



NEW WESTMINSTER POLICE BOARD

OPEN AGENDA

Tuesday, 29 September, 2020 @ 0930

✓ Indicates Attachment

1	ADOPTION	
✓	1.1 Adoption of Open Agenda: 29 September, 2020	<i>Police Board</i>
	1.2 Delegations	
2	CONSENT AGENDA	<i>Police Board</i>
✓	2.1 Approval of Open Minutes: 21 July, 2020	
	2.2 Police Board Member Reports	
✓	2.3 Policy	
✓	2.4 Proposed Delegation Policy	
✓	2.5 Correspondence	
	<ul style="list-style-type: none"> • Paul Burkart Retirement • Port Moody Deputy Chief Appointment • Nelson Police Department Chief Constable Posting • Oak Bay Police Department Deputy Chief Constable Appointment • CAPG AGM Notice 	
3	ONGOING BUSINESS	
✓	3.1 Statistics	<i>Chief Constable Jansen</i>
✓	3.2 Tri-Annual Financial Report	<i>Chief Constable Jansen</i>
4	NEW BUSINESS	
✓	4.1 CAPG 2020 Conference Funding	<i>Police Board</i>
	4.2 Acting Police Board Chair Schedule (Verbal)	<i>Chief Constable Jansen</i>
✓	4.3 E-Comm Board of Directors Motion	
	4.4 Agenda for Joint City Council and Police Board Meeting in October	<i>Chief Constable Jansen</i>
	NEXT MEETING	
	Date: Tuesday, 20 October, 2020 at 0930	
	Location: ZOOM Video Conference	
	ADJOURNMENT OF OPEN MEETING	



NEW WESTMINSTER MUNICIPAL POLICE BOARD

July 21, 2020 at 0930

New Westminster Police Executive Boardroom

MINUTES of Regular Meeting

PRESENT:	Mayor Jonathan Côté	Chair
	Mr. Karim Hachlaf	
	Mr. Sasha Ramnarine	
	Ms. Natalia Bryant	
	Ms. Christine Dacre	
STAFF:	Chief Constable D. Jansen	
	Inspector T. Dudar	
	Inspector T. Matsumoto	
	Acting Inspector A. Perry	
	Mr. M. Wilson	
	Ms. D. Dyer	Board Secretary
REGRETS	Acting Deputy Chief P. Hyland	
	Acting Inspector D. McDaniel	

1. ADOPTION OF AGENDA

MOVED AND SECONDED (Hachlaf/ Dacre)

THAT: The New Westminster Police Board approve the July 21, 2020 Regular Agenda

CARRIED

1.2 Delegations

None.

2. CONSENT AGENDA

2.1 Approval of Open Minutes: 30 June, 2020

2.2 Police Board Member Reports

2.3 Statistics: June 2020

2.4 Proposed Delegation Policy

2.5 Correspondence

- Public Correspondence
- E-Comm Annual Report
- BCAPB Committee to Address Police reform

MOVED AND SECONDED (Dacre/Bryant)

THAT: Item 2.3 and 2.4 be removed from the Consent Agenda; and

THAT: The remaining Consent Agenda items be approved.

CARRIED

ITEMS REMOVED FROM THE CONSENT AGENDA

2.3 Statistics

Ms. Dacre queried the Persons Offences and Assault statistics. Specifically, if the increase in these offences is consistent with other jurisdictions.

Chief Constable Jansen explained that he has not spoken to his colleagues at other police agencies concerning the statistics specifically, but reported that, anecdotally, in Vancouver there has been an uptick in hate crimes. Locally, we have seen an increase in most of our offences. Chief Constable Jansen will work with the Crime Analyst to bring an analysis of our neighboring jurisdictions to the Police Board meeting in September for comparison.

Received for information.

2.4 Proposed Delegation Policy

Ms. Dacre shared her concerns in allowing presentations to be submitted up to one day before Police Board meetings, suggesting that this does not allow enough time for the Board to review. Mr. Hachlaf agreed that receiving them further in advance would be preferable.

Chief Constable Jansen will revise the policy to reflect this feedback and present it at the next Police Board meeting on September 29, 2020.

Ms. Bryant enquired into Police Board accessibility for the community. Ms. Bryant would like to see the meetings and opportunity for delegations better publicised amongst the community via the various platforms that the NPWD use.

Received for information.

3. ONGOING BUSINESS/ DISCUSSION

3.1 Police Motion

Chief Constable Jansen reported that City Council responded to the Board's letter of 7 July, 2020, which detailed a motion that was passed regarding reforms to the New Westminster Police Department. The response from City Council included a passed motion as follows:

THAT the Chief Administrative Officer be directed to work with the Police Chief and the Director of Human Resources to develop a comprehensive workplan and budget to implement the motion; and

THAT a Special Joint Meeting of City Council and the Police Board be held in September to discuss and deliberate on the comprehensive workplan and budget.

Ms. Dyer will work with City Clerk, Ms. Jacque Killawee, to determine a suitable time for this meeting to take place.

Discussion ensued.

4. NEW BUSINESS

None

ADJOURNMENT of Regular Meeting

Chair Jonathan Côté adjourned the meeting at 1000 hrs.

Next meeting: Sep 29, 2020 at 0930 AM
New Westminster Police Executive Boardroom
555 Columbia St., New Westminster BC

MAYOR JONATHAN COTE
CHAIR

D. DYER
RECORDING SECRETARY



New Westminster Police Department

REPORT *Financial Services*

To: Mayor Jonathan Côté, Chair, and Members
New Westminster Municipal Police Board
Open Meeting

Date: September 10, 2020

From: Mark Wilson
Financial Services

Subject: Policy Reviewed and Approved With Delegated Authority

RECOMMENDATION

That the Police Board receive this report for information purposes.

PURPOSE

To provide information to the Police Board on policies that have been reviewed and approved with delegated authority.

DISCUSSION

The Police Board has delegated authority to the Chief Constable to make minor changes to policy and to advise the Board of such changes. The following policies have been reviewed with no required changes, only minor changes to the “policy” section, or only changes to the “procedures” section.

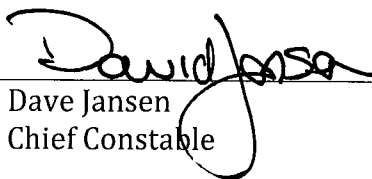
OB10-Animal Investigations	This policy has had major changes throughout the Procedures section.
OB60-Civil Court Order	Updates and changes under Family Law Act

OD10-Undercover Operations	Significant revisions have been made to the procedures section of this policy.
OD135-Firearms Seizures	Minor changes throughout this policy with some additions made under the safe firearms section.
OD170-Police Warnings	Many changes and updates throughout the procedures section.
OD20-General Criminal Investigations	Removal of some sections as they now have their own Policy's.
OD210-Hate\Bias Crimes	Minor updates to procedures.
OJ70-Roadblocks	Minor updates to procedures.
OK150-Viclas	Significant change to mandatory reporting offences section of this policy.
AC145-Independent Investigations office of BC	Update to the notes section giving greater clarity to the subject officer.
AD30-Travel Policy	Minor updates to the mileage section to conform to the City policy.
OA100-Fire Calls, Police Response	Additions and revisions to the "Suspected Arson" and "Safety" sections of this policy.
OB80-Coroner's Act Investigations	Minor updates to "No next of Kin" section.
OJ160-Traffic and Road Safety	Minor change to Identifying needs by including "Strategic Initiatives developed by the department".
OK40-Special Events	Minor wording changes.
AB100.01-Workplace Violence	Policy has been renamed from "Protection of Workers From Violence in The Workplace" to "Workplace Violence".
AE30- Staffing and Personnel	Policy has been renamed from "Allocation of Personnel" to "Staffing and Personnel".

OB10-Investigations-Animal Calls	Many changes under procedures mostly to do with after hours of the New Westminster Animal Shelter.
OB180-Missing Persons	Update to include new procedure under Evidence regarding Dental records and the Provincial Dental Databank.
OD60-Interception of Private Communications	Changes to the procedures section of this policy to reflect current practices and to provide greater clarity.
AB195-Critical Incident Support	Annual review only.
AB200-Specialized Assignment	Annual review only.
OA50-Alarm Calls	Annual review only.
OB105-Attendance at Illicit Drugs	Annual review only.
OB280-Cheque fraud Investigations	Annual review only.
OD220-Standard Operational Plans	Annual review only.
OJ65-Automated License Plate Recognition	Annual review only.
OK80-Police Boat	Annual review only.
OK90-Skytrain	Annual review only.
AA30-Strategic Planning	Annual review only.

This report has been prepared by: Mark Wilson

Approved for Presentation


 Dave Jansen
 Chief Constable



New Westminster Police Department

REPORT

To: Mayor Côté and Members of the New Westminster Police Board
Date: September 29, 2020

From: Chief Constable David Jansen
Item #: 2.4

Subject: New Westminster Police Board Delegation Policy

RECOMMENDATION

That the New Westminster Police Board approve the recommendation in this report.

PURPOSE

The purpose of this report is to bring forward to the New Westminster Police Board (NWPB) a proposed updating of the NWPB delegation policy to provide greater clarity to the public on the processes and timelines in place if a delegation wishes to address the NWPB

BACKGROUND

The NWPB currently has a delegation policy that has not been updated for numerous years. The New Westminster Police Department (NWPB) in its continued commitment to ensure policy and guidelines are regularly reviewed, have conducted a scan of other Police Board practices and guidelines and have determined that an updating of the current NWPB delegation guidelines would be of value.

DISCUSSION

During an annual review of several policies and guidelines the NWPB delegation policy was analyzed for its clarity and functionality and it's aligned with other similar municipal police board guidelines.

The current NWPB delegation policy is as follows:

Delegations

Any person or persons (a “delegation”), not being a Member of the Board, wishing to address a Regular Meeting of the Board shall make a request to the Board Executive Assistant and include which agenda item the delegation is speaking to. There may be a limit on the number of delegations able to appear at a given Board meeting.

Speaking time for a delegation shall be limited to a maximum of five (5) minutes. A time extension may be given by agreement of the Board.

A written submission by the delegation and a list of persons attending, wherever possible, shall be filed with the Board Executive Assistant for distribution with the meeting agenda.

The Board may, by majority vote at a meeting or by poll, agree to hear a member of the public speak on an issue which is not on the meeting agenda.

Members shall not enter into debate with the delegation upon the completion of their presentation. Members should only ask questions for clarification and obtaining additional, relevant information.

No delegation at either a Regular Meeting or Special Meeting of the Board shall:

- (1) speak disrespectfully of any person;*
- (2) use offensive words or un-parliamentary language;*
- (3) speak on any subject other than the subject for which they have received approval to address the Board; or*
- (4) disobey the rules of procedures or a decision of the Chair.*

The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this policy and, where the Chair rules that the delegation is concluded, the delegation shall immediately withdraw.

The Police Board can be reached via nwpb@nwpolice.org

The guidelines, though detailed in some areas, do not provide the public or the NWPB a timeline in which a delegation must notify the NWPB that they wish to address the Board. This vagueness creates uncertainty for planning of the Board meeting and required time to be set aside for delegations.

A scan of other police board delegation policies was conducted and a proposed new delegation policy that details the time frame in which delegations have to notify the NWPB that they wish to present, is being proposed.

The following is the proposed new delegation policy for the NWPB:

Delegations

Any person or persons (a “delegation”), not being a Member of the Board, wishing to address a regular Meeting of the Board shall make a request to the Board Executive Assistant in writing by noon, one day in advance of the Board meeting, and include the topic that the delegation is speaking to. There may be a limit on the number of delegations able to appear at a given Board meeting.

Speaking time for a delegation shall be limited to a maximum of five (5) minutes. A time extension may be given by agreement of the Board.

A written submission by the delegation and a list of persons attending, wherever possible, shall be filed with the Board Executive Assistant for distribution with the meeting agenda.

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- (4) disobey the rules of procedures or a decision of the Chair.

The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this policy and, where the Chair rules that the delegation is concluded, the delegation shall immediately withdraw.

Requests to give a presentation must be made in writing to the Board Secretary at least one week in advance of the preferred meeting, stating the subject, purpose and length of time required.

The Board Secretary, in consultation with the Board, will schedule the presentation on the appropriate agenda.

The length of a presentation should be kept brief and will be allotted a maximum time of ten (10) minutes.

No more than two presentations will be scheduled for any one meeting.

If the presenter has a presentation to display (e.g. PowerPoint) the presentation must be submitted to the Board Secretary no later than noon (12:00pm) the Friday before the meeting.

The Board will not hear any delegation concerning a conduct complaint against officers of the New Westminster Police Department, but will refer the delegation to the appropriate oversight body, which is the Office of the Police Complaint Commissioner.

The Police Board can be reached via nwpb@nwpolice.org

OPTIONS

Option #1 – That the Board approve the new delegation policy as described in this report.

Option #2 – That the Board provide staff with additional options.

Staff recommends option 1.

This report has been prepared by:

Chief Constable David Jansen

Daisy DYER

Subject: FW: For Immediate Release: Nelson Police Board Announces Chief Constable Paul Burkart's Retirement

From: GIBBONS, John

Sent: August-13-20 7:41 AM

To:

Subject: FW: For Immediate Release: Nelson Police Board Announces Chief Constable Paul Burkart's Retirement

August 12, 2020

Nelson Police Board Announces Chief Constable Paul Burkart's Retirement

The Nelson Police Board announced today Chief Constable Paul Burkart provided his notice of retirement, effective spring of 2021. Burkart was appointed as Chief Constable of the Nelson Police Department on February 1, 2016, after previously serving for three years as Inspector and Deputy Chief. He has served with distinction with both the Nelson and Calgary Police services for over 25 years.

Chief Burkart has brought a number of initiatives to Nelson that have made our community and our policing better, including working closely with our vulnerable population and local non-profit agencies. He has also played a vital role in the development of the Fentanyl Task Force and the Peer-to-Peer Mental Health program that provides mental health support to first responders. Chief Burkart served on several community service agency boards and taught the D.A.R.E. program in Nelson schools for over ten years. He also volunteered a great deal of time with the Nelson Youth Soccer Board and acted as a soccer coach for 12 years.

"Chief Burkart has worked hard to mentor and develop his team at the Nelson Police Department, and I know his legacy will continue to have a positive impact on our community for many years to come," says Mayor John Dooley, Chair of the Nelson Police Board. "While we are sorry to see him leave, we are very happy for him and wish him all the best in his retirement."

The Police Board is in the process of undertaking a formal recruitment process to find a suitable candidate for the Chief Constable position in Nelson.

Media Contact:

Mayor John Dooley – Board Chair – mayordooley@nelson.ca

Daisy DYER

Subject: FW: Port Moody Police welcomes new Deputy Chief Constable

From:

Sent: Monday, August 24, 2020 1:45 PM

Subject: Port Moody Police welcomes new Deputy Chief Constable

Good afternoon Sue and Tim,

Information for dissemination to/for various chief committees etc.

Sending on behalf of C Cst. Fleugel

PMPD is proud to announce that Insp. Leslie Stevens from the VPD was the successful candidate in the search for the Deputy Chief Constable position at the PMPD.

Insp. Stevens joined the Vancouver Police Department in 1992. In 1996, Leslie moved to Port Moody and joined the PMPD. In 1998, Leslie rejoined the VPD, initially working Patrol and Financial Crime. After promotion to Sergeant, she was assigned to the Planning, Research & Audit Section, Financial Crime, and Human Resources. Promoted to Inspector in 2012, Leslie spent a year as a Discipline Authority, followed by two years as Officer in Charge of the Professional Standards Section. In 2015, she returned to Operations as the District 3 Commander. In 2018, she was seconded to work closely with the RCMP as Bureau Director at the Criminal Intelligence Service of B.C. and the Yukon.

Leslie will join the PMPD later this fall.

Thank you,

Rhonda

Port Moody Police Department
3051 St. Johns Street, Port Moody, BC V3H 2C4
Main [604-461-3456](tel:604-461-3456) | **Fax** 604-937-1311

PortMoodyPolice.ca



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CHIEF CONSTABLE

Nelson Police Department, Nelson, BC

An exceptional career opportunity exists for a leader to assume the role of Chief Constable of the Nelson Police Department. The Nelson PD includes 40 sworn police and reserve officers, civilian staff working in a regional victim services department as well as a dispatch unit and administration. This Department is acknowledged for its commitment to service and protecting its citizens and creating innovative policing initiatives.

The Nelson Police Board seeks an outstanding leader who will bring a proven reputation of success within a progressive law enforcement agency. The selected candidate will have demonstrated experience in effectively managing people and resources in a complex law enforcement organization; is a strong communicator with excellent oral and written presentation skills; has experience as a public spokesperson and is also able to communicate effectively to garner the trust of the staff; has worked with a Police Board or related governance body on strategic planning issues; has experience setting and monitoring capital and operating budgets; and has created effective policing priorities which reflect the changing needs of a diverse community.

To qualify for consideration, the selected candidate will have a senior policing career focused on stakeholder involvement and community partners, as well as demonstrated abilities to build outstanding relationships both internally and externally. A hallmark of success will be the candidate's reputation as an inclusive leader known for developing a shared vision within a police service where a collaborative environment was created and sustained. Strong innovative planning skills, a career of varied operational policing experience plus a track record of effective leadership will be required for an individual to qualify for consideration by the Police Board.

Beyond the skills and abilities to lead the Nelson Police Department, the Chief Constable will bring unquestioned integrity, strength of character, enthusiasm for change and an unsurpassed commitment to leading the dedicated men and women who serve Nelson as sworn police officers and civilian staff. You will possess a master's degree in business, criminology or criminal justice and will have a thorough knowledge of municipal police administration.

If you wish to be considered for this senior management role in the Nelson enforcement organization and meet the requirements noted above, please submit your detailed resume and covering letter, specifying your career experience not later than September 8, 2020 to:

Human Resources, City of Nelson

101-310 Ward Street, Nelson, BC V1L 5S4

Email: hr@nelson.ca

Please mark your application **Nelson Chief Constable Competition**.

*The Nelson Police Department is an equal opportunity employer and is committed to employment equity.
We encourage all qualified candidates to apply.*

A current position description can be obtained by visiting the Nelson Police Department web site at www.nelsonpolice.ca. For information regarding compensation and benefits, please contact the Director of Human Resources at 250-352-8272.

Daisy DYER

Subject: FW: Oak Bay Police Welcomes New Deputy Chief Constable

From: Barbara Sherman <bsherman@oakbaypolice.org>
Sent: Tuesday, September 8, 2020 2:57 PM
To: Harper, Sue; SZKOPEK-SZKOPOWSKI, Tim
Subject: Oak Bay Police Welcomes New Deputy Chief Constable

Please disseminate on behalf of Chief Cst. Bernoties:

OBPD is proud to announce that Assistant Commissioner Mark Fisher from the RCMP was the successful candidate in the search for the Deputy Chief Constable position at the OBPD and he has now been sworn in.

Deputy Chief Mark Fisher held a number of positions in the RCMP including the Officer in Charge of the Westshore RCMP. From there, he became the Chief of the Oak Bay Police Department until returning to the RCMP as the Officer in Charge of Nanaimo Detachment (Supt). He accepted a promotion to Chief Superintendent and became the Criminal Operations Officer for Manitoba where he oversaw all operations. From there, he was promoted to the Commanding Officer of the Saskatchewan RCMP (A/Commr).

Mark and his wife decided to return to Oak Bay and he competed for and was selected as our Deputy Chief. Having worked with Mark for many years, I'm super pleased to have the chance to work with him again.

*Ray Bernoties
Chief Constable
Oak Bay Police Department*

Thanks,

Barbara Sherman, Executive Assistant,
Oak Bay Police, 1703 Monterey Avenue, Victoria BC V8R 5V6
Phone 250.220.8891 Fax 250.592.9988 bsherman@oakbaypolice.org

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31st ANNUAL GENERAL MEETING

A G E N D A

Saturday, October 31, 2020

Virtual Meeting – Details for Logging in and Voting to be circulated

1. Call to Order and Introduction
2. Establishment of Quorum
3. Approval of Agenda for the 31st Annual Meeting
4. Confirmation of Minutes of the 30th Annual Meeting held in Winnipeg, Manitoba on Friday, August 9, 2019
5. Resolution: Approval of Extension of Time for Calling Annual Meeting of Members
6. Resolution: Repeal previous version of By-laws (last amended 2017) and approve new By-laws (2020)
7. Resolution: Revision to Articles of Amendment
8. Nomination's Committee Report and Election of a slate for the Board of Directors
9. Nominations from the Floor (if any)
10. Treasurer's Report
11. Receive the Financial Statements and Auditor's Report for 2020 Fiscal Year
12. Appointment of a Public Accountant for the 2021 Fiscal Year
13. Members' Resolutions
14. President's Report
15. Consider Other Business
 - a. Committee Reports:
 - i. Research & Policy Committee
 - ii. First Nations Police Governance Council
 - iii. Governance Committee
 - iv. Conference Committee
 - v. Advocacy Committee
16. Closing Remarks and Adjournment

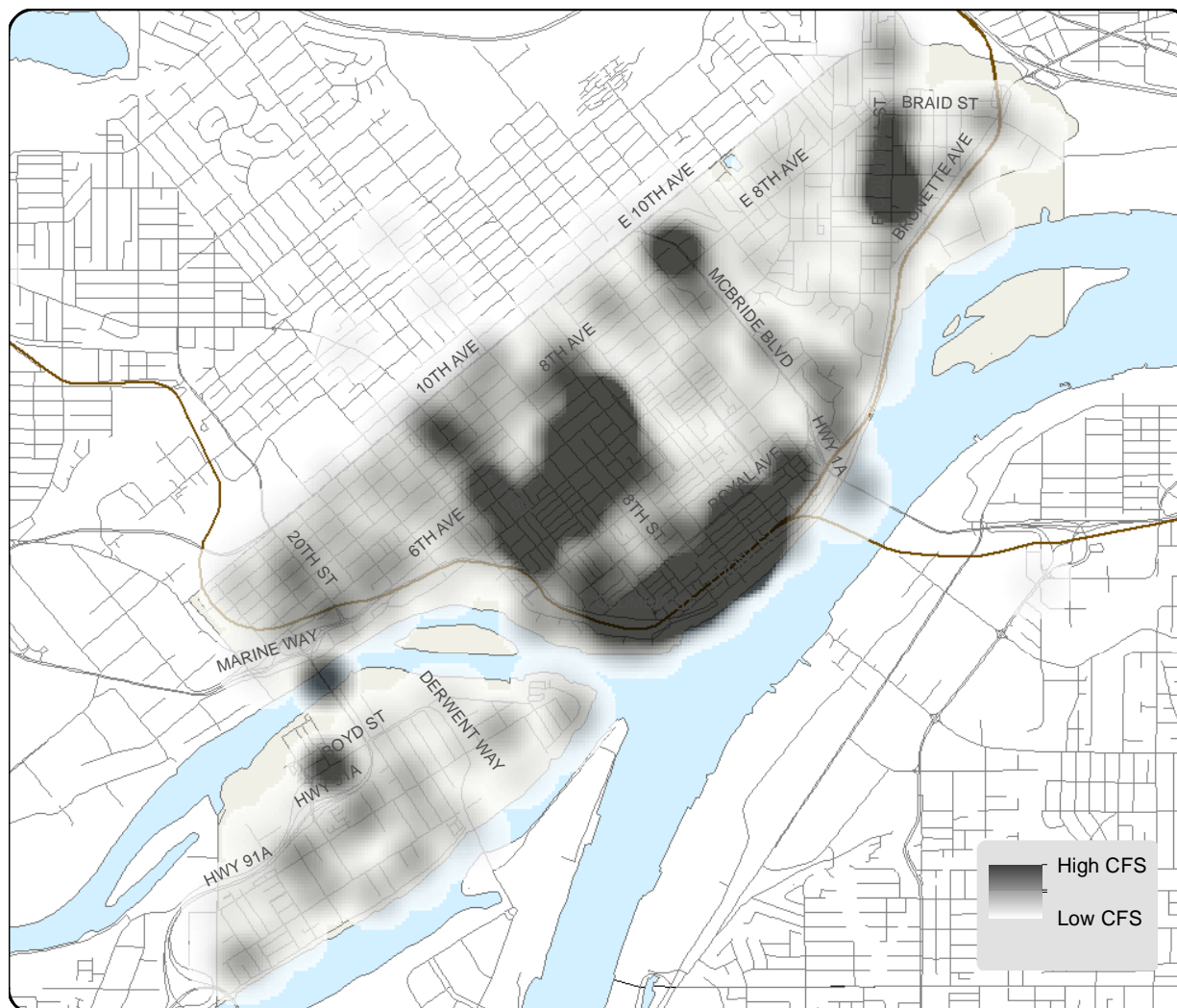
Statistical Overview – July 2020Calls for Service

	June	July	July avg range	YTD 2019	YTD 2020	YTD +/-	YTD % chg
Queensborough (NWA)	117	148	172-240	1191	934	-257	-22%
West End (NWB)	180	199	182-190	1208	1189	-19	-2%
Mid-Uptown (NWC)	611	615	624-725	4245	3872	-373	-9%
Downtown (NWD)	368	401	382-459	2721	2591	-130	-5%
East End (NWE)	266	219	291-292	1803	1615	-188	-10%
Water (NWF)	1	1	0-2	2	3	1	-
Skytrain Stns (NWG)	16	37	31-39	194	186	-8	-4%
Spec. Locations (NWH)	110	113	145-178	973	818	-155	-16%
Other	27	23	26-34	178	157	-21	-12%
Total Calls For Service	1696	1756	1900-2112	12515	11365	-1150	-9%

Above normal range

Within normal range

Below normal range



Monitored Occurrence Types

Persons Crimes	July 2020	July 2019	+/-	2020 YTD	2019 YTD	+/-	% change
All Persons Offences	91	68	23	538	564	-26	-5%
Assault	44	32	12	262	262	0	0%
Domestic Violence	54	65	-11	349	457	-108	-24%
Family Violence	12	23	-11	480	675	-195	-29%
Robbery	0	1	-1	19	17	2	12%
Sex Assaults	10	5	5	26	43	-17	-40%
Indecent Acts	1	4	-3	17	18	-1	-6%
Other Sex Offences	2	3	-1	18	25	-7	-28%

Property Crimes	July 2020	July 2019	+/-	2020 YTD	2019 YTD	+/-	% change
All Property Offences	251	277	-26	1671	2108	-437	-21%
Break and Enter – Total	33	32	1	202	252	-50	-20%
Break and Enter – Business	9	12	-3	88	126	-38	-30%
Break and Enter – Residence	14	14	0	54	71	-17	-24%
Break and Enter – Other	10	6	4	58	54	4	7%
Theft of Vehicle	7	15	-8	82	154	-72	-47%
Recovered Stolen Vehicle	2	3	-1	22	58	-36	-62%
Theft From Vehicle	72	63	9	509	516	-7	-1%

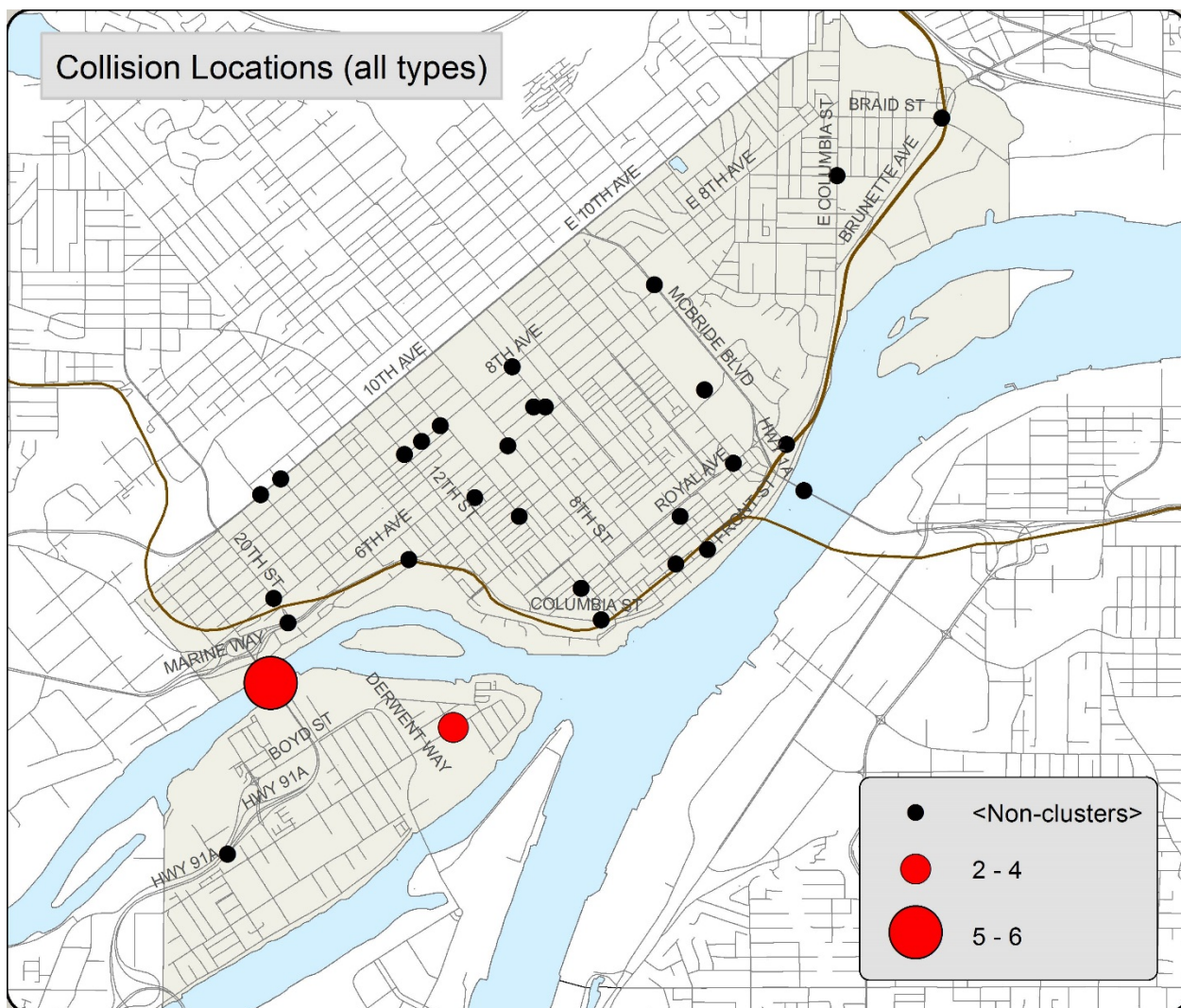
Drug Offences	July 2020	July 2019	+/-	2020 YTD	2019 YTD	+/-	% change
Drug Possession (all)	6	3	3	19	31	-12	-39%
Trafficking (all)	5	8	-3	19	24	-5	-21%

Other Crimes	July 2020	July 2019	+/-	2020 YTD	2019 YTD	+/-	% change
Possession of Firearms	3	3	0	17	18	-1	-6%
Possession of Weapons	9	3	6	40	31	9	29%
Hate Motivated Crime	0	0	0	0	0	0	n/a

Other Non-Criminal	July 2020	July 2019	+/-	2020 YTD	2019 YTD	+/-	% change
Missing Persons	13	5	8	74	61	13	21%
Missing Persons – High Risk	6	12	-6	45	113	-68	-60%
Mental Health related (study flag B)	39	65	-26	337	531	-194	-37%
Mental Health related (s. 28 arrests)	12	24	-12	183	219	-36	-16%
Disturbed Person/Att. Suicide	23	68	-45	360	515	-155	-30%
Sudden Deaths	9	7	2	71	53	18	34%
Domestic Dispute – No Assault	48	43	5	314	297	17	6%

Traffic/Driving

	July 2020	July 2019	+/-	2020 YTD	2019 YTD	+/-	% change
Collision - Non-fatal Injury	6	13	-7	56	70	-14	-20%
Collision - Damage under \$10,000	27	44	-17	186	n/a	n/a	n/a
Collision - Damage over \$10,000	4	11	-7	30	n/a	n/a	n/a
Impaired Driving	2	6	-4	28	69	-41	-59%
IRP	17	8	9	71	94	-23	-24%



Statistics in this report are compiled from the Police Records Information Management Environment (PRIME) and reflect the most current information available at the time of writing regarding incidents reported to or discovered by the New Westminster Police Department. The data is subject to change if continuing investigation, Quality Assurance review, or Statistics Canada policies require an incident(s) to be reclassified.

New Westminster Police Department Statistical Overview – August 2020

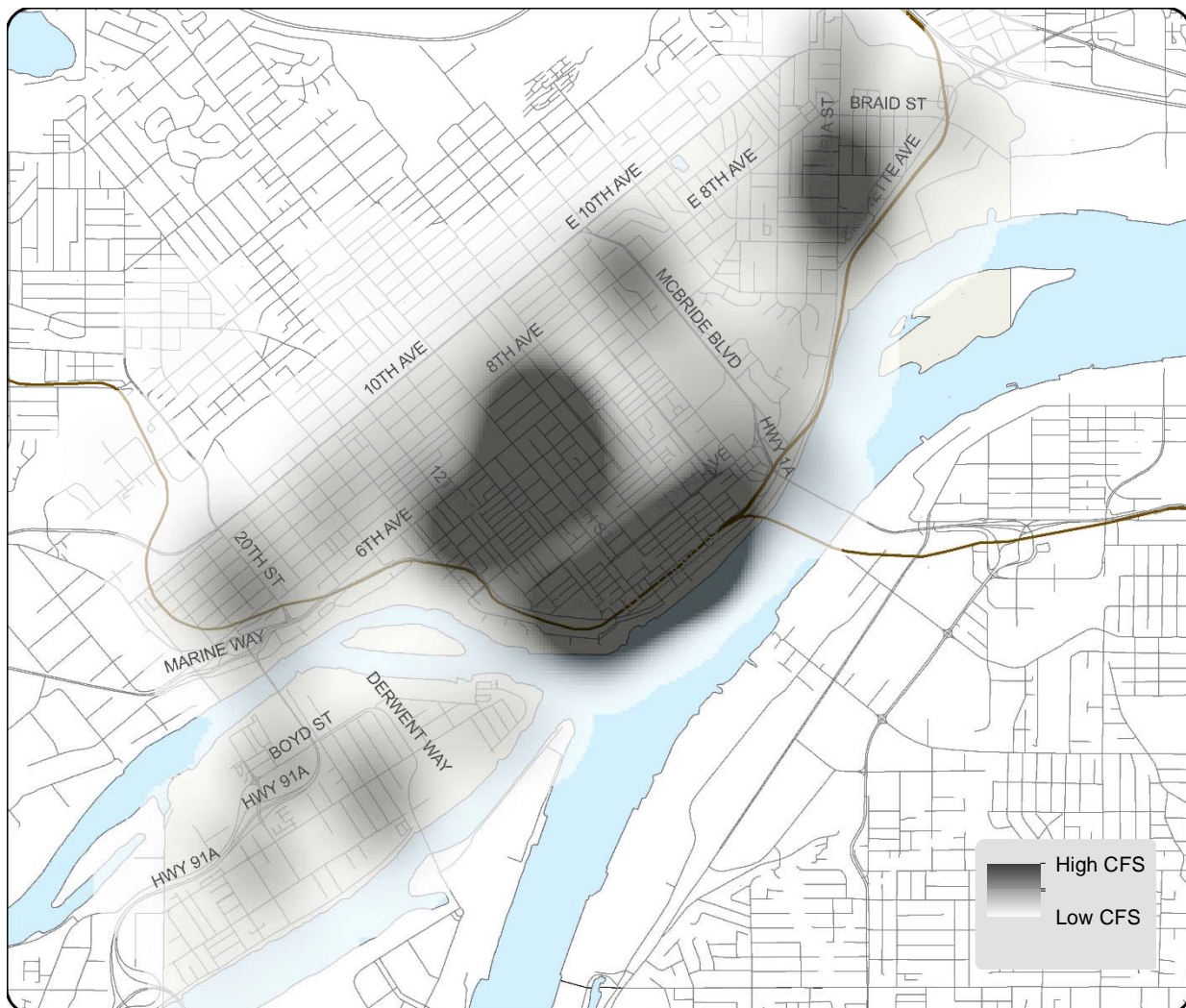
Calls for Service

	July	August	August avg range	YTD 2019	YTD 2020	YTD +/-	YTD % chg
Queensborough (NWA)	148	130	159-234	1373	1064	-309	-23%
West End (NWB)	199	183	185-200	1393	1372	-21	-2%
Mid-Uptown (NWC)	615	631	654-749	4897	4503	-394	-8%
Downtown (NWD)	401	439	396-460	3142	3030	-112	-4%
East End (NWE)	219	249	235-297	2049	1864	-185	-9%
Water (NWF)	1	0	0-2	2	3	1	-
Skytrain Stns (NWG)	37	34	20-26	220	220	0	0%
Spec. Locations (NWH)	113	131	138-160	1116	949	-167	-15%
Other	23	26	13-39	199	183	-16	-8%
Total Calls For Service	1756	1823	1872-2097	14391	13188	-1203	-8%

Above normal range

Within normal range

Below normal range



Monitored Occurrence Types

Persons Crimes	August 2020	August 2019	+/-	2020 YTD	2019 YTD	+/-	% change
All Persons Offences	84	96	-12	617	661	-44	-7%
Assault	54	46	8	315	308	7	2%
Domestic Violence	50	72	-22	401	529	-128	-24%
Family Violence	25	22	3	156	240	-84	-35%
Robbery	2	2	0	21	19	2	11%
Sex Assaults	6	6	0	32	48	-16	-33%
Indecent Acts	5	2	3	22	20	2	10%
Other Sex Offences	6	3	3	23	28	-5	-18%

Property Crimes	August 2020	August 2019	+/-	2020 YTD	2019 YTD	+/-	% change
All Property Offences	273	286	-13	1947	2394	-447	-19%
Break and Enter – Total	33	35	-2	235	287	-52	-18%
Break and Enter – Business	10	19	-9	99	145	-46	-32%
Break and Enter – Residence	10	11	-1	63	82	-19	-23%
Break and Enter – Other	13	5	8	71	59	12	20%
Theft of Vehicle	14	11	3	94	163	-69	-42%
Recovered Stolen Vehicle	1	5	-4	23	63	-40	-63%
Theft From Vehicle	77	63	14	587	579	8	1%

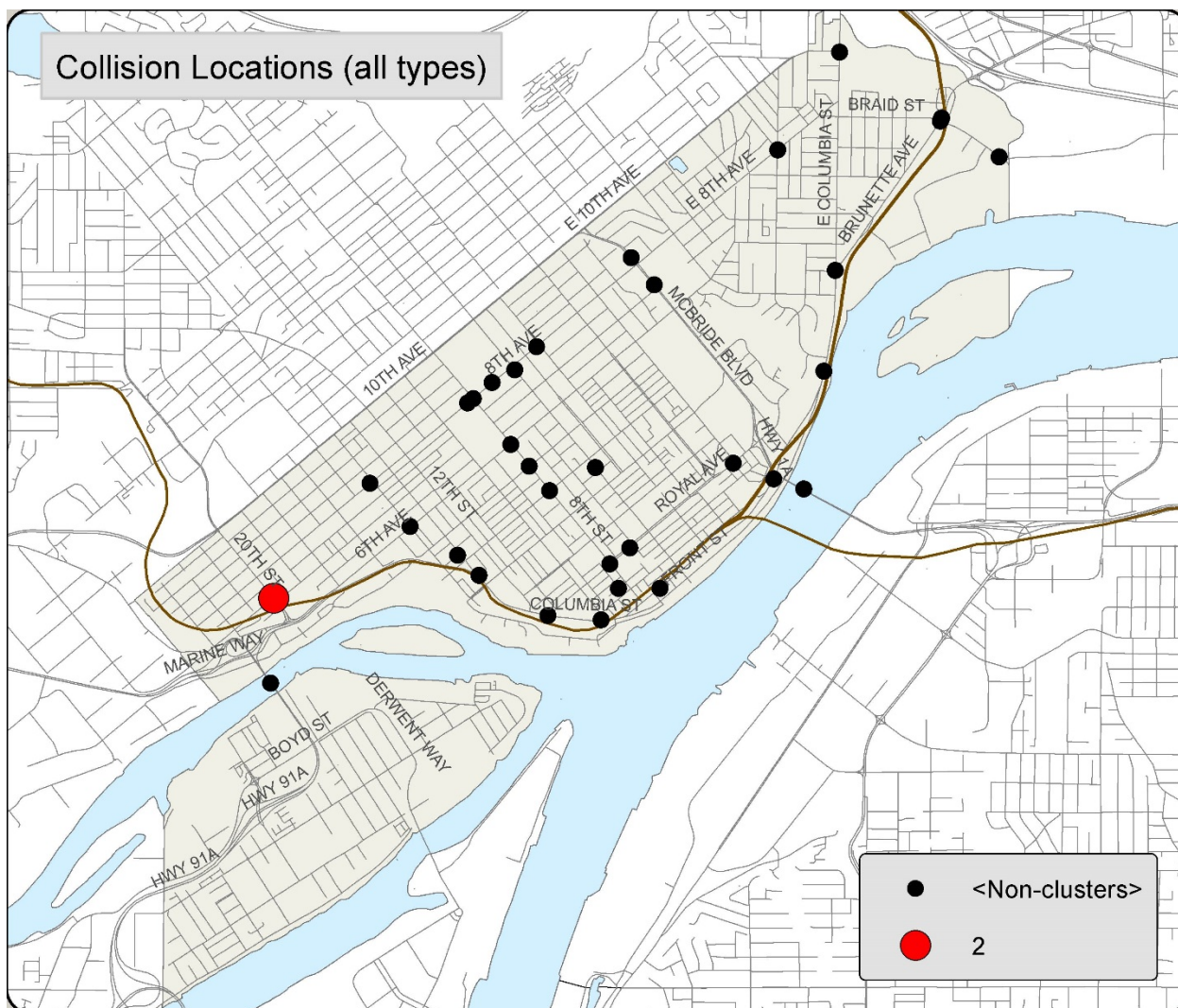
Drug Offences	August 2020	August 2019	+/-	2020 YTD	2019 YTD	+/-	% change
Drug Possession (all)	1	6	-5	20	37	-17	-46%
Trafficking (all)	0	4	-4	21	28	-7	-25%

Other Crimes	August 2020	August 2019	+/-	2020 YTD	2019 YTD	+/-	% change
Possession of Firearms	3	3	0	20	21	-1	-5%
Possession of Weapons	3	10	-7	43	41	2	5%
Hate Motivated Crime	1	0	1	1	0	1	-

Other Non-Criminal	August 2020	August 2019	+/-	2020 YTD	2019 YTD	+/-	% change
Missing Persons	9	11	-2	83	72	11	15%
Missing Persons – High Risk	5	9	-4	49	122	-73	-60%
Mental Health related (study flag B)	32	70	-38	368	601	-233	-39%
Mental Health related (s. 28 arrests)	5	32	-27	189	251	-62	-25%
Disturbed Person/Att. Suicide	13	74	-61	377	589	-212	-36%
Sudden Deaths	9	5	4	80	58	22	38%
Domestic Dispute – No Assault	52	43	9	366	340	26	8%

Traffic/Driving

	August 2020	August 2019	+/-	2020 YTD	2019 YTD	+/-	% change
Collision - Non-fatal Injury	2	15	-13	59	85	-26	-31%
Collision - Damage under \$10,000	25	43	-18	209	n/a	n/a	n/a
Collision - Damage over \$10,000	7	5	2	37	n/a	n/a	n/a
Impaired Driving	6	12	-6	34	81	-47	-58%
IRP	11	24	-13	82	203	-121	-60%



Statistics in this report are compiled from the Police Records Information Management Environment (PRIME) and reflect the most current information available at the time of writing regarding incidents reported to or discovered by the New Westminster Police Department. The data is subject to change if continuing investigation, Quality Assurance review, or Statistics Canada policies require an incident(s) to be reclassified.



New Westminster Police Department

REPORT *Financial Services*

To: Mayor Jonathan Coté, Chair, and Members
New Westminster Municipal Police Board
Open Meeting

Date: September 15, 2020

From: Mark Wilson
Financial Services

Subject: August 31, 2020 Tri-annual Financial Report

RECOMMENDATION

That the Police Board receive the August 31, 2020 tri-annual financial report for information.

PURPOSE

The purpose of this report is to provide information to the Board on the financial position of the police department for the period ending August 31, 2020.

DISCUSSION

As of August 31, 2020 the police department has a projected surplus of about \$965,000.

Salaries and benefits are under-budget by \$519,000 mainly as a result of unfilled civilian positions and a reduction in over-time. Seconded positions are also under-budget by \$256,000 (which is off-set by a reduction in recoverables).

Additional revenues received for the period include provincial grants of \$50,000 for police supplies/equipment, and an increase of \$164,000 for Traffic Fine Revenue Sharing.

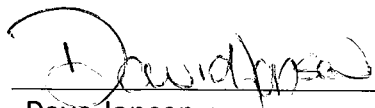
The issue of funding for IHIT has been resolved. The Provincial Government has taken over the billing for this unit and will be providing all participating municipalities a 70/30 cost sharing formula. This is retroactive to 2013 and will result in a one-time surplus of \$208,000 for NWPD.

Training and Conferences have been restricted for 2020 due to Covid-19. This has resulted in a savings of \$65,000.

ATTACHMENT: August 31, 2020 Tri-annual Financial Report

This report has been prepared by: Mark Wilson

Approved for Presentation



Dave Jansen
Chief Constable



NEW WESTMINSTER POLICE DEPARTMENT

January 1 to August 31, 2020

	Budget	YTD Budget	YTD Actual	Variance [under/(over)]
Summary:				
Salaries and Benefits	25,598,100	15,983,300	15,228,300	755,000
Contracts Services	2,888,300	1,711,600	1,503,000	208,600
Education and Training	380,500	247,400	173,800	73,600
General Office & Adminitstration	1,117,700	576,700	523,300	53,400
Operational Equipment	470,600	249,700	331,700	(82,000)
Other Costs	331,400	159,600	153,300	6,300
Total Operating Expenditures	30,786,600	18,928,300	17,913,400	1,014,900
Total Revenues	(6,001,000)	(3,924,400)	(3,874,500)	(49,900)
NET EXPENDITURES	24,785,600	15,003,900	14,038,900	965,000
Inter-Departmental Charges	1,654,500	912,400	912,400	-
Adjusted Net Expenditures	26,440,100	15,916,300	14,951,300	965,000

Daisy DYER

From: Jennifer Malloy <jmalloy@capg.ca>
Sent: August-28-20 12:15 PM
To: Daisy DYER
Subject: Re: CAPG 2020 Conference
Attachments: CAPG Financial Picture Conference.docx; CAPG Virtual Conference 2020.pdf
Categories: Police Board

Hello Daisy,

I've attached a bit of information on the CAPG conference and also included the program as it now stands with pricing.

I hope this can be shared with your board at the next meeting.

Jennifer

*Jennifer Malloy, Executive Director
 Canadian Association of Police Governance
jmalloy@capg.ca | Twitter @JennCAPG |*

From: Daisy DYER <DDYER@NWPolice.org>
Date: Monday, August 24, 2020 at 3:04 PM
To: Jennifer Malloy <jmalloy@capg.ca>
Subject: RE: CAPG 2020 Conference

Hello Jennifer,

Thank you for your e-mail.

The New Westminster Police Board meet on Tuesday, 29 September 2020. I shall add this to our agenda.

Thank you,

Daisy

From: Jennifer Malloy [mailto:jmalloy@capg.ca]
Sent: August-23-20 10:05 AM
To: Daisy DYER <DDYER@NWPolice.org>
Subject: CAPG 2020 Conference

Good afternoon Daisy,

I am writing to you about the CAPG 2020 Conference "Prioritizing Wellness Through Governance". As you are aware, due to the continuing pandemic, we were forced to cancel the face-to-face conference in August. The good news is we

are moving forward with a virtual platform beginning on Thursday, October 29 with the First Nations Police Governance conference and continuing with CAPG program on Friday, October 30 and Monday, November 2. The CAPG 31st annual general meeting will take place on Saturday, October 31. The conference programs will be available this week and we are very excited to launch this special experience.

Last year when the Victoria Police Board was seeking support for their bid to host the conference, the New Westminster Police Board very generously provided a hosting pledge of \$990 and a sponsorship contribution of \$510 for a total of \$1400.

If the New Westminster Police Board is of the mind to continue to sponsor the CAPG virtual conference, we would be happy to use the funds to support all aspects of putting on a very different type of experience. There will be additional costs associated with technical platforms, staging, video-taping of certain sessions and honorarium for speakers and presenters. Your sponsorship would be highlighted and acknowledged throughout the conference and in promotional materials.

If you would like the \$1400 returned we are also very willing to provide a refund.

I look forward to your response.

Warmest regards,

Jennifer Malloy

Jennifer Malloy, Executive Director

Registered In-House-Lobbyist

Canadian Association of Police Governance

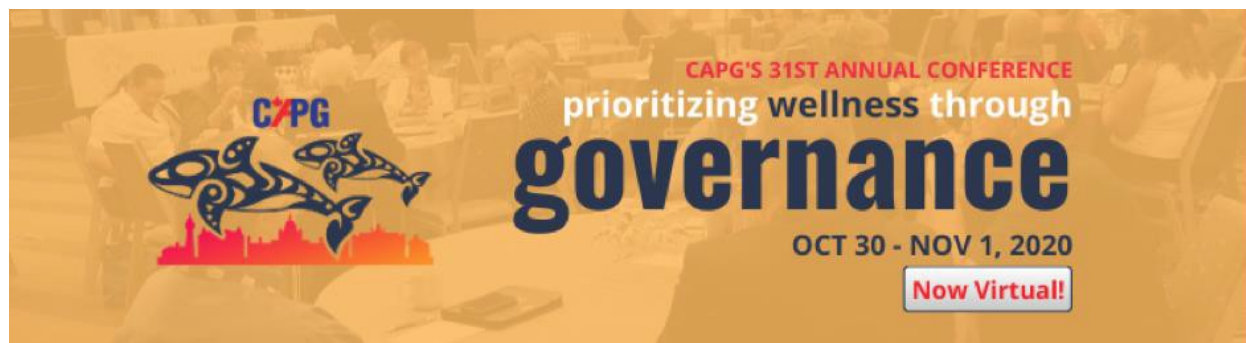
78 George Street, Ottawa, ON K1N5W1

O:613.344.2384 | Fax:613.344.2385

www.capg.ca | jmalloy@capg.ca | Twitter @JennCAPG |

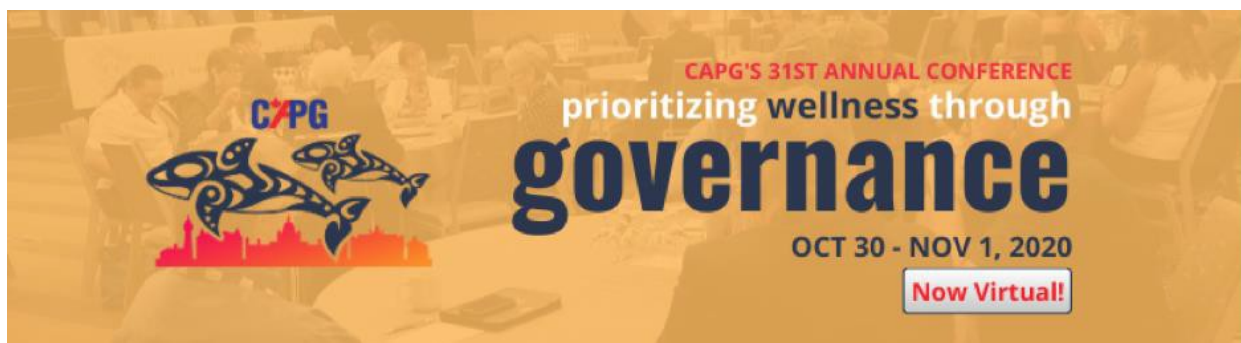
Confidentiality Note

The information contained in this communication is confidential and is intended only for the use of the individual or entity to whom it is addressed. The contents of this communication may also be subject to legal privilege, and all rights of that privilege are expressly claimed and not waived. If you have received this communication in error, please notify us immediately and delete the communication without making a copy. Thank you for your assistance.



RELATIONSHIPS & RECONCILIATION:
Developing Just Relations in an Era of Reconciliation

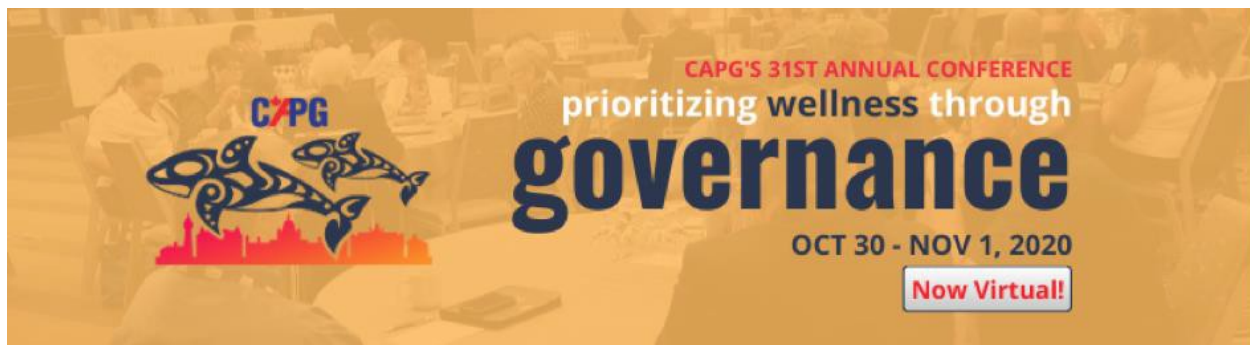
Date & Time	Session	Speaker/Panelists Format
Thursday, October 29		
10:45 – 11:00	Welcome Housekeeping /technical overview	Dan Bellegarde, Chair FNPGC Barbara Mantello, Facilitator
11:00 – 12:00	<u>Indigenous Justice:</u> By-laws, community-based tribunals, role of traditional & non-traditional players in policing/justice, legitimacy, authority. What are the legal concepts and categories? What are the issues?	Doug White, Nanaimo First Nation, BC BC First Nations Justice Council Grand Chief Alvin Fiddler, Nishnawbe Aski Nation
12:00 – 12:15	Health Break	Health Break
12:15 – 1:15	<u>First Nations Policing Program</u> (FNPP) – Moving from a Program to an Essential Service	Minister Bill Blair (invited) FNPGC FNCPA FNPP/Public Safety Canada
1:15 – 1:30	Health Break	Health Break
1:30 – 2:15	<u>Victims Services</u> – Bridging the Gaps in First Nations Police Services	Detective Alana Morrison, NAPS
2:15 – 3:15	<u>Innovation Showcase:</u> UCCM Social Navigator Program Akwesasne Indigenous Court	
3:15 – 3:30	Health Break	Health Break
3:30 – 4:30	<u>Civilian Oversight, Police Accountability in First Nations</u> Through the lens of community- based policing this panel will look at policies on use of force, mental health, wellness checks. What kind of governance is required in this day and age where there is such a call for accountability. How can FN police services be more accountable to the communities they serve?	
4:30 – 4:45	Wrap up	



Friday, October 30	11:45am 5:30 pm		
11:45 – 12:00	CAPG 31 st Conference Opens	<p>Welcome & Opening Remarks CAPG President</p> <p>Address by 2020 Conference Hosts – Victoria & Esquimalt Police Board</p> <p>Housekeeping, Technical Issues & Overview of Program</p>	<p>Micki Ruth, CAPG President</p> <p>Co-Chairs: Mayor Lisa Helps & Mayor Barbara Desjardins(TBC)</p> <p>Barbara Mantello (Facilitator)</p>
12:00 – 12:30	Update from Minister of Public Safety and/or Interview with CAPG President & Minister	Canada's response to: De-funding police, systemic racism, health checks, use of force, legalization of drugs, RCMP & gun control	Hon. Bill Blair (TBC) CAPG President Micki Ruth
12:30 – 12:45	Q&A	Q&A	Q&A
12:45 – 1:00	Health Break	Health Break	Health Break
1:00 – 1:45	Panel discussion	Emerging issues in Police Governance: De-funding Systemic Racism Health Checks Use of Force	Canadian thought leaders: Christian Leuprecht (TBC) Tom Stamatakis (TBC) Peter Sloly (TBC) Laura Huey (TBC)
1:45 – 2:00	Health Break	Health Break	Health Break
2:00 – 3:00	Break-outs Zoom Rooms	<p>Room 1 – De-funding</p> <p>Room 2 – Systemic Racism</p> <p>Room 3 – Health Checks</p> <p>Room 4 – Police Use of Force</p>	Facilitated group discussions led by CAPG Board members Recommendations captured shown on screen at break
3:00 - 3:15	Health Break	Health Break	Health Break
3:15 – 4:00	Panel Discussion	How to incorporate and embrace wellness into your police services strategy/framework	Leading practices showcased by representatives chosen by the 3 national police associations: CACP CPA CAPG
4:00 – 4:15	Health Break	Health Break	Health Break



4:15 – 5:30	Round-table Discussions Zoom Rooms	Small Services Medium Services Large Services First Nations Services	Discussions facilitated by CAPG Board Members in Zooms Rooms
Saturday, October 31, 2020	12:00 to 2:15 pm		
12:00 to 2:00 pm	CAPG 31 ST ANNUAL GENERAL MEETING	Business of the Corporation <ul style="list-style-type: none"> - By-laws - Amendments to Articles - Resolutions - Nominations & Elections - Audited Financial Statements - Appointment of Auditor - Committee Reports 	President Treasurer Committee Chairs Executive Director
2:00 to 2:15	CAPG 2021 Host	Ottawa Police Services Board - Presentation	
Monday, November 2, 2020	11:15am to 3:45 pm		
11:15 – 11:25	Welcome & outline of program	Facilitator	Barbara Mantello
11:25 -11:30		Introduction of the Film by Conference Committee Chair, Wayne Talbot	Wayne Talbot
11:30 – 1:00pm	CAPG Screening of Film: ERNIE & JOE: CRISIS COPS	This film can be a powerful bridge between different community mental health stakeholders, and an opportunity to show police governors how Ernie & Joe approach someone in a mental health crisis with humanity and compassion, rather than fear and violence.	Link to Vimeo will be sent with your registration
1:00 – 1:15	Health Break	Health Break	Health Break
1:15 –2:15	Panel Discussion & Q & A	Importance of de-escalation training to produce good outcomes. Discussion on skills needed to handle	Ernie and/or Joe Person with lived experience Canadian experts on de-escalation



		people in distress. Mental health awareness	
2:15-2:30	Health Break	Health Break	Health Break
2:30 – 3:30	Panel Discussion	Eliminating Barriers and Recruiting for Future Police Services: What's New and What's Missing	Lindell Smith Wayne Talbot Dan Bellegarde Darlene Brander Sandy Smallwood
3:30 – 3:45	Wrap up by facilitator – outcomes, next steps and setting a path forward together		
	Closing Remarks by CAPG President		

2020 CONFERENCE

OCTOBER 29 - NOVEMBER 2, 2020

PRICE LIST

CAPG CONFERENCE (MEMBER) (up to 15 board/commission members)	\$500.00 plus HST
FIRST NATIONS CONFERENCE (MEMBER) (up to 15 board/commission members)	\$350.00 plus HST
FIRST NATIONS & CAPG CONFERENCE (MEMBER) (up to 15 board/commission members)	\$750.00 plus HST
CAPG ANNUAL GENERAL MEETING	(FREE FOR MEMBERS)
CAPG CONFERENCE (NON-MEMBER)	\$750.00 plus HST
FIRST NATIONS CONFERENCE (NON-MEMBER)	\$500.00 plus HST
FIRST NATIONS & CAPG CONFERENCE (NON-MEMBER)	\$900.00 plus HST

CAPG Financial Picture for 2020-2021

CAPG operates without any government funding and the operations of the organization are funded by:

- membership dues,
- webinars,
- governance summit(s), and
- conference revenue.

CAPG started the 2021 fiscal year with an \$11,000 deficit, mainly due to higher expenses for the Calgary conference and lower sponsorship and registrations than anticipated, and with the current pandemic we have had to reconfigure the 2020 conference to a virtual platform.

The costs involved in putting on a virtual conference will certainly be less than an in-person event but the revenue from registrations and sponsorship will be significantly decreased. We have not sought corporate sponsors at the current time as we would like to focus on delivering engaging, relevant content and a meaningful experience for all of our delegates.

Therefore, if your board is willing to allow their pledge to CAPG to remain, the funds will be used as follows:

- Engagement of a professional facilitator (\$2500)
- AV company for pre-taped sessions (\$5000)
- Expand Zoom platform to accommodate anticipated size of meeting, add Zoom rooms and purchase voting software (\$2500)
- Honoraria for speakers (\$2500)
- Technology expert to assist in overseeing/trouble shooting for three days of the virtual conferences (\$3000)
- Promotional consulting fees (\$1500)
- Digital green room (\$500)
- Digital concierge (\$500)
- Conference App (\$1500)

As you can see the estimated costs are just under \$20,000 and I am still waiting for quotes on exactly what we will need to make this an exceptional experience for our delegates.

We are keeping the pricing low so that as many of our boards and commissions are able to participate. The price per board to register for the CAPG conference will be \$500 and that will allow up to 15 people to log in. The price for the First Nations conference will be \$350 per board and if you choose to register for both it will be \$750, again with a maximum of 15 people being able to log on.

VIA EMAIL – c/o DDYER@NWPolice.org

July 31, 2020

Chair Mayor Jonathan Coté and Board Members
 New Westminster Police Board
 555 Columbia Street
 New Westminster, BC V3L 1B2

Dear Mayor Coté and Board Members,

RE: E-Comm Board of Directors Designate — 2020-2021 Term

The Virtual Annual General Meeting (the “Meeting”) of the Shareholders (Members) of E-Comm *Emergency Communications for British Columbia Inc.* (“E-Comm”) will be held on Thursday, September 17, 2020 and, at that time, the Board of Directors will be elected by the Members for the 2020-2021 term.

Nominee for the coming term to be selected

The Members’ Agreement among E-Comm’s shareholders sets out how the Board of Directors is to be elected. For your reference, we attach a copy of section 4.2 of the Members’ Agreement, headed “Designation and Election of Directors” which contains the applicable provisions.

Your organization falls into the group of which described at subsection 4.2.1.4. Pursuant to Section 4.2.1.4 of the E-Comm Members’ Agreement, Police Boards or municipalities holding Class A or Class B shares for Police services, other than Vancouver and Delta, are entitled to designate one mutually agreed upon individual for election to the Board of Directors of E-Comm. At present, your grouping is comprised of these police boards:

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

The current representative of your group on the E-Comm Board is Mr. Jack McGee. Mr. McGee has been a valued contributor to the Board’s work; among, other contributions, his participation on the Board Committees has been greatly appreciated.

Because your municipality/organization is among a designated group of Members who must mutually agree upon your nominee, **we respectfully request that you confer with the others members of your grouping to either confirm your selection of Mr. Jack McGee for the coming term, or if your group intends to put forward a different mutually-agreeable nominee for the coming term, the name of that selected nominee in writing, not later than August 14, 2020.** This will help to ensure a smooth nomination process.

Who is eligible?

The Board of E-Comm is committed to good governance and seeks directors possess the experience and skills and attributes to effectively serve the interests of all shareholders and our other stakeholders. An effective director will have competencies in many, or most, of the following areas: knowledge of the fields of



emergency communications, police, fire, ambulance or public-safety, knowledge of the role of a board, analytical skills including financial acumen, leadership skills, good communication skills, sound judgment, high integrity and the ability to influence others. Further, the Board of Directors believes that its composition should reflect the rich diversity of the communities that E-Comm serves.

Commitment

The E-Comm Board of Directors meets five times per year and provides oversight of the business and affairs of the company. Meetings are held during regular working hours, typically commencing in the morning and running until mid or early afternoon at E-Comm's Vancouver centre. Two additional Board sessions are also held annually for strategic planning and board education. There are three standing committees of the board (Audit, Governance, and Human Resources and Compensation), each meeting five times per year. Participation on committees is voluntary, but recommended.

Although shareholders are required to elect directors every year, we hope that nominees are willing to serve for not less than two years, in part because a learning curve, before a director might feel fully engaged and contributing, is acknowledged. We encourage directors to serve additional terms. There are no term limits in place, although we strive to balance the value of experienced Directors with that of newcomers.

Next steps

We kindly request that the New Westminster Police Board advise E-Comm (to the attention of the writer) with written confirmation by August 14, 2020, of the name and contact information of your nominee to the E-Comm Board for the 2020-2021 term. The question and answer document enclosed in this package includes a sample motion confirming your nomination, if required. Virtual meeting details will be shared with your nominee in advance of the AGM.

Please note that nominating a director is a separate process from designating a representative to vote your share at the Virtual Annual General Meeting (AGM) in September. As such, I will be contacting you again in mid-August with the notice of AGM and requesting that you designate one individual to attend the Virtual Annual General Meeting of the Shareholders for the purposes of voting the New Westminster Police Board share. Virtual meeting details will be shared with your voting representative in advance of the AGM.

Yours truly,



Krystal Boros
Assistant Corporate Secretary

c | 604.218.6941
e | krystal.boros@ecomm911.ca

cc Jack McGee

Daisy DYER

Subject: FW: E-Comm Board of Directors Designate — 2020-2021 Term

From: Krystal Boros
Sent: August-19-20 8:47 AM
To: Daisy DYER
Cc:
Subject: RE: E-Comm Board of Directors Designate — 2020-2021 Term

Thank you Daisy! We appreciate your email confirmation and look forward to receiving the motion in late September.

Have a wonderful day,

Krystal Boros, *Assistant Corporate Secretary and Freedom of Information Officer*

[@EComm911_info](mailto:ecomm911.ca)

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From: Daisy DYER <DDYER@NWPolice.org>
Sent: Tuesday, August 18, 2020 3:52 PM
To:
Cc:
Subject: RE: E-Comm Board of Directors Designate — 2020-2021 Term

Good afternoon,

The New Westminster Police Board does not meet until 29 September, 2020. As such, the New Westminster Police Board has verbally confirmed that they are in support of Abbotsford Police Board Member, Mike Welte, to serve as the nominee for the E-Comm Board of Directors 2020-2021 term to be elected by E-Comm shareholders at the Annual General Meeting on 17 September, 2020.

We are unable to pass a formal motion until 29 September, 2020. At this time, I shall send you a copy of the motion.

Regards,

Daisy

Daisy Dyer | Executive Assistant and Police Board Secretary
Office of the Chief Constable
P 604.529.2412 | E ddyer@nwpolice.org

New Westminster Police Department
555 Columbia Street, New Westminster, BC V3L 1B2
Main 604-525-5411 | **F** 604-529-2401
www.nwpolice.org



Proposed Motion:

THAT The New Westminster Police Board nominate Mike Welte of the Abbotsford Police Board to serve as the nominee to the E-Comm Board of Directors for the 2020-2021 term, such Board to be elected by E-Comm shareholders at the September 17, 2020 Annual General Meeting.

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 Board term (e.g. 2020-2021) and reference to election at the Annual General Meeting of E-Comm shareholders.

For example “THAT (enter municipality/board/organization) nominate (name) to serve as the nominee of municipality/board/organization) to the E-Comm Board of Directors for the 2020-2021 term, such Board to be elected by E-Comm shareholders at the September 17, 2020 Annual General Meeting.”

Q. What is the role of the E-Comm Board of Directors?

- A. The E-Comm Board of Directors is responsible for stewardship of the entire E-Comm organization – it provides strategic oversight of the business and affairs of the company. E-Comm 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: Audit, Governance and Human Resources and Compensation.

Q. Who elects the Board of Directors?

- A. The Shareholders elect the Board of Directors at the Annual General Meeting (AGM) of the Company. A Members’ Agreement among the shareholders sets out who may select nominees to the Board of Directors. Nominating entities are expected to select their nominee and advise the E-Comm Assistant Corporate Secretary of the name of their nominee by August 14, 2020 – the candidate is then put forward for election by the shareholders-at-large at the AGM in September 2020.

Q. What time commitment is required of Directors?

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

Two additional half day sessions occur annually: a Board education and orientation session and a strategic planning session.

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

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

- A. The E-Comm Corporate 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

E-Comm Board of Directors: Common Questions & Background

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.

In the case of Nominating Entities that are part of a grouping, the Assistant 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 E-Comm 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 E-Comm 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 E-Comm's 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 Shareholders 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. Krystal Boros, Assistant Corporate Secretary, 604-218-6941

E-Comm Board of Directors: Common Questions & Background

About the annual general meeting

Q. What is an AGM?

- A. A general meeting of all shareholders of E-Comm 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 shareholders would receive notice of any special business with the notice of meeting.

Q. Who should attend AGM?

- A. A representative of the shareholder should attend the AGM to vote on the matters listed above including electing the board of directors.

Q. What are shareholders 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 E-Comm Corporate Articles.

Q. What is the voting process at the AGM?

- A. Votes are conducted by a simple show of hands (voting cards) unless a shareholder 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 shareholder can appoint a proxyholder (in writing) to attend and vote on the shareholder's behalf at the AGM. The proxyholder need not be a member themselves.

Proxies must be in writing, must specify the name of the shareholder, the identity of the proxyholder, and reference the AGM in question. They must be signed by an authorized signatory of the shareholder. 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 shareholder wishes, it can restrict that discretionary power by stating in the proxy form that its

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shares 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 shareholder must be given to E-Comm at least one business day prior to the AGM.

Q. Who chairs the AGM?

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

Q. How important is it that we send someone?

A. As a shareholder of E-Comm we strongly urge in-person attendance to ensure shares are represented.

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

A. Contact Krystal Boros, Assistant Corporate Secretary, at 604-218-6941.