicated to all employees of the police force.

Policy framework to support equitable policing

The Board, or the Commissioner must ensure that:

- (3) The process of establishing, amending, or routinely reviewing the policies and procedures of the police force includes analysis or consideration of whether:
 - (a) the policy or procedure promotes equitable and impartial service delivery and public trust and confidence in the police force, and
 - (b) whether individuals or groups may be disproportionately impacted by the policy or procedure (e.g., [Gender-Based Analysis Plus](#)).
- (4) The persons responsible for the analyses described in Standard (3) above are provided with resources and information to assist in the analysis.

Written procedures to support equitable policing, the protection of rights, and access to justice

The Chief Constable, Chief Officer, or Commissioner must ensure that:

- (5) Written procedures are examined annually to ensure consistency with legislative amendments and applicable case law related to right to equal treatment, protection and benefit under the law, including the *Canadian Charter of Rights and Freedoms* and the obligations of police, related to:
 - (a) informing persons of the reason for their arrest or detention;
 - (b) informing a detained or arrested person of their right to counsel and providing that person with access to the same;
 - (c) detaining a person;
 - (d) obtaining confessions and admissions from a person; and
 - (e) gathering of evidence, including search and seizure.
- (6) Written procedures governing personal searches are in place that incorporate the right to equal treatment, protection and benefit under the law, including the *Canadian Charter of Rights and Freedoms* and the obligations of police that, at minimum:
 - (a) provide direction on recognizing and handling items of cultural or religious significance in a culturally sensitive way;
 - (b) provide direction on accommodations to be offered and/or made when conducting searches, in a manner that is responsive to the gender identity or expression of the person being searched; and
 - (c) outline criteria and procedures for conducting, authorizing, documenting, and monitoring the use of strip searches and internal searches.
- (7) Written procedures are in place governing investigations likely to involve persons in vulnerable circumstances, including, but not limited to:
 - (a) intimate partner violence;
 - (b) sexual assaults;
 - (c) offences related to the sex industry;
 - (d) offences involving youth; and
 - (e) incidents believed to be, or reported to police as being motivated by racism, prejudice, or hate.
- (8) Written procedures or guidance governing police interactions with persons in vulnerable circumstances, including, but not limited to:
 - (a) persons who may be vulnerable due to age (i.e., children or older adults);
 - (b) persons with disability or who may have communication barriers (e.g., language, hearing or speech);
 - (c) persons with apparent mental health and/or substance use problems;
 - (d) persons with diverse gender identity or expression;

- (e) victims or witnesses who may be less inclined to report or speak to police because of precarious legal status (e.g., victims or witnesses who have outstanding warrants against them, or with precarious immigration status); and
 - (f) persons living in public spaces (e.g., persons relying on, or sleeping in public spaces).
- (9) The views of persons impacted, or relevant service providers or advocates of those impacted, are sought and considered in developing or making significant changes to the procedures or guidance referred to under Standards (6), (7), and (8).
- (10) Written procedures governing police response to and investigations of offences related to intimate partner violence are consistent with the Provincial policy on relationship violence and include trauma-informed practices.
- (11) Written procedures governing police response to and investigations of offences related to persons involved in the sex industry are consistent with the BC Association of Chiefs of Police *Sex Work Enforcement Guidelines*.
- (12) Written procedures governing police response to persons with apparent mental health and/or substance use problems emphasize de-escalation, integrated and collaborative approaches between police agencies and health authorities, and consider evidence and best practices outlined in the BC Government [*Interfaces between mental health and substance use services and police*](#) toolkit.

Services to support access to justice

The Chief Constable, Chief Officer, or Commissioner must ensure that:

- (13) Written procedures include requirements that officers provide victims of crime with information and services, including referrals to victim services, in keeping with the obligations of police under the *Canadian Victims Bill of Rights* and the *Victims of Crime Act* and in a culturally appropriate manner, as appropriate to the circumstances.
- (14) The police force accepts and supports third party reports by community-based victim services (where these exist) on behalf of adult victims of sexual assault.
- (15) Written procedures or guidance are available to officers governing the decision to use, and how to access interpreters or translation services to provide services in other languages spoken in the area served.
- (16) The use of interpreters in taking statements is consistent with the Memorandum of Understanding on disclosure, signed between the BC Prosecution Service, the Public Prosecution Service of Canada (BC), and all police agencies in British Columbia.

Audit and review activity

The Chief Constable, Chief Officer, or Commissioner must ensure that:

- (17) Audits are conducted annually to examine compliance with departmental policies or procedures related to at least one of the following topics:
- (a) personal searches, referred to in (6) above;
 - (b) investigations likely to involve persons in vulnerable circumstances, referred to in (7) above;
 - (c) interactions with persons in vulnerable circumstances, referred to in (8) above,
 - (d) the provision of information and services to victims of crime, referred to in (13) above;
 - (e) third party reports, referred to in (14) above; or
 - (f) use of interpreters or translation services, referred to in (15) and (16) above.
- (18) In an effort to monitor for systemic inequities in service delivery, an analysis of at least one of the following types of records is conducted at least once a year, disaggregated by ethnicity, and gender or sex of subjects:
- (a) Subject-Behaviour-Officer-Response reports;
 - (b) prisoner bookings; or
 - (c) other records as identified by the Board.
- (19) A report of the audits and analyses referred to in Standards (17) and (18) is provided to the Board or, in the case of the provincial police force, the Commissioner.
- The Board, or the Commissioner must:
- (20) Within 60 days of receipt of a report referred to in Standard (19), provide to the Director of Police Services a copy of the report and a summary of any action(s) planned or taken by the Board in response to the report.

Policies to guide a police board's response to Service and Policy Complaints

The Board must:

- (21) Ensure that written policy governing the response to Service and Policy complaints requires consideration of whether the complaint includes allegations of discriminatory policies or practices when determining which course of action permitted by s. 171 (1) of the *Police Act* is necessary to respond adequately to a complaint, including at minimum whether to refer the matter to the Chief Constable as permitted by sub-section (a), or to initiate a study or investigation as permitted by sub-section (b) or (c).

Policies and procedures

The Chief Constable, Chief Officer, or Commissioner must ensure that:

(22) Policies and procedures are consistent with these *BC Provincial Policing Standards*.

Section 6.0 – Promotion of Unbiased Policing	Page 1 of 2
Sub Section 6.1 – Community Partnerships and Equitable Policing	Effective: July 30, 2023 Revised: n/a
Subject 6.1.2 – Community engagement	

Definitions

“Police Officer” – a constable appointed under the *Police Act* or an enforcement officer appointed under s. 18.1 of the *Police Act*.

Standards

The Board, or the Commissioner must ensure that:

Community awareness and outreach

- (1) The police force maintains a community relations component or function to liaise, build relationships and ensure communication, with community representatives, service providers or advocates reflective of the demographic makeup of the community.
- (2) Information is provided to police officers about the area served, including at minimum:
 - (a) its demographic makeup;
 - (b) local First Nation community(ies) and elected and traditional leadership;
 - (c) the history, traditions, and laws of the local First Nation(s), including the history and legacy of police relations with the local First Nation(s) and Indigenous community(ies); and
 - (d) key services and resources available through other public and social service agencies (e.g. services and resources relating to assisting persons living or relying on public spaces, support for specific groups).
- (3) Information is provided to members of the Board about:
 - (a) the demographic makeup of the area served by the police force;
 - (b) the local First Nation community(ies) and elected and traditional leadership;
 - (c) the history and current status of Indigenous peoples, including the history and legacy of police relations with Indigenous peoples in British Columbia; and
 - (d) the history, traditions, and laws of the local First Nation(s), including the history and legacy of police relations with the local First Nation(s) and Indigenous community(ies).

- (4) The information provided in Standards (2) and (3) above:
- (a) is, where possible, developed with input from, or delivered in collaboration with, relevant groups to whom the information refers;
 - (b) is periodically reviewed and updated to ensure relevancy and accuracy; and
 - (c) is provided in a manner that is conducive to: fostering relationship building, ongoing learning, and where possible, experiential learning.

Community input on priorities and objectives

- (5) Processes are in place to seek input on the priorities, goals and objectives for policing and law enforcement, from a broad spectrum of their community, including from:
- (a) municipal council(s);
 - (b) Indigenous leaders;
 - (c) school district(s);
 - (d) community organizations and groups (e.g. advocacy groups, leadership at places of worship, Indigenous organizations);
 - (e) members of the public;
 - (f) the business community.

Community satisfaction

- (6) A survey of citizen satisfaction with and attitudes toward police services, consistent with [Public Safety Canada's standardized metrics](#) endorsed by the Canadian Association of Chiefs of Police is conducted at least once every three years, in a manner that supports accessibility and mitigates systemic barriers to participation.

Integrating community relationships into performance management

The Chief Constable, Chief Officer or Commissioner must ensure that:

- (7) The performance management tool for the evaluation of recruits by field training officers includes consideration of the knowledge, skills, and abilities related to community relationship building, including with marginalized, racialized, or vulnerable persons.
- (8) Community relationship building, including with marginalized, racialized, or vulnerable persons and community organizations or groups, is a consideration when assessing officer performance.

Policies and procedures

- (9) Policies and procedures are consistent with these *BC Provincial Policing Standards*.

Section 6.0 – Promotion of Unbiased Policing	Page 1 of 1
Sub Section 6.1 – Community Partnerships and Equitable Policing	Effective: July 30, 2023 Revised: n/a
Subject 6.1.3 – Promoting diversity within the police force	

Standards

The Board, or the Commissioner must ensure that:

Reflective police force

- (1) The police force's hiring, promotion, and retention policies and practices are non-discriminatory, free of systemic barriers, and include strategies related to increasing and maintaining diversity in the police force.
- (2) The police force's recruitment materials depict gender equity and minority representation.
- (3) The police force engages in targeted recruitment activities to attract under-represented groups.
- (4) The police force monitors the diversity within the police force in relation to the area served, including at a minimum sex and ethnicity variables.

Workplace harassment

- (5) The police force promotes a work environment in which all individuals are treated with respect and dignity, including written policy that prohibits bullying or any form of harassment, including sexual harassment.
- (6) The police force has processes in place to support the reporting and investigation of workplace bullying or harassment.

Policies and procedures

- (7) Policies and procedures are consistent with these *BC Provincial Policing Standards*.

Section 3.0 –	Training Courses and Development	Page 1 of 1
Sub Section 3.2 –	Provincially-Approved Training Courses	Effective: July 30, 2024 Revised: n/a
Subject 3.2.5 –	Training to promote equitable and unbiased policing	

Definitions

“Front-line police officer” – any police officer who as part of their duties is regularly interacting with the public and may be in contact with persons in crisis situations.

“Front-line supervisor” – any police officer who directly supervises a front-line police officer.

“Police officer” – a constable appointed under the *Police Act* or an enforcement officer appointed under s. 18.1 of the *Police Act*.

“Provincially-approved equivalent” – training that has been acknowledged by the Director of Police Services as adequate to meet the BC requirements pertaining to a provincially-approved training course.

Standards

The Chief Constable, Chief Officer or Commissioner must ensure that:

- (1) All front-line police officers and front-line supervisor have completed *BC Fair and Impartial Policing Training* or a provincially-approved equivalent training course.

Training records

- (2) Written records are maintained of the training required by this standard that has been completed by each police officer in the police force.

Section 3.0 –	Training Courses and Development	Page 1 of 2
Sub Section 3.2 –	Provincially-Approved Training Courses	Effective: Standards (1)-(5): July 30, 2024 Standards (6)-(7): December 31, 2022 Revised: n/a
Subject 3.2.6 –	Training to enhance service delivery to vulnerable communities	

Definitions

“Front-line police officer” – any police officer who as part of their duties is regularly interacting with the public and may be in contact with persons in crisis situations.

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“Police officer” – a constable appointed under the *Police Act* or an enforcement officer appointed under s. 18.1 of the *Police Act*.

“Provincially-approved equivalent” – training that has been acknowledged by the Director of Police Services as adequate to meet the BC requirements pertaining to a provincially-approved training course.

“Provincially-approved training” – training that has been acknowledged by the Director of Police Services as adequate to meet BC requirements pertaining to training on a specific topic or set of topics.

Standards

Indigenous cultural safety

The Chief Constable, Chief Officer, Commissioner, or Chief Civilian Director of the Independent Investigations Office (“IIO”) must ensure that:

- (1) All police officers or IIO investigators:
 - (a) have completed a training course, developed and delivered in collaboration with representatives from, as applicable, the local First Nation(s) and/or Indigenous organizations, which includes at minimum, the history and legacies of police relations with Indigenous peoples in the community; or
 - (b) have completed a provincially-approved training on the history and current status of Indigenous peoples, including the history and legacies of police relations with Indigenous peoples in British Columbia.

- (2) For the purpose of Standard (1)(b), provincially-approved training includes at least one of the following:
 - (a) the Provincial Health Services Authority (San'yas) *Indigenous Cultural Safety* Training justice module; and
 - (b) [note: other training courses may be added as/when provincial approval is granted]
- (3) Further to Standards (1) and (2) above, and in addition to Standards 6.1.2 (2), encourage, and seek opportunities for police officers to attend learning events that are, where possible, experiential and specific to the local First Nation(s) or Indigenous peoples in the areas.

Trauma-informed practice

The Chief Constable, Chief Officer, Commissioner, or Chief Civilian Director of the IIO must ensure that:

- (4) All front-line police officers, front-line supervisors, or IIO investigators have completed *Trauma-Informed Practice Foundations Curriculum for Justice, Public Safety, and Anti-Violence Community Sectors in British Columbia* online training or a provincially-approved equivalent training course.
- (5) In addition to Standard (4) above, IIO investigators, front-line police officers, and front-line supervisors who are part of a specialized unit or team responsible for investigations involving vulnerable witnesses or victims (e.g. intimate partner violence, sexual assault, human trafficking, or other such investigations), must update their skills and knowledge about trauma-informed practice every 3 years, at a minimum.

Relationship Violence

- (6) All front-line police officers and front-line supervisors have completed *Evidence-based, Risk-focused Intimate Partner Violence Investigations*.
- (7) Every front-line police officers and front-line supervisors who have completed the *Evidence-based, Risk-focused Intimate Partner Violence Investigations* training course in (6) above must refresh their skills by successfully completing the training course once every five years.

Training records

- (8) Written records are maintained of the training required by these standards that has been completed by each police officer in the police force, or each IIO investigator in the case of the IIO.

Guiding Principles Related to Provincial Policing Standards:

BCPPS 6.1 Community Partnerships & Equitable Policing

BCPPS 3.2.5 Training to promote equitable and unbiased policing

BCPPS 3.2.6 Training to enhance service delivery to vulnerable communities

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Police agencies, governments and communities throughout British Columbia share a commitment to ensuring policing is delivered in an equitable manner throughout the province. Work is occurring at all levels of government to recognize and address inequities, protect rights, and improve responsiveness of the criminal justice system for women affected by violence, Black, Indigenous and Persons of Colour, and marginalized communities. These standards are a component of broader efforts to promote unbiased policing and access to justice in BC.

These standards respond to the issues raised in many reports, inquiries, and by community-led advocacy. The final report of the Missing Women Commission of Inquiry (MWCI), recommended standards to promote equality in the delivery of policing services, increase responsiveness to the needs of vulnerable persons, and enhance governance of policing.

Since then, additional reports have documented the experiences of socially and/or racially marginalized communities, including Indigenous peoples, within the justice system. Examples include related decisions from human rights tribunals, the [Truth and Reconciliation Commission](#) and the [National Inquiry into Missing and Murdered Indigenous Women and Girls](#). These proceedings have produced recommendations and are driving further work in BC aimed at improving the experience of Indigenous peoples within the justice system, such as the [Declaration of the Rights of Indigenous Peoples Act](#), and the [BC First Nations Justice Strategy](#).

The Missing Women Commission of Inquiry

Between 1997 and 2002, numerous women were reported missing from Vancouver's Downtown East side, by friends and families who feared for the women's safety. Robert Pickton was arrested in 2002 and convicted of six counts of second-degree murder and sentenced to life in prison in December 2007. Twenty additional murder charges were stayed by the Crown Counsel in August 2010.

In 2010, in response to the horrific events and criticism surrounding the police investigations, the Province established the *Missing Women Commission of Inquiry*. [Forsaken, The Report of the Missing Women Commission of Inquiry](#) was released in 2012 and included 63 recommendations, many of which related to policing.

The Commission found that systemic bias contributed to police effectively under-prioritizing and under-investigating reports of missing women, and that this was a manifestation of the broader patterns of systemic discrimination within society. Specifically, Commissioner Oppal found that negative stereotyping about women involved in survival sex work, many of whom were Indigenous women, existed within the exercise of individual discretion and collective decision-making by police during the investigations of their disappearances.

Further, efforts to reform and modernize policing in BC are ongoing. In 2020, the Legislative Assembly of British Columbia appointed the Special Committee on Reforming the Police Act to conduct a broad inquiry into policing, including examining the role of police with respect to complex social issues; examining the scope of systemic racism within policing in BC; and ensuring consistency of a modernized *Police Act* with the *United Nations Declaration on the Rights of Indigenous Peoples*. Other projects related to unbiased policing including regarding gender equity and anti-racism will inform further advances to these standards moving forward.

Guiding Principles Related to Provincial Policing Standards:

BCPPS 6.1 Community Partnerships & Equitable Policing

BCPPS 3.2.5 Training to promote equitable and unbiased policing

BCPPS 3.2.6 Training to enhance service delivery to vulnerable communities

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The standards seek to provide consistent pathways for advancing equitable and unbiased policing throughout the province by requiring policies and procedures, training, audit activity, and community engagement. The standards will provide a basis for auditing and oversight by the Director of Police Services pursuant to Section 40(1) of the [Police Act](#).

The underlying principles of the standards are that:

- **Individuals and communities have the right to receive unbiased and equitable policing.**

Racism, sexism, and other forms of discrimination are unacceptable in Canadian society, including in policing. The right to equal protection and benefit from the law without discrimination is embedded in the *Canadian Charter of Rights and Freedoms* and human rights legislation. All actors within the criminal justice system share a legal and moral duty to provide unbiased and equitable services and to refrain from discrimination. For policing, these duties are also reflected in the [BC Police Code of Ethics](#).

- **Dialogue and collaboration are key to building trust and achieving common goals of unbiased and responsive policing.**

Police and the communities they serve work toward common goals for policing through partnerships and ongoing dialogue. Trust is key to achieving these partnerships and often starts from an acknowledgement of injustices and current impacts.

- **History continues to impact trust and relationships today.**

Throughout Canadian history, the justice system has systemically discriminated against women, Indigenous peoples, and socially and/or racially marginalized groups. It is important to acknowledge this history and its legacy today.

Police were often the frontline agents and enforcers of discriminatory laws and policies and, as a result, many people continue to view policing as oppressive. Acknowledging the role of policing in these events and the ongoing impact on police-community relations today is an important step in promoting equitable and unbiased policing.

- **Racism, bias, and discrimination are prevalent.**

Biases are cognitive shortcuts used to process information and all people, even well-intentioned people, have biases. However, biases are not acquired in a vacuum. They reflect and are the product of patterns of power and privilege, colonialism, racism, sexism, and other forms of discrimination in society. Biases may be unconscious and may influence choices and actions without conscious thinking or decision-making.

Guiding Principles Related to Provincial Policing Standards:

BCPPS 6.1 Community Partnerships & Equitable Policing

BCPPS 3.2.5 Training to promote equitable and unbiased policing

BCPPS 3.2.6 Training to enhance service delivery to vulnerable communities

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- **It is important to recognize and overcome bias, racism, and discrimination in policing.**

If policies and procedures fail to consider the diverse needs and experiences of the community, bias, racism, and other forms of discrimination can manifest in the actions and decisions of individuals or at a systemic level. Recognizing and taking steps to address this, such as through training, supervision, monitoring, policy development, and community engagement, are critical to promoting unbiased policing.

- **Unbiased policing must also include efforts to remove barriers to justice and police services.**

The compounding and intersecting effects of systemic racism and sexism, social marginalization, and different identity factors can result in an increased risk of being affected by violence and less likely to report it, further compounding vulnerability. Previous negative experiences with police and other public services can result in fear of police, of not being believed, of not being taken seriously, or that a positive outcome is not likely when making a report. Additional barriers may include difficulties connecting with police due to language or cultural barriers.

Adapting processes to reduce or eliminate barriers promotes inclusion and equitable access to justice, particularly for vulnerable groups and individuals who may be reluctant to contact police.

- **Promoting inclusion and diversity within police forces is important.**

Police agencies should aim to reflect the diversity in the communities they serve and promote a workplace culture that is supportive, inclusive, and free from harassment or discrimination.

- **Promoting equitable and unbiased policing is an ongoing process.**

Police agencies in B.C. are taking important and constructive steps to provide equitable and responsive policing. Equity in policing requires leadership, supported by ongoing monitoring of service delivery, data collection and analysis, transparency, accountability, and community engagement. Policing must continuously adapt to respond to the needs of diverse and evolving communities being served. These standards will also evolve to assist those persons and entities listed in s. 40(1.2) of the Police Act and will continue to clarify the actions and attitudes expected of them in relation to unbiased policing.

From: PMPD Info

Sent: July 26, 2021 8:09 AM

To: David Fleugel <David.Fleugel@portmoodypolice.com>; Leslie Stevens <Leslie.Stevens@portmoodypolice.com>; Manj Kaila <Manj.Kaila@portmoodypolice.com>; Travis Carroll <Travis.Carroll@portmoodypolice.com>

Subject: FW: Thank you!

From:

Sent: July 23, 2021 6:02 PM

To: PMPD Info <Info@portmoodypolice.com>

Subject: Thank you!

We just want to send a written Thank You note to the entire PMPD. This morning we realized that our car was broken into. We called you to file a report. Within one hour after calling, Const. Dixon was at our place asking for additional information of the robbery and of our items missing. Two hours later she called us to notify us that our belongings were found after the team captured two suspects in the area. Very impressive work!

Thank you very much for your support and quick response! We really appreciate your work!

Sincerely,