



# PORT MOODY POLICE BOARD

## Regular Meeting AGENDA

**DRAFT**

Date:	January 8, 2024
Location	Port Moody Public Safety Building 3 <sup>rd</sup> Floor EOC, 3051 St. Johns Street Port Moody, BC - 5:00 pm

*\*Indicates Attachment*

### 1. CALL TO ORDER

**ACKNOWLEDGEMENT:** Port Moody Police Board carries out our business on the ancestral and unceded homelands of the kʷikʷəłəm (Kwkwetlem), səliłwətał (Tsleil-Waututh), xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), q̓icəy̓ (Katzie), qʷa: ń ʔ'əń (Kwantlen), qiqéy̓t (Qayqayt), and Stó: lō (Sto:lo) Peoples, and extends appreciation for the opportunity to work on this territory.

### 2. ADOPTION OF AGENDA\*

- **THAT the Agenda for the Regular Police Board meeting of 08 January 2024 be adopted.**

### 2. APPROVAL OF MINUTES\*

- **THAT the Minutes of the 04 December 2023 Regular Police Board meeting be approved.**

### 3. DELEGATIONS/PRESENTATIONS

- No Delegations or Presentations this month.

### 4. STANDING ITEMS/UNFINISHED BUSINESS

#### 4.1 Community Concerns/Considerations

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

#### 4.2 2021 – 2023 PMPD Strategic Plan Action Item Status Report \*

- **THAT the December 2023 Strategic Plan Status Report be received for information.**

### 5. NEW BUSINESS

#### 5.1 British Columbia Association of Police Boards Membership Renewal\*

- **THAT the Port Moody Police Board's membership with the BCAPB be renewed for the amount of \$1025.00**

- Decision required on BCAPB Executive Committee representative

6. REPORTS FROM COMMITTEE

6.1 Governance Committee

- No report this month

6.2 Finance Committee\*

- **THAT the January 2024 Finance Committee report be received for information.**

6.3 Human Resource Committee

- In Camera meeting item.

7. INFORMATION ITEMS\*

7.1 Educational opportunity: CACOLE Conference 2024

7.2 Educational opportunity: Governing in the Public Interest

8. PUBLIC INPUT

9. ADJOURNMENT

**PORT MOODY POLICE BOARD  
REGULAR MEETING  
MINUTES**

**DRAFT**

**Monday, December 04, 2023 6:00 pm  
3<sup>rd</sup> Floor EOC, Public Safety Building  
3051 St. Johns Street, Port Moody, BC**

Minutes of the PORT MOODY POLICE BOARD Regular Meeting held 04 December 2023, Port Moody, British Columbia	
<b>PRESENT:</b>	Meghan Lahti, Chair Manjit Aujla David Fox Chloe Goodison Shahid Hussain Olga Kuznyetsova Darren Radford
<b>REGRETS:</b>	Insp. Kaila
<b>STAFF:</b>	C/Cst. Dave Fleugel, DC Cst. Leslie Stevens, Insp. Carroll, Shane Archibald, Kim Tsok, Jeannie Ziraldo  Rhonda Doig, Recording Secretary
<b>GUESTS</b>	No guests present this month
<b>CALL TO ORDER</b>	1. <b><u>CALL TO ORDER</u></b>  Mayor Lahti, Chair, called the meeting to order at 5:00 pm.  Territorial acknowledgement.
<b>AGENDA for 04 December 2023</b>	2. <b><u>APPROVAL OF THE AGENDA</u></b>  Moved. Seconded and Carried.  <b>THAT the Agenda for the Regular Meeting of the Port Moody Police Board held on 04 December 2023 be approved.</b>
<b>Minutes of the REGULAR MEETING held 06 November 2023</b>	3. <b><u>ADOPTION OF MINUTES</u></b>  Moved. Seconded and Carried.  <b>THAT Regular Meeting minutes of 06 November 2023 be approved.</b>
<b>DELEGATIONS/ PRESENTATIONS</b>	4. <b><u>DELEGATIONS/PRESENTATIONS</u></b>  No Delegations or Presentations this month.

<b>STANDING ITEMS/UNFINISHED BUSINESS</b>	5.	<b><u>STANDING ITEMS/UNFINISHED BUSINESS</u></b>
<b>Community Concerns/Considerations</b>	5.1	<p>Community Concerns/Considerations</p> <ul style="list-style-type: none"> <li>Mayor Lahti received a comment from a citizen regarding members carrying long guns while patrolling at the Remembrance Day parade and ceremony. C Cst. Fleugel explained that this date is a heightened threat awareness day and this is practiced at a national level.</li> </ul>
<b>2021 – 2023 Strategic Plan Action Item Status Report</b>	5.2	<p>2021 – 2023 Strategic Plan Action Item Status Report</p> <p>Insp. Carroll provided a review of the Strategic Plan Action Item Report.</p> <ul style="list-style-type: none"> <li>EDI has now moved into the policy review stage. This item will be rolled over into the new strategic plan;</li> <li>A final dashboard will be presented at the January 2024 meeting and the final report with metrics will be presented in February/March;</li> <li>The Employee Engagement Survey Report has not been received by the Board yet – this item should not be marked as complete yet;</li> <li>It was suggested that the police board develop its definition of EDI. This will be worked on further during strategic planning.</li> </ul> <p>Moved. Seconded and Carried.</p> <p><b>THAT the December 2023 Strategic Plan Status Report be received.</b></p>
<b>NEW BUSINESS</b>	6.0	<p><b><u>NEW BUSINESS</u></b></p> <p>No new business this month.</p>
<b>REPORTS FROM COMMITTEE</b>	7.	<b><u>REPORTS FROM COMMITTEE</u></b>
<b>GOVERNANCE COMMITTEE REPORT</b>	7.1	<p>Governance Committee</p> <p>This report moved to In Camera.</p>
<b>FINANCE COMMITTEE REPORT</b>	7.2	<p>Finance Committee</p> <p>Manjit Aujla, Chair of the Finance Committee, reviewed the November 2023 Finance Committee report for information. The Department remains in a deficit situation mainly driven by the major incident file. The Board was reminded that \$16k is available to apply towards the strategic plan consultants work.</p> <p>Moved. Seconded and Carried.</p>

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

**HUMAN RESOURCE COMMITTEE**

- 7.3 Human Resource Committee  
No report this month.

**INFORMATION ITEMS**

8. **INFORMATION ITEM(S)**  
8.1 Appreciation received: re recent Police Board First Nations Blanket Exercise;  
8.2 CACOLE Conference 2024.

**PUBLIC INPUT**

9. **PUBLIC INPUT**  
No public input this month.

**ADJOURNMENT**

10. **ADJOURNMENT**  
Meeting adjourned at 5:10 pm

**NEXT MEETING DATE**

11. **NEXT MEETING DATE**  
The next Regular Meeting: **Monday, January 8, 2023: 5:00 pm**,  
3<sup>rd</sup> Floor EOC  
Port Moody Public Safety Building  
3051 St. Johns Street, Port Moody, BC

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Mayor Meghan Lahti, Chair

  
\_\_\_\_\_  
Rhonda Hnatiuk Recording Secretary



## PORT MOODY POLICE DEPARTMENT

### REPORT TO THE PORT MOODY POLICE BOARD

**DATE:** January 4, 2024  
**TO:** Chief Constable David Fleugel  
**FROM:** Insp Travis Carroll  
**SUBJECT:** 2023 Strategic Plan Action Item Dashboard

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Chief Fleugel,

Please find attached the Action Items as of this date.





The two unresolved items are *“Improve Restorative Justice Practices in Port Moody”* and *“Explore dispatch options to increase effectiveness of police radio communications to meet community needs now and in the future.”*

Both of these items will be addressed in the 2024 Strategic Plan.






Regards,




Insp Travis Carroll

#### Legend:

Completed - 	<b>LR</b> – Last Report Status
In Progress / On track – 	<b>CR</b> – Current Report Status
Slow / Expected Delay – 	<b>PR</b> – Predicted Report Status
Critical Delay / Not Started – 	

## 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"> <li>Completed</li> </ul>	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"> <li>Completed</li> </ul>	Dec 31 2021			
Identify options for Tri-Cities Advisory Council to strengthen the voice of our diverse community	<ul style="list-style-type: none"> <li>Completed</li> </ul>	Dec 31 2022			
Improve Restorative Justice practices in Port Moody	<ul style="list-style-type: none"> <li>Restorative Justice research program presented to the Senior Management Team.</li> <li>Business case requested from Community Services in regards to creation of new In-House Restorative Justice Program.</li> <li>Refresher Restorative Justice training provided at the shift level.</li> <li>Monitoring Restorative Justice Assoc of BC and Provincial RJ Committee for insights on Provincial review. Concepts of RJ consultants and Grant funding being researched.</li> </ul>	Dec 31 2023			




	<ul style="list-style-type: none"> <li>• August – Status quo. No forward movement to report</li> <li>• November – VSU attended RJ Conference and is working with SPS to develop RJ Training programs for members.</li> </ul>			
Undertake an Equity, Diversity and Inclusivity (EDI) review and identify EDI opportunities for PMPD	<ul style="list-style-type: none"> <li>• Funding for project approved from 2021 operating surplus.</li> <li>• Project Plan in progress.</li> <li>• Budget is sufficient.</li> <li>• Deputy Chief Stevens provided an update in April Board meeting</li> <li>• In person EDI interviews ongoing.</li> <li>• Accessibility BC Act improvements underway. Consultant engaged and Accessibility Committee actively recruiting staff.</li> <li>• November – 2 AC meetings conducted. Meeting being scheduled for building and recommendations. Planning will continue into 2024.</li> </ul>	Dec 31 2023		
Prepare for expected changes from the provincial government's reform of the Police Act.	<ul style="list-style-type: none"> <li>• Completed</li> </ul>	Dec 31 2022		
Complete body-worn camera impact assessment	<ul style="list-style-type: none"> <li>• Monitoring BWC programs in LMD. i.e DPD and VPD trialing BWCs in Patrol.</li> <li>• Product demo for Axon on October 27 2022</li> <li>• BWC equipment quote obtained for planning purposes. DPD Policy obtained. Incorporation with DEMS being discussed.</li> <li>• Delta Police and Calgary Police Service Policy and Training documents received and being evaluated.</li> </ul>	Dec 31 2023		









<ul style="list-style-type: none"> <li>• Cost structure being developed</li> <li>• Potential for leasing of equipment revealed and being researched. Formal quote for ICDV requested including a single body cam from ALPR funding.</li> <li>• September – Program trial anticipated begin Fall of 2024 for deployment of BWC for members. Full adoption of BWC in 2025. Policy and budget process will continue throughout 2024.</li> </ul>			
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## Action Item #2 Service Excellence:



Project	Remarks	Target Date	Status		
Pilot digital forensic services provider to assist cyber investigations	• Completed	Dec 31 2021			
Enhance specialized training of members assigned to investigate online crimes targeting children	• Completed	Dec 31 2021			
Identify methods to improve road safety and address related community concerns	• Completed	Dec 31 2021			
Develop and propose an internal audit framework for Board Review	• Completed	Dec 31 2021			
Explore partnership with a Child and Youth Advocacy Centre to better serve child victims of crime	• Completed	Dec 31 2022			
Increase number of officers that have participated in phase two of trauma-informed practice training	• Completed	Dec 31 2022			

Expand outreach activities online and in-person to engage with the community	<ul style="list-style-type: none"> <li>Completed and ongoing.</li> </ul>	Dec 31 2022			
Explore dispatch options to increase effectiveness of police radio communications to met community needs now and in the future	<ul style="list-style-type: none"> <li>Conceptual meeting conducted with outside stakeholders and support received to move forward on dispatch and call taking options</li> <li>Meeting with Coquitlam RCMP to identify needs and expected costs to transition away from ECOMM.</li> <li><b>UPDATE – December – Correspondence received from Coquitlam RCMP indicating that the City is not in favour of moving forward with the Dispatch consolidation project.</b></li> </ul>	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"> <li>Completed</li> <li>Career Development and Interactive Competency Development forms being used.</li> </ul>	Dec 31 2021			
Create a performance management process	<ul style="list-style-type: none"> <li>Completed</li> </ul>	Dec 31 2021			
Provide enhanced Training to new supervisors	<ul style="list-style-type: none"> <li>Completed</li> </ul>	Dec 31 2021			
Introduce Leadership development training	<ul style="list-style-type: none"> <li>Completed</li> </ul>	Dec 31 2021			
Complete an employee engagement survey, action recommendations, and set targets for future years	<ul style="list-style-type: none"> <li>PMPD working with City of Port Moody on their Employee Engagement strategy.</li> <li>Continuing to assess options for internal survey</li> </ul>	Dec 31 2023			




	<ul style="list-style-type: none"><li>• 2015 Survey data reviewed and Talent Map being contacted to obtain pricing. Gallup survey and internal release being considered.</li><li>• Significant budgetary impact to retain TalentMap. Other packages being explored.</li><li>• TalentMap survey approved for funding. Details of implementation being drawn out.</li><li>• Engagement Survey launched Feb 27. Completion rate very high.</li><li>• Townhall meetings completed. Consultant identified to assist in creating action plans.</li><li>• Implementation working group members identified and consultant engaged. Currently scheduling working group sessions.</li><li>• November – Working group sessions concluded. Final report in draft. Benchmark levels identified for future surveys. Report to be provided to SMT and Police Board for action and implementation.</li><li>• <b>UPDATE – December – Final report is attached in January Police Board package.</b></li></ul>				
Expand support for workplace stress and employee trauma	<ul style="list-style-type: none"><li>• Completed</li></ul>	Dec 31 2022			
Expand annual psychological check-ins to civilian employees	<ul style="list-style-type: none"><li>• Completed</li></ul>	Dec 31 2022			
100% of employees have a development plan	<ul style="list-style-type: none"><li>• Completed</li></ul>	Dec 31 2022			
100% of employees participate in performance management	<ul style="list-style-type: none"><li>• Completed</li></ul>	Dec 31 2022			
Evaluate the effectiveness of development and support plan process	<ul style="list-style-type: none"><li>• Submissions expected Dec 1 2022</li><li>• Submissions being reviewed and filed in Personnel folders.</li></ul>	Dec 31 2023			




	<ul style="list-style-type: none"> <li>All NCO's contacted RE: Missing submissions and several more submitted.</li> <li>Several PACE form modifications being tested to improve the PACE program. Working group created to define exact needs better.</li> <li>Submissions due December 15 2023. Effectiveness will be evaluated into 2024.</li> </ul>			
Evaluate the effectiveness of performance management program	<ul style="list-style-type: none"> <li>Submissions expected Dec 1 2022 Dec 31 2023</li> <li>No submissions received</li> <li>No performance management submissions in progress at this time. Likely will be unable to effectively evaluate the process until 2024.</li> </ul>			
Evaluate leadership development program	<ul style="list-style-type: none"> <li>Training section developing NCO / Actor training curriculum. Dec 31 2023</li> <li>September– 5 NCO's completed Professional Standards investigator course and one member able to attend NCO School based out of Delta PD.</li> <li><b>Update - November – program continues to develop based on available training. Actor Supervisor training being delivered to new Actors.</b></li> </ul>			

#### Action Item #4 Strengthen Technology & Policy:

Project	Remarks	Target Date	Status	
Launch an internal intranet	<ul style="list-style-type: none"> <li>Completed</li> </ul>	Dec 31 2021		
Implement 2020 digital security recommendations	<ul style="list-style-type: none"> <li>Completed</li> </ul>	Dec 31 2021		
Transition to integrated forensic identification services	<ul style="list-style-type: none"> <li>Completed</li> </ul>	Dec 31 2021		

Expand PMPD's wireless capability	<ul style="list-style-type: none"> <li>Completed</li> </ul>	Dec 31 2021			
Establish Online crime reporting	<ul style="list-style-type: none"> <li>Examining other PD's online reporting processes.</li> <li>Examining interim processes</li> <li>Versaterm solution will not be available before mid-2023 when the RMS is upgraded. Two other options being investigated.</li> <li>Contract signed and currently in implementation phase.</li> <li>Established specific functionality with the vendor. Planning internal training.</li> <li>September – Online reporting launch. Media release conducted.</li> </ul>	Dec 31 2023			
Complete policy renewal project	<ul style="list-style-type: none"> <li>Completed</li> </ul>	Dec 31 2022			
Prepare for digital evidence through PRIME and identify resources required	<ul style="list-style-type: none"> <li>DEMS costing inserted in 2022 budget.</li> <li>PRIMECorp has testing environment available for use and Axon application available for testing.</li> <li>Development and production environments created and configured.</li> <li>April – One Patrol shift has been trained and actively using DEMS application. Once evaluated, rollout will continue to the rest of Patrol.</li> <li>Shifts trained and system being implemented for housing of evidence and Taser 7 data.</li> <li>September – Disclosure Clerk position filled.</li> </ul>	Dec 31 2023			

Begin Digital disclosure to Crown Counsel Phase I	<ul style="list-style-type: none"> <li>Completed</li> </ul>	Dec 31 2022			
Incorporate Pandemic learnings in the business continuity plan	<ul style="list-style-type: none"> <li>Completed</li> </ul>	Dec 31 2022			
Assess feasibility of an electric vehicle fleet	<ul style="list-style-type: none"> <li>Funding secured from 2021 Operating surplus to assess feasibility study of current and future PMPD needs.</li> <li>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.</li> <li>Feasibility study being conducted by the City of Port Moody Operations to include PMPD fleet.</li> <li>Consultant located to evaluate Public Safety building needs for EV Adaptation and electrical expansion.</li> <li>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 / 3<sup>rd</sup> party Grants.</li> <li>City Fleet analysis received and being reviewed for how it relates to police.</li> <li>Fleet analysis doesn't recommend adoption of EV's at this time. Operational police vehicles were not recommended to transition to EV's due to limitations in the EV market. Admin and lower usage vehicles were suggested for EV transition in 2026.</li> </ul>	Dec 31 2023			

Conduct a PMPD policy and technology review	<ul style="list-style-type: none"> <li>• Being planned for early 2023</li> <li>• Network Security Assessment completed.</li> </ul>	Dec 31 2023			
Begin digital disclosure to Crown Counsel Phase II	<ul style="list-style-type: none"> <li>• Disclosure process for MCS has started.</li> <li>• MCS disclosing all Reports to Crown Counsel in DWG format. Phase 3 extension requests have been made on behalf of the RCMP and Municipal Police in BC.</li> <li>• August – Due date of August 31 2024. No further action to report for this Strat Plan</li> </ul>	Dec 31 2023			
Establish funding for electric fleet infrastructure	<ul style="list-style-type: none"> <li>• City electric fleet research in progress.</li> <li>• Public Safety Building infrastructure being evaluated for EV expandability. Consultation available for \$25,000 but potential for BC Hydro subsidy on Consult.</li> <li>• November – City EV report recommended limited EV change-over until 2026. Building and property development options to be evaluated prior to EV Charger installs. Action item recommended to be included in next Strategic Plan.</li> </ul>	Dec 31 2023			

# Invoice

## 2024 Annual Membership Fee

BC Association of Police Boards

**Amount Due: \$1,025.00**

Date: December 15, 2023

To: Mayor Meghan Lahti  
Chair, Port Moody Police Board  
100 Newport Drive  
PO Box 33 Stn Main  
Port Moody BC V3H 3E1

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Please make cheque payable to:

**British Columbia Association of Police Boards**

And forward to:

Attn: Veronica Bandet  
BC Association of Police Boards  
1127 Fort Street  
Victoria BC V8V 3K9

If you have any questions regarding this invoice, please contact me at 250-216-1205 or Patricia Barnes, President, BCAPB at 604-862-9637.

Thank you.

Veronica Bandet  
Executive Assistant to the BCAPB

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Telephone: 250-216-1205 Email: [bcapbs@gmail.com](mailto:bcapbs@gmail.com)  
Address: 1127 Fort Street, Victoria, B.C. V8V 3K9



**From:** [BCA Police Boards](#)  
**To:** [Rhonda Hnatiuk](#)  
**Cc:** [PB David Fox](#)  
**Subject:** BCAPB 2024 Membership Renewal  
**Date:** January 4, 2024 8:29:43 AM  
**Attachments:** [Port Moody.pdf](#)

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CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

*Sending on Behalf of Patricia Barnes*

c/o [Rhonda.Hnatiuk@portmoodypolice.com](mailto:Rhonda.Hnatiuk@portmoodypolice.com)

Dear Mayor Lahti,

On behalf of the BCAPB Executive, please find enclosed the BC Association of Police Boards membership renewal for 2024.

BCAPB, once again, was extremely active throughout 2023. In May 2023, BCAPB held its annual Conference/AGM in Nelson. The conference was well-received and informative. Thank you once again to the Nelson Police Board for hosting.

We have continued to be active in discussions with the Provincial Government as issues evolve and actively participate in various stakeholder meetings. We continue to liaise with the Municipal Chiefs, the Justice Institute of BC, the BC Police Association and the Canadian Association of Police Governance.

In the coming year we will continue to focus on:

- BCAPB strategic planning;
- Working with Police Services and the BC Municipal Chiefs;
- Continue to support opportunities related to Workplace Psychological Health and Safety;
- To support and follow the resolutions that were adopted at the 2023 AGM;
- Prioritize other issues as they are identified.

Stay tuned for information regarding our 2024 Conference to be held on April 11 and 12, 2024, in Vancouver.

The BCAPB looks forward to your Board's continued participation in the organization in 2024.

Sincerely,

Patricia Barnes  
President, BCAPB



## PMPD BOARD COMMITTEE REPORT

### COMMITTEE NAME:

Finance Committee

(ESTIMATED TIME 10.00 Minutes)

### MEMBERS:

Manjit Aujla, David Fox and Olga Kuznyetsova

### REPORTING DATE:

January 8, 2024

### COMMITTEE UPDATE:

#### **1. Year to date Statement of Revenue and Expenses to November 30, 2023**

The year to date November 30, 2023 Statement of Revenue and Expenses is attached. The report indicates a deficit of \$130,839 (prior to any transfers from reserves to offset the deficit). The deficit is primarily a result of the costs associated with a recent major incident file that occurred in Port Moody on April 19<sup>th</sup>.

Overall Salaries are favorable as of November 30<sup>th</sup>, both member and civilian wages are under budget. Member wages are under budget primarily due to vacancies in the later part of the year as well as members at pay steps below 1<sup>st</sup> class constable which is partially offset by expected leave payouts. Civilian wages are under budget due to lower guard wages, new Disclosure Clerk position which wasn't filled until the end of October, Crime Analyst hours and lower IT Standby pay.

Operating expenses are over budget which is primarily due to the costs associated with the major incident file as well as cell block costs, patrol costs and vehicle costs which are being partially offset by savings in Administration operating expenses, Integrated Team costs as well as ECOMM. Major Crime costs are over budget with Outside Agency costs (primarily VPD) related to the major incident file. Cell block costs are higher due to contract guards being utilized when internal guard staff not available (offset by savings in guard salaries). Patrol costs are currently over budget due to increased uniform and recruiting costs which are partially being offset by lower spending to date on firearms (timing) and training (timing). Vehicle costs are higher as a result of increased maintenance costs which is partially offset by lower fuel costs. Administration costs are lower due to less spending on legal, internal audit, and DEMS. Integrated Team costs are under budget due to lower than expected retro pay amounts for ERT and PDS as well as the Province covering the retro pay for the IHIT team. ECOMM costs are under budget as a result of the department receiving a credit related to the 2022 radio levy and user equipment.

Revenues are under budget due to a shortfall in Traffic Fine Revenue. The City received \$457,000 in Traffic fine revenue for 2023 compared to a budgeted amount of \$565,974, resulting in a shortfall of \$108,974 for the year (\$99,893 pro-rated to the end of November).

In December, after many meetings, discussions and applications the department was successful in securing funding of \$75,000 from the Gun and Gang Violence Action Fund to help fund the costs associated with the kidnapping incident. The City has invoiced the Policing and Security Branch and the funding will be reflected in the December financial statements. In addition, the department has been verbally advised that a further \$50,000 will be committed from a Provincial violent priority offender budget. The details are currently being worked out but we are hopeful that this amount will also be reflected in our year end financial statements.

It is anticipated that the department will draw down some reserve balances (Major Incident, Recruiting & Future Operating (JIBC Recruit Fees)) to offset the forecasted deficit. These transfers from reserves have not been reflected in the monthly financial statements.

## **2. Reserve Accounts**

There is no reserve account information for this month.

## **3. Audit**

The employee engagement survey and focus groups were completed in September and the consultant that lead the focus groups will be attending the Police Board meeting tonight to review the report. Remaining audit funding was partially utilized towards work on the strategic plan in 2023.

## **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 November 30, 2023

	YTD Actual Adjusted*	YTD Budget	YTD Variance to Budget	Annual Budget	Prior Year YTD Actuals	Current Year Actuals vs. Prior Year Actuals Variance	
<b>Revenues</b>							
Traffic Fine Revenue	\$ 418,917	\$ 518,810	\$ (99,893)	\$ 565,974	\$ 436,806	\$ (17,889)	[1]
Revenue from Tenant	56,384	56,384	-	61,510	35,882	20,502	
Front Counter	45,032	41,250	3,782	45,000	39,435	5,597	
Victim Services	74,054	63,634	10,420	69,419	69,380	4,674	
Keep of Prisoners	4,844	5,954	(1,110)	6,495	860	3,984	
Other	109,873	93,958	15,914	102,500	83,422	26,451	
<b>Total Revenues</b>	<b>709,104</b>	<b>779,990</b>	<b>(70,886)</b>	<b>850,898</b>	<b>665,785</b>	<b>43,319</b>	
<b>Expenses</b>							
<b>Salaries</b>							
Members	\$ 8,198,484	\$ 8,261,424	\$ 62,939	\$ 9,012,462	\$ 7,325,474	\$ (873,010)	[2]
Civilians	1,739,401	1,866,151	126,750	2,035,801	1,578,072	(161,329)	[3]
<b>Total Salaries</b>	<b>9,937,885</b>	<b>10,127,574</b>	<b>189,689</b>	<b>11,048,263</b>	<b>8,903,546</b>	<b>(1,034,339)</b>	
<b>Operating Expenses</b>							
Administration	\$ 506,558	\$ 636,103	\$ 129,545	\$ 693,930	\$ 419,149	\$ (87,409)	[4]
Cell Block	19,491	5,954	(13,537)	6,495	4,616	(14,875)	[5]
Major Crime	484,218	76,720	(407,497)	83,695	160,067	(324,151)	[6]
Civic Building	355,714	354,443	(1,272)	386,665	366,650	10,936	
ECOMM	707,380	743,463	36,083	811,050	599,628	(107,752)	[7]
Communications	1,187	5,162	3,975	5,631	1,606	419	
Community	33,525	40,905	7,381	44,624	33,028	(497)	
Emergency Reponse Team - Integrated	79,522	84,066	4,544	91,708	77,804	(1,718)	[8]
Front Counter	1,409	1,833	424	2,000	1,244	(165)	
Identification	162,645	162,645	-	177,431	151,282	(11,363)	
Integrated Homicide - Integrated	131,733	158,099	26,366	172,472	153,494	21,761	[8]
Police Dog Services - Integrated	106,681	117,408	10,727	128,081	113,988	7,307	[8]
Patrol	362,930	323,697	(39,233)	353,124	334,436	(28,494)	[9]
Traffic	2,610	1,518	(1,092)	1,656	4	(2,606)	
Victim Services	9,929	16,692	6,763	18,209	11,545	1,616	
Community Action Team	2,773	9,213	6,440	10,050	2,859	86	
Vehicles	555,897	536,640	(19,258)	585,425	500,697	(55,200)	[10]
<b>Total Operating Expenses</b>	<b>3,524,201</b>	<b>3,274,559</b>	<b>(249,642)</b>	<b>3,572,246</b>	<b>2,932,097</b>	<b>(592,104)</b>	
<b>Total Expenses</b>	<b>13,462,086</b>	<b>13,402,133</b>	<b>(59,953)</b>	<b>14,620,509</b>	<b>11,835,643</b>	<b>(1,626,443)</b>	
<b>Net impact</b>	<b>\$ 12,752,982</b>	<b>\$ 12,622,143</b>	<b>\$ (130,839)</b>	<b>\$ 13,769,611</b>	<b>\$ 11,169,858</b>	<b>\$ (1,583,124)</b>	

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

**Notes:**

[1] Traffic fine revenue - was received at the end of June and is lower than anticipated. The amount received was \$457,000 vs. budget of \$565,974 - resulting in a shortfall of \$108,974 for the year which is shortfall of \$99,893 pro-rated to the end of November.

[2] Member salaries are under budget due to member vacancies occurring as a result of a number of departures in the summer and fall as well as savings due to members at pay steps below 1st class constable.

[3] Civilian salary savings due to lower guard wages as well as additional hours included in 2023 budget for Crime Analyst (permanent savings) & new Disclosure Clerk position (part timing & part permanent - position filled end of October) & lower IT Standby costs.

[4] Administration is under budget due to lower spending to date on legal expenses, internal audit, DEMS and other IT costs partially offset by higher training/conference costs.

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

[6] Major Crime costs are over budget due to the outside assistance from VPD on the investigation costs related to File 23-2048.

[7] ECOMM expenses are underbudget due a credit received from ECOMM based on a reconciliation of the 2022 actual expenses vs. charged for our radio and user equipment levy.

[8] Integrated team costs lower than budgeted due to retro pay to RCMP members from prior years coming in less than anticipated.

[9] Patrol expenses are higher than budget due to increased costs for uniforms and recruiting, these increases are partially offset by lower spending on firearms (timing) and training (timing).

[10] Vehicle costs are higher than budgeted - increased vehicle maintenance costs are being partially offset by fuel savings.

**From:** [David Fleugel](#)  
**To:** [Rhonda Hnatiuk](#)  
**Subject:** CACOLE May 2024 - Calgary  
**Date:** December 1, 2023 8:56:11 AM

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For the Board to decide who would like to attend.

Maybe Jan meeting.

I will attend too I think.

Dave

**From:** CACOLE Executive Director <cacole.executivedirector@gmail.com>  
**Sent:** November 30, 2023 12:59 PM  
**To:** David Fleugel <David.Fleugel@portmoodypolice.com>  
**Subject:** Save the Date

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We're thrilled to announce that CACOLE's 2024 Annual Professional Development Conference is set to take place from May 27 – 29, 2024, in the lively city of Calgary, AB.

Our 2024 conference boasts a rich and diverse agenda, carefully designed to cater to the interests of police oversight professionals, law enforcement officials, government representatives, and students.

What's more, we're delighted to share that we've secured the prestigious **Fairmont Palliser Hotel** as our host venue. Nestled in the heart of downtown Calgary, this prime location offers easy access to a multitude of attractions and efficient public transportation.

Secure your room by booking your reservation through the link below.

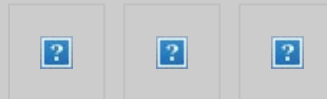
## SECURE YOUR ROOM

Stay tuned for additional conference details, including registration information and a preliminary program, which will be on our website at [www.cacole.ca](http://www.cacole.ca) in the coming months.

You will be notified when registration is live.

Calgary, often lovingly referred to as "Cowtown," is a dynamic and cosmopolitan city that promises a wealth of diverse experiences. Its renowned skyline reflects its significance in Canada's oil industry, while beneath the modern façade, Calgary maintains its cherished western culture, creating a unique blend of the contemporary and the traditional.

Be sure to jot down these dates on your calendar and not miss out.



### **Our mailing address is:**

Canadian Association of Civilian Oversight of Law Enforcement  
4498 217 St  
Langley, BC V3A 9B8  
Canada

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**From:** [Olga Kuznyetsova](#)  
**To:** [Rhonda Hnatiuk](#)  
**Subject:** Fw: Save-the-Date: Governing in the Public Interest Training Conference April 2024  
**Date:** January 4, 2024 11:04:25 AM  
**Attachments:** [image002.png](#)  
[image001.emz](#)

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Hi Rhonda,

Happy New Year! Hope you had a wonderful holiday season.

For the Board meeting on Monday, can you please add the following to the Public Agenda:

Topic: Board Education opportunity

Material: e-mail below

Purpose: For information

Estimate time: 5 mins

I want to canvass the Board to see who will be interested in attending the below event, as the space is limited to 4 participants from each Board.

Many thanks,

Olga

----- Forwarded message -----

**From:** **Governing in the Public Interest FIN:EX** <[GoverninginthePublicInterest1@gov.bc.ca](mailto:GoverninginthePublicInterest1@gov.bc.ca)>

**Date:** Thu, Dec 7, 2023 at 9:37 PM

**Subject:** Save-the-Date: Governing in the Public Interest Training Conference April 2024

**To:**



Dear Board Member,

We are excited to announce that the Governing in the Public Interest conference will be returning on **Friday, April 26<sup>th</sup> 2024** in person at the Vancouver Convention Centre. This event will provide an opportunity for board members across the public sector to connect, exchange knowledge, and build collaborative relationships with peers, experts, and decision-makers.

The program is scheduled to commence at 9:00 am and concludes at 4:30 pm followed by a networking social with Cabinet Ministers.

Four seats per organization are being allocated on a first-come-first-served basis until we reach full capacity. **An email containing the registration link will be sent out to all board members in January. Please discuss your interest with your board chair or board secretary to ensure that there is only a maximum of 4 provincially appointed members nominated per organization. Any additional members will have the option to register for the waitlist.** Attendance is free of charge, but please note that travel costs are not included.

We would also like to invite you to help us build the agenda by sharing your feedback and suggestions regarding workshop and plenary topics. We want to ensure that the content aligns with your expectations and provides a meaningful experience for all. The survey can be filled out anonymously and we ask that you complete it before January 31<sup>st</sup>.

[Please click here to fill out the survey.](#)

If you have any questions, please feel free to reach out to us at [governinginthepublicinterest@gov.bc.ca](mailto:governinginthepublicinterest@gov.bc.ca). Thank you for your continued dedication to your organization. We look forward to the opportunity to connect with you in the Spring.

Best Regards,

Mary Sue Maloughney, Associate Deputy Minister of the Crown Agencies Secretariat  
Vanessa Geary, Executive Lead of the Crown Agencies and Board Resourcing Office

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I would like to acknowledge that I am honoured to be working and living on the ancestral, traditional, and unceded homelands of the Musqueam, Skwxwú7mesh, and Tsleil-Waututh peoples.

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