



PORT MOODY POLICE BOARD

Regular Meeting AGENDA

DRAFT

| | |
|----------|---|
| Date: | April 3, 2023 |
| Location | Port Moody Public Safety Building 3 rd Floor EOC, 3051 St. Johns Street Port Moody, BC - 5:00 pm |

**Indicates Attachment*

1. CALL TO ORDER

ACKNOWLEDGEMENT: *Port Moody Police Board meets on the traditional territory of kʷikʷəłəm (Kwikwetlem), which lies within the shared territories of the Səlílwətał (Tsleil-Waututh), sḡəciyałtəməxʷ (Katzie), xʷməθkʷəy̓əm (Musqueam), qiqéy̓t (Qayqayt), Skwxwú7mesh Úxwumixw (Squamish), and 'stə:ləw (Sto:lo) nations.*

2. ADOPTION OF AGENDA*

- **THAT the Agenda for the Regular Police Board meeting of 03 April 2023 be approved.**

3. APPROVAL OF MINUTES*

- **THAT the Minutes of the 06 March 2023 Regular Police Board meeting be adopted.**

4. DELEGATIONS/PRESENTATIONS

- Presentation: *Preliminary Employee Engagement Survey results and next steps* - Jeannie Ziraldo, PMPD HR Manager.

5. STANDING ITEMS/UNFINISHED BUSINESS

5.1 Community Concerns/Considerations

- **THAT (any) community concerns/considerations be received for information.**

5.2 2021 – 2023 PMPD Strategic Plan - Action Item Status Report and EDI Review report*

- **THAT the April 2023 Strategic Plan Status Report be received for information;**
and
 - **THAT the 2021 – 2023 Strategic Plan EDI Review Report be received for information.**

6. NEW BUSINESS

- 6.1 2023 Canadian Association of Police Governance (CAPG) AGM and 2023 Conference.

- **THAT the CAPG Notice of 2023 AGM and Call for Nominations and Strategic Priorities be received and assigned to the Governance Committee for consideration and recommendation to the Board; *and***
- **THAT the Port Moody Police Board approves up to (3) Board members to attend the 2023 Canadian Association of Police Governance Conference, August 14 - 19, St. Johns, NL.**

6.2 British Columbia Association of Police Boards (BCAPB) Appointment of Executive Board

- **THAT the Port Moody Police Board appoints Dave Fox to continue on as the Board's authorized representative of the BCAPB Executive Board and Chloe Goodison as the Board's alternate representative.**

6.3 E-Comm Board of Directors Designate – 2023 -2024 Term

- **THAT the Port Moody Police Board approves the re-nomination of George Madden as the representative of our Class A Designated Group for the 2023 - 2024 Term of the E-Comm Board of Directors.**

7. REPORTS FROM COMMITTEE

7.1 Governance Committee

- This report is an In-Camera meeting item this month.

7.2 Finance Committee*

- **THAT the April 2023 Finance Committee report be received for information.**

7.3 Human Resource Committee

- This report is an In-Camera meeting item.

8. INFORMATION ITEMS

- No information items this month.

9. PUBLIC INPUT

10. ADJOURNMENT

**PORT MOODY POLICE BOARD
REGULAR MEETING
MINUTES**

DRAFT

**Monday, March 6, 2023 5:00 pm
3rd Floor EOC, Public Safety Building
3051 St. Johns Street, Port Moody, BC**

| | | |
|---|-----|--|
| | | Minutes of the PORT MOODY POLICE BOARD Regular Meeting held 06 March 2023, Port Moody, British Columbia |
| PRESENT: | | Mayor Meghan Lahti Manjit Aujla David Fox Chloe Goodison Shahid Hussain Olga Kuznyetsova Darren Radford |
| REGRETS: | | DC Cst. Leslie Stevens, Insp. Travis Carroll, Kim Tsok |
| STAFF: | | C/Cst. Dave Fleugel, Insp. Manj Kaila, Shane Archibald Rhonda Doig, Recording Secretary |
| GUESTS | | None |
| CALL TO ORDER | 1. | <u>CALL TO ORDER</u> Mayor Lahti called the meeting to order at 5:00 pm. |
| AGENDA for 06 March 2023 | 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 06 March 2023 be approved. |
| Minutes of the REGULAR MEETING held 06 February 2023 | 3. | <u>ADOPTION OF MINUTES</u> Moved. Seconded and Carried. THAT Regular Meeting minutes of 06 February 2023 be approved. |
| DELEGATIONS/ PRESENTATIONS | 4. | <u>DELEGATIONS/PRESENTATIONS</u> No delegations or presentations this month. |
| STANDING ITEMS/UNFINISHED BUSINESS | 5. | <u>STANDING ITEMS/UNFINISHED BUSINESS</u> |
| Community Concerns/ Considerations | 5.1 | Community Concerns/Considerations |

| | | |
|---|-----|---|
| | | <ul style="list-style-type: none"> Decriminalization: a brief discussion regarding Decriminalization was held, stemming from the news report that a manufacturer in Langley was granted a license to produce Cocaine by the Federal Government. C Cst. Fleugel explained that the license was most likely granted to produce for research studies. Port Moody Community Facebook group: recently there was a post from a driver complaining about being pulled over by members of the PMPD. The posted resulted in both positive and negative comments. |
| | | Moved. Seconded and Carried. |
| | | THAT the March 2023 Community Concerns and Considerations be received for information. |
| 2021 – 2023 Strategic Plan Action Item Status Report | 5.2 | <p>2021 – 2023 Strategic Plan Action Item Status Report</p> <p>Darren Radford requested a half page precis on what the Board can expect regarding the Equity, Diversity and Inclusion (EDI) item(s) in the Strategic Plan. C Cst. Fleugel will ask DC Cst. Stevens to prepare a short summary on the Department’s EDI initiatives for the next meeting.</p> <ul style="list-style-type: none"> On-line Crime Reporting - it was determined that the capability to offer this service will be established by June 2023 – status report to be amended to move this action up from December 2023. |
| | | Moved. Seconded and Carried. |
| | | THAT the March 2023, 2021 – 2023 Strategic Plan Status Report be received. |
| NEW BUSINESS | 6.0 | <u>NEW BUSINESS</u> |
| Canadian Association for Civilian Oversight of Law Enforcement | 6.1 | <p>2023 Canadian Association for Civilian Oversight of Law Enforcement Conference</p> <p>Information regarding the 2023 BCAPB Conference and AGM was received and considered.</p> |
| <ul style="list-style-type: none"> Conference | | Moved. Seconded and Carried. |
| | | THAT the Port Moody Police Board approves that two (2) Board members be approved to attend the 2023 Canadian Association for Civilian Oversight of Law Enforcement Conference, May 28 – 31, Halifax, Nova Scotia. |
| British Columbia Association of Police Boards | 6.2 | <p>British Columbia Association of Police Boards Notice of 2023 AGM and Call for Resolutions.</p> <p>Moved. Seconded and Carried.</p> |

- Notice of 2023 Annual General Meeting
- Call for Resolutions

THAT the BCAPB Notice of 2023 AM and Call for Resolutions be received;

THAT the Call for Resolutions be assigned to the Governance Committee for consideration and recommendation to the Board.

REPORTS FROM COMMITTEE

7.

REPORTS FROM COMMITTEE

GOVERNANCE COMMITTEE REPORT

7.1

Governance Committee

No report this month.

FINANCE COMMITTEE REPORT

7.2

Finance Committee

Manjit Aujla, Chair of the Finance Committee, reviewed the March 2023 Finance Committee report for information.

Moved. Seconded and Carried.

THAT the March 2023 Finance Committee report be received for information.

HUMAN RESOURCE COMMITTEE

7.3

Human Resource Committee

This report is an In-Camera item.

INFORMATION ITEMS

8.

INFORMATION ITEM(S)

No information items this month.

PUBLIC INPUT

9.

PUBLIC INPUT

None.

ADJOURNMENT

10.

ADJOURNMENT

Meeting adjourned at 5:18pm

NEXT MEETING DATE

11.

NEXT MEETING DATE

The next Regular Meeting: **Monday, April 3, 2023: 5:00 pm**,
3rd Floor EOC
Port Moody Public Safety Building
3051 St. Johns Street, Port Moody, BC

Rhonda Doig, Recording Secretary



PORT MOODY POLICE DEPARTMENT

REPORT TO THE PORT MOODY POLICE BOARD

DATE: March 29, 2023
TO: Chief Constable David Fleugel
FROM: Insp Travis Carroll
SUBJECT: 2022 Strategic Plan Action Item Dashboard

Chief Fleugel,

Please find attached the Action Items as of this date.


Regards,

Insp Travis Carroll

Legend:

Completed - 

In Progress / On track – 

Slow / Expected Delay – 










Critical Delay / Not Started – 





LR – Last Report Status

CR – Current Report Status





PR – Predicted Report Status






Action Item #1 Evolve Policing:

| Project | Remarks | Target Date | Status | | |
|---|---|-------------|---|---|---|
| | | | LR | CR | PR |
| Engage local and provincial health organizations through the Fraser Health Authority to request mental health resources to attend calls with police | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Identify opportunities to meet needs of schools and youth while being sensitive to the diverse perceptions of police | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Identify options for Tri-Cities Advisory Council to strengthen the voice of our diverse community | <ul style="list-style-type: none"> Completed | Dec 31 2022 |  | | |
| Improve Restorative Justice practices in Port Moody | <ul style="list-style-type: none"> Restorative Justice research program presented to the Senior Management Team. Business case requested from Community Services in regards to creation of new In-House Restorative Justice Program. Refresher Restorative Justice training provided at the shift level. Monitoring Restorative Justice Assoc of BC and Provincial RJ Committee for insights on Provincial review. Concepts of RJ consultants and Grant funding being researched. | Dec 31 2023 |  |  |  |
| Undertake an Equity, Diversity and | <ul style="list-style-type: none"> Funding for project approved from 2021 operating surplus. Project Plan in progress. | Dec 31 2023 |  |  |  |








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|---|--|-------------|---|---|---|
| Inclusivity (EDI) review and identify EDI opportunities for PMPD | <ul style="list-style-type: none">Budget is sufficient.March – Deputy Chief Stevens providing update in April Board meeting | | | | |
| Prepare for expected changes from the provincial government’s reform of the Police Act. | <ul style="list-style-type: none">Completed | Dec 31 2022 |  | | |
| Complete body-worn camera impact assessment | <ul style="list-style-type: none">Monitoring BWC programs in LMD. i.e DPD and VPD trialing BWCs in Patrol.Product demo for Axon on October 27 2022March - BWC equipment quote obtained for planning purposes. DPD Policy obtained. Incorporation with DEMS being discussed. | Dec 31 2023 |  |  |  |














Action Item #2 Service Excellence:

| Project | Remarks | Target Date | Status | | |
|---|---|-------------|---|--|--|
| Pilot digital forensic services provider to assist cyber investigations | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Enhance specialized training of members assigned to investigate online crimes targeting children | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Identify methods to improve road safety and address related community concerns | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Develop and propose an internal audit framework for Board Review | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Explore partnership with a Child and Youth Advocacy Centre to better serve child victims of crime | <ul style="list-style-type: none"> Completed | Dec 31 2022 |  | | |












| | | | | | |
|---|--|-------------|---|---|---|
| Increase number of officers that have participated in phase two of trauma-informed practice training | <ul style="list-style-type: none"> Completed | Dec 31 2022 |  | | |
| Expand outreach activities online and in-person to engage with the community | <ul style="list-style-type: none"> Completed and ongoing. | Dec 31 2022 |  | | |
| Explore dispatch options to increase effectiveness of police radio communications to meet community needs now and in the future | <ul style="list-style-type: none"> Conceptual meeting conducted with outside stakeholders and support received to move forward on dispatch and call taking options Meeting with Coquitlam RCMP to identify needs and expected costs to transition away from ECOMM. | Dec 31 2023 |  |  |  |














Action Item #3 Engage our People:

| Project | Remarks | Target Date | Status | | |
|--|---|-------------|---|---|---|
| Create a development and support plan process | <ul style="list-style-type: none"> Completed Career Development and Interactive Competency Development forms being used. | Dec 31 2021 |  | | |
| Create a performance management process | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Provide enhanced Training to new supervisors | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Introduce Leadership development training | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Complete an employee engagement survey, action recommendations, and set targets for future years | <ul style="list-style-type: none"> PMPD working with City of Port Moody on their Employee Engagement strategy. Continuing to assess options for internal survey | Dec 31 2023 |  |  |  |

| | | | | | |
|--|---|-------------|---|---|---|
| | <ul style="list-style-type: none">• 2015 Survey data reviewed and Talent Map being contacted to obtain pricing. Gallup survey and internal release being considered.• Significant budgetary impact to retain TalentMap. Other packages being explored.• TalentMap survey approved for funding. Details of implementation being drawn out.• March – Engagement Survey launched Feb 27th and closed Mar 20th. Completion rate was 91% | | | | |
| Expand support for workplace stress and employee trauma | <ul style="list-style-type: none">• Completed | Dec 31 2022 |  | | |
| Expand annual psychological check-ins to civilian employees | <ul style="list-style-type: none">• Completed | Dec 31 2022 |  | | |
| 100% of employees have a development plan | <ul style="list-style-type: none">• Completed | Dec 31 2022 |  | | |
| 100% of employees participate in performance management | <ul style="list-style-type: none">• Completed | Dec 31 2022 |  | | |
| Evaluate the effectiveness of development and support plan process | <ul style="list-style-type: none">• Submissions expected Dec 1 2022• Submissions being reviewed and filed in Personnel folders.• All NCO’s contacted RE: Missing submissions and several more submitted. | Dec 31 2023 |  |  |  |
| Evaluate the effectiveness of performance management program | <ul style="list-style-type: none">• Submissions expected Dec 1 2022• March – No submissions received | Dec 31 2023 |  |  |  |
| Evaluate leadership development program | <ul style="list-style-type: none">• Not started | Dec 31 2023 |  |  |  |

Action Item #4 Strengthen Technology & Policy:

| Project | Remarks | Target Date | Status | | |
|--|--|--------------|---|---|---|
| Launch an internal intranet | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Implement 2020 digital security recommendations | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Transition to integrated forensic identification services | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Expand PMPD's wireless capability | <ul style="list-style-type: none"> Completed | Dec 31 2021 |  | | |
| Establish Online crime reporting | <ul style="list-style-type: none"> Examining other PD's online reporting processes. Examining interim processes Versaterm solution will not be available before mid-2023 when the RMS is upgraded. Two other options being investigated. March - Working on contract, and Privacy Impact Assessment | July 31 2023 |  |  |  |
| Complete policy renewal project | <ul style="list-style-type: none"> Completed | Dec 31 2022 |  | | |
| Prepare for digital evidence through PRIME and identify resources required | <ul style="list-style-type: none"> DEMS costing inserted in 2022 budget. PRIMECorp has testing environment available for use and Axon application available for testing. Development and production environments created and configured. | Dec 31 2023 |  |  |  |

| | | | | | |
|--|---|-------------|---|---|---|
| | <ul style="list-style-type: none">March – Training conducted March 22 and 23 for first deployment to Patrol. | | | | |
| Begin Digital disclosure to Crown Counsel Phase I | <ul style="list-style-type: none">Completed | Dec 31 2022 |  | | |
| Incorporate Pandemic learnings in the business continuity plan | <ul style="list-style-type: none">Completed | Dec 31 2022 |  | | |
| Assess feasibility of an electric vehicle fleet | <ul style="list-style-type: none">Funding secured from 2021 Operating surplus to assess feasibility study of current and future PMPD needs.RCMP contractor has assessed electrical capacity of Public Safety Building. Minor electrical expansion required to allow for EV Expansion and RCMP project. RCMP will fund this expansion.Feasibility study being conducted by the City of Port Moody Operations to include PMPD fleet.Consultant located to evaluate Public Safety building needs for EV Adaptation and electrical expansion.City Fleet study results required prior to establishing a full understanding of Public Safety building needs. Results expected in Spring of 2023. Consultant in place and funding likely available through BC Hydro / 3rd party Grants. | Dec 31 2023 |  |  |  |
| Conduct a PMPD policy and technology review | <ul style="list-style-type: none">Being planned for early 2023 | Dec 31 2023 |  |  |  |
| Begin digital disclosure to Crown Counsel Phase II | <ul style="list-style-type: none">Disclosure process for MCS has started. | Dec 31 2023 |  |  |  |
| Establish funding for electric fleet infrastructure | <ul style="list-style-type: none">City electric fleet research in progress. | Dec 31 2023 | |  |  |



Port Moody Police Department

TO: Port Moody Police Board

FROM: Deputy Chief Leslie Stevens

DATE: April 3rd, 2023

SUBJECT: 2021-2023 Strategic Plan - EDI Review

Summary:

The Port Moody Police Department (PMPD) is conducting an Equity, Diversity, and Inclusion (EDI) Review (“Review”) as outlined in the 2021-2023 Strategic Plan. The Review is substantially focused on internal dimensions, including respectfully acknowledging the need to address inequalities shaped by social determinants through policies, procedures, processes and training, which reflect the realities and challenges faced by equity deserving groups. The Review will supplement the PMPD Strategic Plan action item to “*strengthen the voice of our diverse community*” and assist in updating the policies and processes which impact the Port Moody community as a whole.

Some of the challenges of implementing EDI policies and changing practices within any organization is managing the concept that diversity means different things to different people and that many are not familiar with the three core components of EDI – equity, diversity and inclusion. Additional barriers relate to EDI “minimizers” who assume creating and executing inclusion/belonging policies should be quick and simple and EDI “defeatists”, who assume that all organizations have an EDI problem and that tangible results are years away.

An EDI plan is more than writing a policy and managing it through HR. Employees, supervisors, managers and leaders must collectively create a workplace of inclusion. To responsibly implement an EDI policy in the workplace, everyone needs to share in the responsibility and make a commitment to uphold the principles. PMPD has identified four stages of our EDI Review and Plan:

Stage 1 Awareness- in process

The PMPD Leadership Team has set the stage by communicating with all staff via Strategic Plan information sessions, patrol briefings, briefings for the Employee Engagement survey and appointing a Diversity Liaison Officer. The Employee Engagement survey included a section for EDI questions and comments which will be used as a baseline for one-on-one meetings with all employees in May and June, 2023. Focus groups may also provide value, however, individual sessions are critical in gaining an understanding of personal experiences of diversity or discrimination, so we can build a foundation of shared understanding and trust. The identified themes and gaps will assist in developing a collective vision of where to focus, with respect to diversity of employees, building a more inclusive culture, and establishing optimal relationships with the communities we police.

Action: Data collection. *Employment engagement Survey, one-on-one interviews, focus groups, best practices research*

Stage 2 Compliance – in process -obligation to meet Provincial Policing Standards for a *Reflective Police Force* by July 30th, 2023:

| Standard | Plan | Status |
|---|---|--------------------------------------|
| Hiring, Promotional 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 | <u>Filter questions:</u> What assumptions are being made? Is there a person or group left behind? Who should be consulted? What data could support the decision-making process? How can we ensure equity and fairness? | In Process Policy Review Team |
| Recruitment materials depict gender equity and minority representation | What assumptions are being made? Is there a person or group left behind? | In process Policy Review Team |
| Police force engages in targeted recruitment activities to attract under-represented groups | What assumptions are being made? Is there a person or group left behind? Who should be consulted? What data could support the decision-making process? | In process |

| Standard | Plan | Status |
|---|---|---|
| | How can we ensure equity and fairness? | |
| Police Force monitors diversity within the police Force in relation to the area served, including at minimum sex and ethnicity variables | Confidential demographic survey with two mandatory questions (gender and ethnicity) with additional optional questions | Ready to launch |
| 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 | AC35 Respectful Workplace Policy updated to reflect industry standards and recent coroner's inquest recommendations | Policy <i>Complete</i> |
| The Police Force has processes in place to support the reporting of and investigation of workplace bullying and harassment | AC35 Respectful Workplace Policy updated to reflect industry standards and recent coroner's inquest recommendations | Policy <i>Complete</i> |
| Policies and procedures are consistent with the <i>BC Provincial Policing Standards</i> | <u>Filter questions:</u> What assumptions are being made? Is there a person or group left behind? Who should be consulted? What data could support the decision-making process? How can we ensure equity and fairness? | Policy Review Team Ready to Launch |

Action: Sign off on *Terms of Reference* for Policy Review Team, establish Inclusive Workplace Committee with all participants taking the federal *Gender Based Analysis Plus* course. Identify and rectify any EDI inconsistencies in all PMPD procedures, processes, guidelines and documents including internal forms and recruitment materials.

Stage 3 Tactical –to be determined

Questions to be answered:

- *What's our strategy?* a short list of priorities that can be connected to short- and long-term goals and metrics
- *Where do we need to standardize?*
- *How can we connect EDI work up and down the organization?* A feedback loop between team members, managers, and senior leaders is critical to the success of an EDI Strategy

- *What is our full sphere of influence?* Align internal and external efforts

Action: Engagement in executing EDI initiatives could include:

- EDI teams or committees that apply a PMPD EDI lens to decision making, new initiatives
- Development of policies and guidelines to address gaps (e.g. related to religious or cultural clothing, hate motivated incidents)
- Training in and guidelines for handling microaggressions
- Appointment of devil's advocates in meetings to make sure diverse opinions are heard
- ABLE – Active Bystander in Law Enforcement Training
- Canadian Police Knowledge Network courses (2SLGBTQ+, Autism Spectrum Disorder, Cultural Awareness and Humility, Indigenous Awareness, Promoting Culturally Safe Practices, Homeless Awareness, Anti-racism Awareness)
- Growing formal and informal connections with underrepresented groups in the community
- Exercises where all employees at all levels engage in tough conversations about bias and give one another feedback; groups may take care to improve diversity of thought in their decision-making
- Leadership and Governance, (commitment/diversity statement, principals used in policy and decision making)
- Representation of diverse workforce compared to city demographics
- HR practices – recruitment, performance management, training, career development, promotions, retention, job design and documentation, health and wellness
- Human rights and anti-discrimination, accessibility, accommodation, climate, EDI education, internal complaint resolution
- Service delivery: traffic stops, street checks, community engagement, partnerships

Stage 4: Integrated and sustainable - PMPD has a defined EDI strategy, has developed a culture of inclusion has taken a close look at the impacts of discrimination and inequity across its internal and external stakeholders and is seeking to address those challenges.

Action:

- EDI is encoded in the way that PMPD operates internally and externally
- PMPD builds programming that removes the burden of EDI promotion from the shoulders of people in underrepresented communities
- PMPD moves into the “sustainable” stage, challenging the status quo and doing things that weren’t done before

- PMPD regularly evaluates the effectiveness of initiatives, processes, policies and programs for their impact on employees and the community

Respectfully,

A handwritten signature in black ink, appearing to read 'Leslie Stevens', with a long horizontal flourish extending to the right.

Leslie Stevens
Deputy Chief Constable



34th ANNUAL GENERAL MEETING

Wednesday, July 19, 2023
12:00 – 3:00 pm Eastern

Virtual Meeting

9:00 am PDT | 10:00 am MDT | 11:00 am CDT | 12:00 pm EDT | 1:00 pm
ADT

1. Call to Order and Introduction
2. Establishment of Quorum
3. Approval of Agenda for the 34rd Annual Meeting of the Canadian Association of Police Governance
4. Confirmation of Minutes of the 33rd Annual Meeting held virtually on Thursday, September 1, 2022
5. Nomination's Committee Report and Election of a slate for the Board of Directors
6. Treasurer's Report
7. Receive the Financial Statements and Auditor's Report for 2023 Fiscal Year
8. Appointment of Auditor/Public Accountant for the 2024 Fiscal Year
9. Strategic Priorities
10. President's Report
11. Committee Reports:
 - a. Advocacy & Partnership
 - b. Centre of Excellence
 - c. First Nations Police Governance Council
 - d. Revenue Committee
12. Additional Business
13. Closing Remarks and Adjournment

CALL FOR NOMINATIONS 2023

On behalf of Wayne Talbot, Chair of the Canadian Association of Police Governance (CAPG) Nominations Committee, we are pleased to invite nominations to the CAPG Board of Directors for the term 2023-2025.

The following chart lists the positions that are vacant on the CAPG Board of Directors and those with terms that expire at the Annual General Meeting to be held at 12:00 pm Eastern on **WEDNESDAY, JULY 19, 2023**.

The chart below shows the status of directors with terms expiring in 2023 and vacant seats.

| CURRENT DIRECTOR | PROVINCE/POSITION |
|--|---|
| Carole McDougall (Interim appointment made after by-law change in September 2022) | Director Non-Police Board Representative* |
| Curtis Allen Halton Police Services Board | ONTARIO |
| Erick Ambtman Edmonton Police Commission | ALBERTA |
| Jada Yee Regina Board of Police Commissioners | SASKATCHEWAN |
| Vacant 1 director | NOVA SCOTIA |
| Vacant 1 director | MANITOBA |
| Vacant 1 director | NEW BRUNSWICK |
| Vacant 1 director | FIRST NATIONS |

The directors listed above are eligible to put their name forward for election but this does not preclude any and all eligible and interested candidates from submitting their own nomination for each vacancy.

*The CAPG by-laws were amended in 2022 to include a new category of Director:

“Non-Police Board Representative” means an individual that is not on a Canadian police board or Canadian police commission but has previously served on a Canadian police board or Canadian police commission;

****This position includes the financial support of the CAPG to attend face-to-face meetings when warranted and financially feasible. The rationale behind creating this position is to***

allow CAPG to benefit from the years of experience and knowledge police governors take with them when their terms expire.

PROCESS

Nominations are an important responsibility of our members. The effectiveness and success of the CAPG depends on the strength and quality of your volunteer board. It is up to you to propose nominees who will bring the necessary competencies, including diversity, inclusivity, education and experience and most importantly a commitment to the success of the CAPG board and organization.

Attached to this document are the following:

- **Schedule A** is the form to be used by nominees who are **members of police boards and commissions**.
- **Schedule B** is the form to be used by nominees who are applying as a **non-police board representative**.

Please submit your nomination forms electronically to the attention of, Chair, Nominations Committee at the following address: nominations@capg.ca or jmalloy@capg.ca before Wednesday, May 31, 2023. **The deadline for receipt of nomination papers is WEDNESDAY, MAY 31, 2023.**

Following the receipt of nominations and identification of eligible candidates, the Nominations Committee will present a slate for election at the virtual Annual General Meeting on **WEDNESDAY, JULY 19, 2023**.

When more than one qualified nomination is received for the same vacancy the Nominations Committee will advise that this will require an election to be held by ballot at the Annual General Meeting. Each candidate will be given time to address the members to support their election.

If you have any questions, please feel free to send them to jmalloy@capg.ca.

Sincerely

A handwritten signature in blue ink, appearing to read 'Jennifer Malloy', with a stylized, flowing script.

Jennifer Malloy, Executive Director

SCHEDULE A

Nomination Form

TO BE SIGNED BY BOARD/COMMISSION CHAIR/VICE CHAIR AND NOMINEE:

We _____, being members of the Canadian Association of Police Governance (CAPG), nominate _____ for the position of director _____ on the CAPG.

We also confirm that:

- ☐ We are members in good standing of the Association and have paid our annual membership dues;
- ☐ The nominee resides in the province where their Police Board or Commission is located;
- ☐ The nominee is willing to commit to the Association for a two-year term;
- ☐ The nominee and their Police Board or Commission commits the financial support of their nominee to attend the annual conference of CAPG;
- ☐ The nominee has the financial support of their Police Board or Commission to attend planning and advocacy meetings (estimated financial commitment of \$5,000)
- ☐ The nominee is able to participate in a two-hour bi-monthly teleconference board meeting;
- ☐ The nominee is willing to sit on at least one CAPG committee that meets bi-monthly;
- ☐ The nominee commits to participate in a one-hour bi-monthly teleconference committee meeting; and
- ☐ The nominee agrees to actively participate and engage in the work of the CAPG.

Nominee:

I _____ being a member of, _____ consent to this nomination. I am currently a _____ (provincial, municipal, citizen appointment) representative on my police board/commission and I have _____ years left to serve. I am eligible for another reappointment for _____ years.

Name:

Date:

Signature:

Email:

Chair or Vice Chair of Board/Commission:

Name:

Date:

Signature:

Email:

DECLARATION OF INTEREST TO SERVE ON THE EXECUTIVE COMMITTEE

I am interested in putting my name forward for the following position(s) for the 2024 term:

| POSITION | NAME |
|----------------|------|
| President | |
| Vice President | |
| Treasurer | |
| Secretary | |

SCHEDULE B

Nomination Form for Non-Police Board Representative

TO BE SIGNED BY NOMINEE

I _____, having been a member of _____ police board or police commission, who were members of the Canadian Association of Police Governance (CAPG), nominate myself for the position of **Non-Police Board Representative** on the CAPG.

I confirm that:

- ☐ I am willing to commit to the Association for a two-year term;
- ☐ I am willing to participate in a two-hour bi-monthly teleconference board meeting;
- ☐ I am willing to sit on at least one CAPG committee that meets bi-monthly;
- ☐ I am willing to commit to participate in a one-hour bi-monthly teleconference committee meeting; and
- ☐ I am willing to agree to actively participate and engage in the work of the CAPG.

Nominee:

Name:

Date:

Signature:

Email:

Please attach a letter that outlines your reasons why you want to be a member of the CAPG Board of Directors including any relevant skills, knowledge, experience and accomplishments that enhance your application.

In the spirit of fairness, we will not accept any attachments that are longer than two pages.



2023 CALL FOR STRATEGIC PRIORITIES

The Canadian Association of Police Governance (CAPG) is inviting members to submit for consideration Strategic Priorities (formerly Resolutions). This new process is intended to create a feedback mechanism that allows our members to bring forward provincial and/or national issues, requests and/or suggestions that will be tabled at the CAPG Annual General Meeting for discussion, ratification and action.

The Advocacy & Partnerships Committee is inviting members to submit in writing to the CAPG office any time before June 15, 2023 the following:

1. A letter of intent or support outlining a specific issue
2. Letter of action outlining how CAPG can bring the issue forward

We also encourage you to provide background and general feedback that can be used in promoting the issue with the members.

Guidelines:

- ☐ Ensure the matter is within the sphere of CAPG (police governance and public safety on a provincial/native perspective)
- ☐ Ensure the priority is well supported
- ☐ Language should be clear, concise, brief and presented in context
- ☐ Define or outline a clear action to be taken
- ☐ Send the priority in electronic format in a word document in order to facilitate ease of circulation
- ☐ Provide supporting document explaining the nature of the issue or concern being addressed
- ☐ Send to CAPG by the deadline of June 15, 2023.

If you have any questions on the above, please get in touch with Jennifer Malloy, Executive Director, at jmalloy@capg.ca

THIS IS YOUR CHANCE TO ENSURE YOUR VOICE IS HEARD!
Email your Resolutions by June 15, 2023 to: jmalloy@capg.ca

SAVE THE DATE

St. John's NFLD 2023

AUGUST 14 – 19, 2023

DELTA HOTELS BY MARRIOTT ST. JOHN'S
CONFERENCE CENTRE



Back to where it all began 33 years ago...



From: [BCA Police Boards](#)
To: [Collette \(Vic/Esq Board Assistant\) Thomson](#); [Paula Kully \(Oak Bay Board Assistant\)](#); [Emmalee \(CS Board Assistant\) Gummer](#); [Ted BRUCE](#); [Alaleh SHAH ALI](#); [Anita De Medeiros \(Saanich assistant\) Secretary](#); [Melissa \(Surrey\) Granum](#); [Ali Huculak](#); [Donna \(Abbotsford assistant\) Macey](#); [Daisy \(NW Board Assistant\) Dyer](#); [Jassie \(Delta Board Assistant\) Ram](#); [Heather Corbett \(NW while Daisy on Mat Leave\)](#); [Jaclyn Addison](#); [Shireen \(Stl"atl"imx Board Assistant\) Sumariwalla](#); [Rhonda Hnatiuk](#); [Marion \(Surrey EA\) Chow](#); [Taryn \(Transit Board Assistant\) Barton](#); [Shiloh \(Nelson Board Assistant\) Perkins](#); [Sharon \(Delta\) Sparrow](#)
Subject: RE: BCAPB - Appointment of Executive Board
Date: March 9, 2023 11:09:50 AM

Sending on behalf of Charla Huber

To: BCAPB Member Boards

In preparation for the upcoming BCAPB conference and AGM, it would be very much appreciated if you could consult with your board as to who will be appointed, or continue on, as your Board's authorized representative and alternate representative of the BCAPB Executive Board, and if at all possible to provide me with your representative's name and contact info by **April 28, 2023**.

APPOINTMENT OF EXECUTIVE BOARD

Part V – Directors and Officers of the BCAPB Constitution and Bylaws:

22 (2) Each Director is the appointed authorized representative of a Full Member ("Full Member" means a police board pursuant to the *Police Act*,)

Director (**authorized** representative):

Contact Information (email/phone):

Director (**alternate** representative):

Contact Information (email/phone):

The Executive Board will elect the Officers of the Executive Committee at the first Executive Board meeting following the Annual General Meeting of the Association.

Please submit the name of your Board's representative on the Executive Board to Veronica Bandet, Administrative Assistant, via email to bcapbs@gmail.com.

Thank you for your assistance.

Charla Huber, MA, CIHCM
President, BCAPB

VIA EMAIL – c/o rdoig@portmoodypolice.com

March 29, 2023

Chair Mayor Meghan Lahti and Board Members
Port Moody Police Board
100 Newport Drive
Port Moody, BC V3H 5C3

Dear Mayor Lahti and Board Members,

RE: E-Comm Board of Directors Designate — 2023-2024 Term

The Annual General Meeting (the “Meeting”) of the shareholders (the “Members”) of E-Comm *Emergency Communications for British Columbia Inc.* (“E-Comm”) will be held on Thursday, June 22, 2023 and, at that time, the Board of Directors (the “Board”) will be elected by the Members for the 2023-2024 term.

Selection of Nominee for 2023-2024 Term

The Members’ Agreement sets out how the Board of Directors will be elected. For your reference, we attach a copy of section 4.2 of the Members’ Agreement, headed “Designation and Election of Directors” as Schedule “A” of this letter.

Your organization falls into the group of which described in subsection 4.2.1.4. Under 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 present, your grouping is comprised of these police boards:

| | Class A | Class B |
|--------------------------------|----------|---------|
| Abbotsford Police Board | 1 | - |
| New Westminster Police Board | 1 | - |
| Port Moody Police Board | 1 | - |
| Transit Police Board | 1 | - |
| West Vancouver Police Board | 1 | - |

Nominee Request

George Madden represents your organization on the E-Comm Board of Directors.

Since 2020, the E-Comm Board of Directors has seen 12 of the 18 nominated Directors turnover, affecting the Board’s ability to govern the organization effectively. Given the significant transformation underway at E-Comm and the considerable learning curve that new Directors experience before feeling fully engaged and able to contribute, the re-nomination of George Madden will provide the organization with consistency as we continue to move E-Comm forward.

Because your Designated Grouping must mutually agree upon your nominee, **we respectfully request that the Port Moody Police Board confer with the other members of your grouping to confirm the re-nomination of George Madden for the coming term.**



Alternate Nominees

In the event that the Designated Grouping does not re-nominate the current Director, it is requested that the nominee possess the experience, skills, and attributes to effectively serve the best interests of all Members and our other stakeholders. E-Comm is specifically looking to fill the gaps identified in the Board of Directors 2022 Skills Matrix, which highlighted the need for Directors with the following expertise:

- Financial Literacy and Audit
- Information Technology
- Risk and Compliance
- Stakeholder Relations

Next steps

Following discussion within your Designated Grouping, we kindly request that you reply to us with written confirmation by Monday, May 8, 2023, of your nominee's name and contact information to the E-Comm Board for the 2023-2024 term.

FAQ

We have included an FAQ document which provides additional information regarding the nomination of Directors to the E-Comm Board as Schedule "B".

AGM Voting Representative

Please note that nominating a director is a separate process from designating a representative to vote your share(s) at the Annual General Meeting (the "AGM") in June. As such, we will contact you again in mid-May with the Notice of AGM and request that you designate one individual to attend the Annual General Meeting of the Shareholders to vote the Port Moody Police Board share(s). If you prefer, you can designate your nominee to vote your share(s), which is quite common amongst Shareholders.

If you have any questions, do not hesitate to get in touch with me using the contact information below.

Sincerely,



Sarah Sidhu
Corporate Secretary

c | 236.334.2221
e | sarah.sidhu@ecomm911.ca

cc George Madden, E-Comm Board Director

being provided to Members and other Special Users, and anticipated to be provided to the Members then holding Class B Shares; and

- 3.7.2.3 the Special User Agreement effectively provides that the Special User will fulfil its financial obligations with respect to the Company Services received by it as if it were a Class A Member.

Subject to Section 4.11.3, a Special User Agreement may be executed between a Special User and the Company at any time notwithstanding when the Government Agency established for the purposes of holding a Class A Share in place of that Special User becomes a Member.

4. BOARD OF DIRECTORS

4.1 BOARD OF DIRECTORS

The Company shall have a Board comprised of not less than three nor more than twenty-five directors, with the actual number of directors as determined by the Class A Members as provided below.

4.2 DESIGNATION AND ELECTION OF DIRECTORS

4.2.1 The Members shall be entitled to designate directors as hereinafter provided:

4.2.1.1 one individual designated by the BCEHS;

4.2.1.2 one individual designated by Vancouver;

4.2.1.3 one individual designated by the Vancouver Police Board;

4.2.1.4 one individual designated by the following group:

(a) each Police Board which directly holds a Class A Share or Class B Share, other than Vancouver Police Board and Delta Police Board; and

(b) each Police Board which has a Class A Share or Class B Share in respect of Police Services held by its respective municipality, other than Vancouver Police Board and Delta Police Board;

4.2.1.5 such number of individuals as are set forth below, to be designated by the following designated group of Class A Members or Class B Members (each group being called a "Designated Group of Members"), if one or more of the Municipalities within a Designated Group of Members is a Class A Member or a Class B Member, as hereinafter set forth:

No. of Individuals
which may be
Designated

Designated Group of Members

1

West Vancouver, North Vancouver City,
North Vancouver District and Lions Bay

- | | |
|--------|---|
| 1 or 2 | 2 individuals if Burnaby, together with any one or more of New Westminster, Coquitlam, Port Moody, Port Coquitlam, Anmore and Belcarra are a Member; provided however that if Burnaby is not a Member, any one or more of New Westminster, Coquitlam, Port Moody, Port Coquitlam, Anmore and Belcarra which is a Member can designate 1 individual to be a director |
| 1 | Richmond |
| 2 | Surrey, White Rock, Langley City and Langley District |
| 1 | Delta and the Delta Police Board |
| 1 | Maple Ridge, Pitt Meadows and Mission |
| 1 | Abbotsford, Chilliwack and Fraser Valley Regional District |
| 1 | Squamish, Lillooet and Sechelt; |

and

- 4.2.1.6 One individual designated by all other Members holding Class A Shares and Metro Vancouver, other than as set forth in Sections 4.2.1.1 to 4.2.1.5, inclusive.
- 4.2.2 The RCMP, and in replacement therefor upon the Government Agency referred to in Section 3.7.1 becoming a Class A Member, that Government Agency, shall be entitled to designate one individual to act as director.
- 4.2.3 If provided in a Special User Agreement entered into pursuant to Section 3.7.2 or if otherwise authorized by the Board under Section 4.11.3, each Special User, and in replacement therefor upon the Government Agency for that Special User referred to in Section 3.7.2 becoming a Class A Member, that Government Agency, shall be entitled to designate one individual to act as director.
- 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.
- 4.2.5 The Provincial government, acting through the Ministry of Public Safety and Solicitor General, whether it holds a Class A Share or not, shall be entitled to designate two individuals to act as directors.
- 4.2.6 Subject as hereinafter provided, the directors designated pursuant to Sections 4.2.1, 4.2.2, 4.2.3 and 4.2.4 shall designate four additional persons, independent from the Members, to be directors of the Company (the

"Independent Directors"), who have an interest or expertise in the Purpose or the Company Services to be provided by the Company.

- 4.2.7 The Members agree to vote their Class A Shares for the election as directors of the persons designated pursuant to Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5 and 4.2.6.
- 4.2.8 For the purposes of Section 4.2.1.5, upon anyone or more Municipalities within a Designated Group of Members becoming a Class A Member or a Class B Member, such Municipality or Municipalities will be entitled to designate the individual to be a director for the purposes of Section 4.2.1.5. As additional Municipalities within that Designated Group of Members become Class A Members or Class B Members, as the case may be, such additional Municipalities shall be deemed to have agreed to the individual as designated and elected a director for that Designated Group of Members and no changes will be required to be made with respect to any such individual, unless such individual shall cease to be a director in any other manner such as resignation, until the next following annual general meeting or annual consent resolution. Prior to any annual general meeting or annual consent resolution of the Class A Members, a Designated Group of Members shall agree on the individual to be designated by them for the purpose of Section 4.2.1.5 within a time period sufficient for that individual's name to be placed before the Class A Members, as determined by the Board.

4.3 VACANCIES ON BOARD

Any vacancies on the Board created by an individual designated under Section 4.2.1, 4.2.2, 4.2.3, 4.2.4 or 4.2.5 shall be filled by an individual designated by the Member or Members who designated the individual who is no longer a director, the Special User who designated the individual who is no longer a director, or the Provincial government, as the case may be, and any vacancies in any Independent Directors shall be filled by the remaining directors in accordance with Section 4.2.6.

4.4 NO RESTRICTIONS ON AFFILIATION TO MEMBERS

Directors designated pursuant to Section 4.2.1 may be appointed or elected officials from a Member or may be persons from the general public with no affiliation to a Member.

4.5 REMUNERATION FOR DIRECTORS

Directors shall be entitled to fees for acting as a director of the Company, as determined in an Authorized Operating Budget. All directors may be paid reasonable expenses incurred when acting as directors.

4.6 QUORUM AT DIRECTORS MEETINGS

The quorum for all meetings of the Board shall consist of a majority of the directors. Meetings of the Board shall be held in accordance with the Articles of the Company and this Agreement.

4.7 EXECUTIVE MEMBER OF THE BOARD

The President of the Company shall be an executive member of the Board and as such shall be entitled to be present at all meetings of the Board and to take part in all discussions at meetings

Board of Directors: Common Questions & Background

Q. How should the nominating resolution of our council/board read?

- A. Exact wording is at the discretion of your organization; however council/board motions should include the name of the nominee, specification of the E-Comm of Directors (the “Board”) term (e.g. 2023-2024) and reference to election at the Annual General Meeting of E-Comm shareholders (the “Members”).

For example “THAT (enter municipality/board/organization) nominate (name) to serve as the nominee of (municipality/board/organization) to the Board for the 2023-2024 term, such Board to be elected by the Members at the June 22, 2023 Annual General Meeting.”

Q. What is the role of the Board ?

- A. The Board is responsible for stewardship of the entire E-Comm organization – it provides strategic oversight of the business and affairs of the company. The Directors are also the most senior representatives of the organization to the public and our stakeholders. To conduct its work efficiently, the Board has three standing committees: Finance, Governance and Public Affairs, and People and Culture (the “Committees”).

Q. Who elects the Board?

- A. The Members elect the Board at the Annual General Meeting (the “AGM”) of the Company. A members’ agreement among the Members (the “Members’ Agreement”) sets out who may select nominees to the Board. Nominating entities are expected to select their nominee and advise the Corporate Secretary of the name of their nominee by May 12, 2023 – the candidate is then put forward for election by the Members-at-large at the AGM in June 2023.

Q. What time commitment is required of Directors?

- A: The Board typically holds five regular meetings each year, during business days, typically for four hours. The meeting schedule is published well in advance. The Committees also meet five times each year, during the business day, for approximately two hours each meeting.

Two additional sessions occur annually: a Board orientation session for new Directors (typically half-day) and a strategic planning session (typically 1-2 full-days).

As a best governance practice, the Board does expect a high attendance rate from its Directors.

Q. Why is the Directors term only one year? Can we nominate someone for more than one term?

- A. E-Comm’s Articles specify a term of one year. Nominating entities may advise the Corporate Secretary in writing if they wish their nominee’s name to stand for election for a specific number of terms (e.g. four). However, the Corporate Secretary must confirm in writing each year that the standing nomination remains intact, however there will be no further action for the nominating entity unless they wish to make a change from their previous direction.

E-Comm Board of Directors: Common Questions & Background

In the case of nominating entities that are part of a grouping, the Corporate Secretary must receive written confirmation from each nominating entity of the standing nomination, including specification of number of terms. The direction must be consistent among all members of the grouping; otherwise all members of the grouping must be contacted each year asking for confirmation of the nomination.

Q. If my organization/municipality is part of a grouping, do we have to agree on the nominee?

A. The Members' Agreement specifies that each designated group of members shall agree on their individual nominee. Consultation on a mutually-agreeable nominee should be undertaken prior to advising the Corporate Secretary of the name of the nominee.

Q. What is the difference between nominating a Board Director and sending someone to the AGM?

A. The individual board nominees, once elected at the AGM, will serve on the Board throughout the coming year, attending various board and committee meetings, and participating in the supervision of the organization's affairs. Your organization's representative at the AGM is simply the person who attends the AGM that day on behalf of your organization, and votes your share on any resolutions or votes which occur at the AGM that day. That person's role and duties cease after the AGM has adjourned.

Q. Why do you contact us in March when the Board is not appointed by Members until June?

A. We provide sufficient notice of the process to allow for conferring with other Members of Member groupings, council and or other motions that may be required.

Q. What do Directors receive for remuneration?

A. Meeting rates are \$397 per meeting (for Directors who are not full-time employees of a Member, the Provincial Government or special user), twice that amount for meetings longer than four hours in duration. Board meetings are generally less than four hours.

Q. Who do I contact with questions?

A. Sarah Sidhu, Corporate Secretary, 604-334-2221

E-Comm Board of Directors: Common Questions & Background

About the annual general meeting

Q. What is an AGM?

A. A general meeting of all the Members is required to occur at least once annually under the *Business Corporations Act* (BC), which regulates E-Comm's corporate governance.

Q. What happens at an AGM?

A. The compulsory items on the agenda are the election of directors, the appointment (or reappointment) of the auditors, and the presentation of previous year's financial statements. Usually, a number of additional items are also placed on the agenda, such as a general report from the directors, or presentations on new initiatives. Special business items could also be dealt with (such as changing the Corporate Articles), but Members would receive notice of any special business with the notice of meeting.

Q. Who should attend AGM?

A. A representative of the Member should attend the AGM to vote on the matters listed above including electing the Board.

Q. What are Members entitled to vote on?

A. Holders of Class A shares have one vote per share on all matters requiring a vote at the AGM, including any items of special business. Class B shares are generally non-voting, except for matters which involve certain fundamental changes – these are listed and specified in the Articles.

Q. What is the voting process at the AGM?

A. Votes are conducted by a simple show of hands (voting cards) unless a Member demands at the meeting that a formal ballot or "poll" vote occur on a particular resolution.

Q. What if no one can attend, can we proxy our vote?

A. Yes. A Member can appoint a proxyholder (in writing) to attend and vote on the Member's behalf at the AGM. The proxyholder need not be a Member themselves.

Proxies must be in writing, must specify the name of the Member, the identity of the proxyholder, and reference the AGM in question. They must be signed by an authorized signatory of the Member. Proxies must be pre-registered with E-Comm at least 3 business days prior to the AGM.

Q. How will my shares be voted if I return a proxy?

A. Proxies usually grant the proxyholder the ability to vote on all matters at the meeting, in their discretion. If a Member wishes, it can restrict that discretionary power by stating in the proxy form that its shares

E-Comm Board of Directors: Common Questions & Background

must be voted in a certain manner on specified resolutions or votes which it anticipates will be before the meeting. Such language, if included, needs to be clear and unambiguous.

Q. Can a proxy be revoked?

A. Once granted, proxies can also be revoked, but written revocation signed by the Member must be given to E-Comm at least one business day prior to the AGM.

Q. Who chairs the AGM?

A. E-Comm's Articles specify that the chair of the Board will also chair the AGM.

Q. How important is it that we send someone?

A. As a Member we strongly urge in-person attendance to ensure shares are represented.

Q. What if I have a question about the AGM?

A. Contact Sarah Sidhu, Corporate Secretary, 604-334-2221



PMPD BOARD COMMITTEE REPORT

COMMITTEE NAME:

Finance Committee

(ESTIMATED TIME 10.00 Minutes)

MEMBERS:

Manjit Aujla, David Fox and Olga Kuznyetsova

REPORTING DATE:

April 3, 2023

COMMITTEE UPDATE:

1. Year to date Statement of Revenue and Expenses to February 28, 2023

The year to date February 28, 2023 Statement of Revenue and Expenses is attached. The budget figure included in the report is based on the budget that was approved by the Police Board on February 6, 2023 (with a few minor changes made by the City to benefit overhead rates and vehicle maintenance). Should any changes be made to the budget, the report will need to be updated. The report indicates a surplus of \$155,152.

The main sources of the surplus are wages and operating expenses. A significant portion of the year to date surplus is timing in nature. Wages are lower than budget primarily due to the month of February having fewer days. Wages are accrued based on number of days in the month whereas the year to date budget is timed from the annual budget based on two out of twelve months in the year. The impact of February being a shorter month contributes approximately \$55,000 to the year to date surplus, however this is simply timing and will reverse by the end of the year.

Member wages are under budget primarily due to members at pay steps below 1st class constable and lower overtime costs which is partially offset by additional salary costs due to the department being over strength. Civilian wages are also lower than budget due to lower guard wages as well as additional hours requested for the Crime Analyst position and the new Disclosure Clerk position which won't be implemented until the budget is approved by City Council.

Operating expenses are under budget at this point – which is timing related as typically operating expenses trend lower at the beginning of the year. Budget variance is largely in Administration. Administration costs are lower due to less spending on legal, internal audit, DEMS and Board expenses.

Revenues are on budget for February – however the most significant revenue item is traffic fine revenues which is not typically received until July. Until the traffic fine revenue is received it is assumed to be on budget.

2. Reserve Accounts

There is no reserve account information for this month.

3. Audit

The employee engagement survey closed on March 20th with a participation rate of 91% for our full and part time staff (department wide participation rate was 82% which includes auxiliary employees). Talent Map will be compiling results and providing a presentation and report to the Senior Management Team on the survey results. Should the Board wish to have a separate session with Talent Map this can be arranged, however there would be an additional cost of approximately \$2,500.

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 February 28, 2023**

| | YTD Actual Adjusted* | YTD Budget ** | YTD Variance to Budget | Annual Budget ** | Prior Year YTD Actuals | Current Year Actuals vs. Prior Year Actuals Variance | |
|-------------------------------------|-------------------------|---------------------|------------------------------|----------------------|---------------------------|--|-----|
| Revenues | | | | | | | |
| Traffic Fine Revenue | \$ 94,329 | \$ 94,329 | \$ - | \$ 565,974 | \$ 94,329 | \$ - | [1] |
| Revenue from Tenant | 10,251 | 10,252 | (0) | 61,510 | - | 10,251 | |
| Front Counter | 7,607 | 7,500 | 107 | 45,000 | 8,151 | (544) | |
| Victim Services | 11,570 | 11,570 | 1 | 69,419 | 13,026 | (1,456) | |
| Keep of Prisoners | 1,177 | 1,083 | 95 | 6,495 | - | 1,177 | |
| Other | 18,498 | 17,083 | 1,415 | 102,500 | 11,151 | 7,347 | |
| Total Revenues | 143,433 | 141,816 | 1,617 | 850,898 | 126,657 | 16,776 | |
| Expenses | | | | | | | |
| Salaries | | | | | | | |
| Members | \$ 1,414,402 | \$ 1,495,186 | \$ 80,783 | \$ 8,971,113 | \$ 1,223,978 | \$ (190,424) | [2] |
| Civilians | 293,564 | 342,785 | 49,221 | 2,056,712 | 272,748 | (20,816) | [3] |
| Total Salaries | 1,707,967 | 1,837,971 | 130,004 | 11,027,825 | 1,496,726 | (211,241) | |
| Operating Expenses | | | | | | | |
| Administration | \$ 90,672 | \$ 115,655 | \$ 24,983 | \$ 693,928 | \$ 94,421 | \$ 3,749 | [4] |
| Cell Block | 2,497 | 1,083 | (1,415) | 6,495 | 455 | (2,042) | [5] |
| Major Crime | 11,151 | 13,949 | 2,799 | 83,695 | 33,138 | 21,987 | |
| Civic Building | 64,870 | 64,444 | (426) | 386,665 | 62,332 | (2,538) | |
| ECOMM | 135,423 | 135,175 | (248) | 811,050 | 109,845 | (25,578) | |
| Communications | - | 939 | 939 | 5,631 | 118 | 118 | |
| Community | 17,847 | 7,438 | (10,409) | 44,625 | 3,762 | (14,085) | [6] |
| Emergency Reponse Team - Integrated | 15,285 | 15,285 | - | 91,708 | 14,146 | (1,139) | |
| Front Counter | 75 | 333 | 258 | 2,000 | (75) | (150) | |
| Identification | 29,572 | 29,572 | - | 177,431 | 26,856 | (2,716) | |
| Integrated Homicide - Integrated | 28,745 | 28,745 | - | 172,472 | 27,908 | (837) | |
| Police Dog Services - Integrated | 21,347 | 21,347 | - | 128,081 | 20,725 | (622) | |
| Patrol | 57,442 | 58,854 | 1,412 | 353,124 | 41,950 | (15,492) | [7] |
| Traffic | - | 276 | 276 | 1,655 | - | - | |
| Victim Services | 932 | 3,035 | 2,103 | 18,210 | 1,322 | 390 | |
| Community Action Team | 949 | 1,675 | 726 | 10,051 | 622 | (327) | |
| Vehicles | 95,037 | 97,570 | 2,533 | 585,421 | 86,946 | (8,091) | |
| Total Operating Expenses | 571,843 | 595,374 | 23,531 | 3,572,242 | 524,471 | (47,372) | |
| Total Expenses | 2,279,809 | 2,433,345 | 153,535 | 14,600,067 | 2,021,197 | (258,612) | |
| Net impact | \$ 2,136,376 | \$ 2,291,528 | \$ 155,152 | \$ 13,749,169 | \$ 1,894,540 | \$ (241,836) | |

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

** 2023 Budget based on budget approved by Police Board on February 6, 2023 (which has been updated for minor changes for benefit overhead rates and City garage expenses for vehicle maintenance. Final Budget is still subject to approval by City Council.

Notes:

[1] Traffic fine revenue - this typically isn't received until July - until amount received book accrual for pro-rated budgeted amount.

[2] Member salary savings primarily due to members at pay steps below 1st class constable rank, overtime savings offset by member count being over strength. In addition, a significant portion of the variance is due to the budget timing impact since February is a shorter month and salaries are accrued based on number of days vs. YTD budget is timed based on 2/12 of the year.

[3] Civilian salary savings due to lower guard wages, IT Standby pay not implemented until late January as well as additional hours included in 2023 budget for Crime Analyst & new Disclosure Clerk position (hours wouldn't be implemented until budget approved by City Council).

[4] Administration is under budget due to lower spending to date on internal audit, board expenses, DEMS, equipment maintenance and legal expenses.

[5] Cell Block expenses higher than budget due to filling guard shifts with Guardworld vs. internal guard staff (done when no guard staff are available). This expense offset with lower guard wages.

[6] Community expenses higher than budget - due to timing of when expenditures made - will be on budget for the year.

[7] Patrol expenses are under budget due to lower spending on firearms, Justice Institute training, recruiting which is partially offset by higher uniform costs and police member training.