



NEW WESTMINSTER POLICE BOARD

OPEN AGENDA

Tuesday, May 23, 2023 at 0930

In Person: Century House, 620 Eighth Street, New Westminster, BC, V3M 3S6

By Zoom: <https://us02web.zoom.us/j/84336311434?pwd=QlBkRXBjeDB4UVlxRkpKZCtXU2JZQT09>

Passcode: 824852

By Phone: +1 778 907 2071 / Webinar ID: 843 3631 1434

✓ Indicates Attachment

We recognize and respect that New Westminster is on the unceded and unsundered land of the Halkomelem speaking peoples. We acknowledge that colonialism has made invisible their histories and connections to the land. As a City, we are learning and building relationships with the people whose lands we are on.

| | | |
|----------|---|-------------------------------|
| 1 | ADOPTION & PRESENTATIONS | |
| | 1.1 Land Acknowledgement | <i>Police Board</i> |
| ✓ | 1.2 Adoption of Open Agenda: May 23, 2023 | <i>Police Board</i> |
| 2 | CONSENT AGENDA | |
| ✓ | 2.1 Approval of Open Minutes: April 18, 2023 | <i>Police Board</i> |
| | 2.2 Police Board Member Reports | |
| ✓ | 2.3 Statistics: April 2023 | |
| ✓ | 2.4 Policy: OE30 and OD30 | |
| ✓ | 2.5 Police Board Correspondence | |
| | 2.5 (a) E-Comm Update from George Madden - April | |
| | 2.5 (b) Implementation of Two Factor Authentication | |
| 3 | ONGOING BUSINESS | |
| ✓ | 3.1 GOVERNANCE: Q1 Financial Report | <i>Chief Constable Jansen</i> |
| | 3.2 Non-Emergency Call Taking Update | <i>Inspector Perry</i> |
| 4 | NEW BUSINESS | |
| | None | |
| | NEXT MEETING | |
| | Date: June 20, 2023 @ 0930 | |
| | Location: To be Advised | |
| | ADJOURNMENT OF OPEN MEETING | |



NEW WESTMINSTER MUNICIPAL POLICE BOARD

April 18, 2023 at 0930

In-Person and via ZOOM

555 Columbia Street, New Westminister, BC

MINUTES of Regular Meeting

| | | |
|-----------------|-----------------------------|------------------------|
| PRESENT: | Mayor Patrick Johnstone | Chair |
| | Ms. Heather Boersma | |
| | Mr. Drew Hart | |
| | Mr. Patrick Lalonde | |
| | Ms. Shirley Heafey | |
| | Ms. Mary Trentadue | |
| | Mr. Alejandro Diaz | |
| STAFF: | Chief Constable Dave Jansen | |
| | Inspector Andrew Perry | |
| | Inspector Eamonn Ward | |
| | Inspector Trevor Dudar | |
| | Inspector Aman Gosal | |
| | Ms. Jacqueline Dairon | Finance Supervisor |
| | Ms. Daisy Dyer | Police Board Secretary |
| | Ms. Hailey Finnigan | Communications |

The meeting was called to order at 09:30 a.m.

1. ADOPTION

1.1 Land Acknowledgement

We recognize and respect that New Westminister is on the unceded and unsundered land of the Halkomelem speaking peoples. We acknowledge that colonialism has made invisible their histories and connections to the land. As a City, we are learning and building relationships with the people whose lands we are on.

1.2 Introduction of New Board Members Trentadue and Diaz

Mayor Johnstone introduced new Board members Ms. Mary Trentadue and Mr. Alejandro Diaz, and welcomed them to the New Westminister Police Board.

Received for information.

1.3 Adoption of Regular Agenda: April 18, 2023

MOVED AND SECONDED

THAT The New Westminster Police Board approve the April 18, 2023, Regular Agenda

CARRIED

1.4 Alexa's Team Awards Presentation

Alexa's Team Awards was created in honour of four-year-old Alexa Middelaer, who was tragically killed by an impaired driver in Delta, British Columbia in 2008. Alexa's Team pays tribute to the dedicated RCMP and municipal police officers who make an extraordinary contribution to reducing the number of drivers affected by alcohol or drugs on British Columbia's roads and highways. The New Westminster police officers hereunder were presented an Alexa's Team award for removing the following number of impaired drivers from the roads:

Cst. C. Farris – 30

Cst. K. Malcolm – 26

Cst. B. Warder – 24

Cst. R. Rossetti – 24

Cst. B. Vogt – 19

Cst. K. Edwards – 17

Mayor Johnstone and the Police Board thanked the members for their diligence and commitment.

Received for information.

CONSENT AGENDA

2.1 Approval of Open Minutes: February 21, 2023

2.2 Police Board Member Reports

2.3 Statistics: February & March 2023

2.4 Policy: AC130 and AB180

2.5 GOVERNANCE: Annual Review of Integrated Activities to Plan to Optimize

2.6 GOVERNANCE: Update on Communications

2.7 Police Board Correspondence

- 2.7 (a) BCAPB Notice of AGM and Call for Resolutions**
- 2.7 (b) Police Board Appointment Update**
- 2.7 (c) E-Comm February Update from George Madden**
- 2.7 (d) E-Comm March Update from George Madden**

MOVED AND SECONDED

THAT item 2.3 and 2.5 be removed from the Consent Agenda; and

THAT the New Westminster Police Board approve the remaining Consent Agenda items.

CARRIED

ITEMS REMOVED FROM THE CONSENT AGENDA

2.3 Statistics: February & March 2023

Ms. Boersma expressed her concern with the significant increases to Robbery, BNE and Theft over 5000, within the statistic reports for February and March 2023.

Chief Constable Jansen noted that there are no specific trends relating to certain types of robbery or groups, and that most have been incidents of circumstance. Additionally, crime has statistically been dispersed throughout the community.

Mr. Diaz asked how our statistics compare to other cities. Chief Constable Jansen stated that we do not compare ourselves to other communities because the downtown core of New Westminster and its community is quite unique.

Mayor Johnstone enquired if there is a standardized way in which police departments collect their data. Chief Constable Jansen explained that there is a Crime Severity Index (CSI) that is released across Canada each year. Chief Constable Jansen will provide the most recent report to the Board.

Mayor Johnstone requested that the statistics reflect a ten year period, as it is hard to see trends with only the previous year as a comparison.

Received for information.

2.5 GOVERNANCE: Annual Review of Integrated Activities to Plan to Optimize

Mr. Hart enquired into the IHIT annual contract fees of \$560,000. Mr. Dairon confirmed that this sum is paid to IHIT for their services, irrespective of an NWPB secondment to the unit.

Additionally, Mr. Hart requested more information regarding the Transit Police Professional Standards Unit (MVTP – IPSU). Chief Constable Jansen stated that NPWD,

Port Moody, West Vancouver and Transit have pooled their resources on a trial basis to create an integrated unit. This unit is overseen by Inspector Chris Mullin, who is currently seconded to Transit Police. This will be discussed further at an upcoming Police Board meeting.

Received for information.

3. ONGOING BUSINESS

3.1 Q4 2022 Financial Report

Ms. Dairon presented the Q4 2022 Financial Report. While these results are still preliminary and are subject to change, the City finance team do not anticipate any adjustments.

For the benefit of the new Police Board members, discussion took place with respect to the budget process and the respective timelines, and was noted as follows:

May/ June: Management begins to formulate a draft budget

June/ July: The draft budget is presented to the Police Board

September: The budget is presented again with amendments as directed by the Police Board

October: Police Board meet with City Council to discuss budget

Chief Constable Jansen explained that this past year was unlike previous years owing to the municipal election.

Mayor Johnstone stated that it is anticipated that City Council will put forward a motion to request that the Police Board collaborate with City Council earlier in the budget process so that fuller discussions may take place. Additionally, Mayor Johnstone shared that some members of the public have found the police budget to be vague. Mayor Johnstone expressed that he would like action to be taken to ensure that the police budget is visible and transparent to the public.

Received for information.

4. NEW BUSINESS

4.1 E-Comm Board of Directors Nomination 2023 – 2024 term

Chief Constable Jansen reminded the Board of the agreed upon rotation of the E-Comm Board of Directors representative position amongst the 'Class A' syndicate, which includes New Westminster, Abbotsford, West Vancouver, Port Moody and Transit. Discussion took place amongst the Board where the re-nomination of George Madden was agreed upon.

MOVED AND SECONDED

THAT the New Westminster Police Board approve the re-nomination of George Madden for the Class A Designate on the E-Comm Board or Directors for the 2023 – 2024 term

CARRIED

ADJOURNMENT of Regular Meeting

Chair Johnstone adjourned the meeting at 1010.

Next meeting

The next meeting will take place on Tuesday, 23 May, 2023, with the location to be determined. Details can be found at the New Westminster Police Department Website: <https://www.nwpolice.org/inside-new-westminster-police-department/police-board/>

PATRICK JOHNSTONE
CHAIR

DAISY DYER
RECORDING SECRETARY

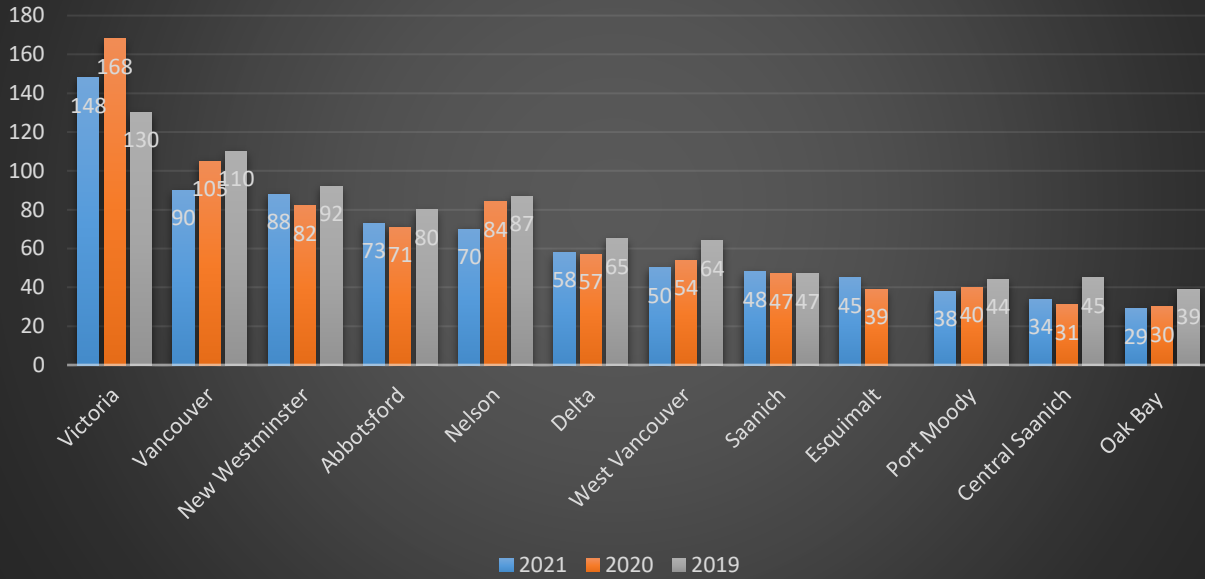


| Crime Type Category ¹ | 2023 March | 2023 April | April 3YR Avg | YTD 2021 | YTD 2022 | YTD 2023 | YTD 3YR Avg | % Change 2023-2022 |
|--|---------------|---------------|------------------|-------------|-------------|-------------|----------------|-----------------------|
| Persons Offences | | | | | | | | |
| HOMICIDE | 0 | 0 | 0 | 2 | 0 | 0 | 1 | N/A ² |
| ATTEMPTED HOMICIDE | 0 | 0 | 0 | 0 | 2 | 0 | 1 | -100% |
| SEXUAL ASSAULTS | 5 | 5 | 6 | 22 | 24 | 25 | 24 | 4% |
| ASSAULT-COMMON | 34 | 32 | 28 | 105 | 102 | 117 | 108 | 15% |
| ASSAULT-W/WEAPON OR CBH | 11 | 8 | 10 | 52 | 45 | 44 | 47 | -2% |
| ASSAULT-AGGRAVATED | 2 | 1 | 1 | 3 | 3 | 5 | 4 | 67% |
| ROBBERY | 4 | 4 | 5 | 18 | 15 | 23 | 19 | 53% |
| Total Monitored Persons Offences | 56 | 50 | 50 | 202 | 191 | 214 | 202 | 12% |
| Domestic Violence | | | | | | | | |
| DOMESTIC VIOLENCE | 42 | 33 | 44 | 193 | 194 | 157 | 181 | -19% |
| FAMILY VIOLENCE | 19 | 4 | 11 | 89 | 81 | 58 | 76 | -28% |
| Property Offences | | | | | | | | |
| BREAK & ENTER-BUSINESS | 8 | 8 | 17 | 99 | 53 | 30 | 61 | -43% |
| BREAK & ENTER-RESIDENCE | 9 | 3 | 5 | 16 | 27 | 23 | 22 | -15% |
| BREAK & ENTER-OTHER | 6 | 4 | 5 | 21 | 16 | 23 | 20 | 44% |
| THEFT OF VEHICLE | 13 | 9 | 9 | 42 | 54 | 47 | 48 | -13% |
| THEFT FROM VEHICLE | 33 | 24 | 52 | 292 | 241 | 167 | 233 | -31% |
| THEFT-OTHER OVER \$5000 | 2 | 0 | 1 | 3 | 4 | 9 | 5 | 125% |
| THEFT-OTHER UNDER \$5000 | 39 | 26 | 25 | 110 | 131 | 152 | 131 | 16% |
| MISCHIEF OVER \$5000 | 3 | 2 | 1 | 1 | 2 | 7 | 3 | 250% |
| MISCHIEF \$5000 OR UNDER | 46 | 37 | 44 | 198 | 158 | 151 | 169 | -4% |
| Total Monitored Property Offences | 159 | 113 | 157 | 782 | 686 | 609 | 692 | -11% |
| Traffic Offences | | | | | | | | |
| Collisions | | | | | | | | |
| COLLISION-FATAL | 1 | 0 | 0 | 0 | 2 | 2 | 1 | 0% |
| COLLISION-NON-FATAL INJURY | 3 | 7 | 7 | 29 | 26 | 24 | 26 | -8% |
| COLLISION-ALL OTHERS | 37 | 48 | 43 | 125 | 211 | 164 | 167 | -22% |
| Total Collision Offences | 41 | 55 | 50 | 154 | 239 | 190 | 194 | -21% |
| 215 Impaired | | | | | | | | |
| 215 ALCOH-24HR & DRUG | 1 | 5 | 2 | 15 | 13 | 10 | 13 | -23% |
| 215 ALCOH IRP FAIL & REFUSE ASD-90 DAY | 13 | 10 | 9 | 45 | 54 | 55 | 51 | 2% |
| 215 ALCOH IRP WARN | 10 | 3 | 2 | 17 | 19 | 22 | 19 | 16% |
| IMPAIRD OP MV (DRUGS & ALCOH) | 2 | 11 | 12 | 22 | 68 | 29 | 40 | -57% |
| Weapons Offences | | | | | | | | |
| WEAPONS | 4 | 4 | 5 | 27 | 25 | 17 | 23 | -32% |
| Other Non-Criminal Offences | | | | | | | | |
| BYLAW | 15 | 16 | 15 | 107 | 80 | 84 | 90 | 5% |
| FALSE ALARMS | 61 | 61 | 70 | 198 | 296 | 253 | 249 | -15% |
| MISSING PERSONS | 22 | 18 | 20 | 75 | 86 | 73 | 78 | -15% |
| MENTAL HEALTH RELATED | 32 | 20 | 57 | 307 | 163 | 145 | 205 | -11% |
| DISTURBED PERSON/ATT SUICIDE | 32 | 23 | 38 | 231 | 159 | 118 | 169 | -26% |
| SUDDEN DEATH | 17 | 7 | 10 | 39 | 42 | 48 | 43 | 14% |
| DOMESTIC DISPUTE-NO ASSAULT | 49 | 35 | 35 | 135 | 108 | 164 | 136 | 52% |

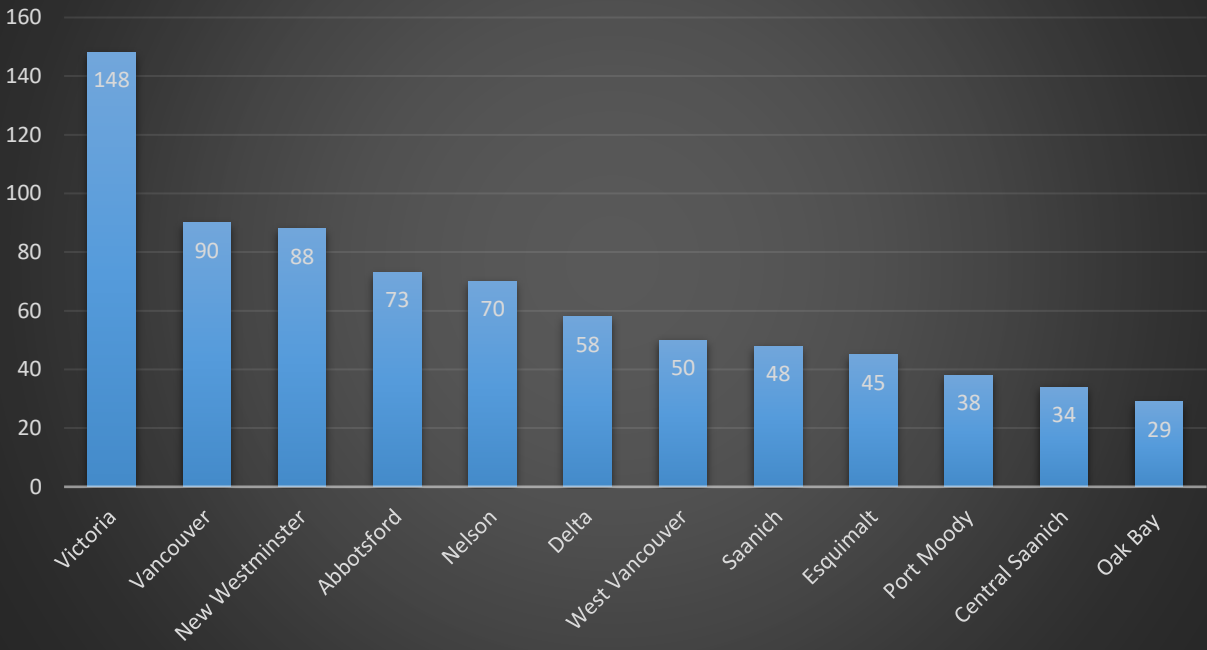
¹ The above statistics were extracted from LMD PRIME, General Occurrences (GOs) with CCJS Status: <>A (all files except unfounded) or B:Z (founded). Please note that the figures reflect police records as of the day the data was originally extracted; therefore, the figures may have changed over time. The PRIME data was last reviewed on: 2023-05-08. Please contact the New Westminster Police Department - Criminal Intelligence Unit for more information.

² Undefined. Percent Change = ((new value - initial value / initial value) x 100). Division by zero is division where the divisor (denominator) is zero, where the expression has no meaning; therefore, division by zero is undefined.

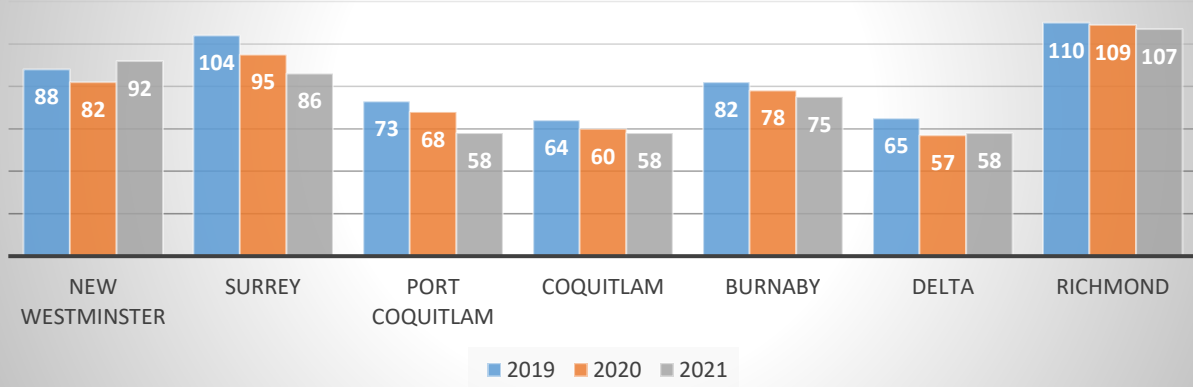
2019 to 2021 Crime Severity Index - BC Municipal Police Departments



2021 Crime Severity Index - BC Municipal Police Departments



2019 to 2021 Border City CSI



~~Forensic Science and Identification Services~~

National Forensic Laboratory Services

OE30

Revised: March, 2023

OE30

Risk Assessment: Low

POLICY

1. The New Westminster Police Department (NYPD) may use the services provided by the R.C.M.P. National Forensic ~~Science and Identification~~Laboratory Services (~~FS&IS~~NFLS) when deemed appropriate and necessary.
1. All requests for Laboratory Services must be authorized by an immediate supervisor prior to submission.

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REASON FOR POLICY

2. To ensure that all members are familiar with the resources and services available through the FS&IS operated and maintained by the R.C.M.P. as one laboratory system with ~~six~~three delivery sites in ~~Vancouver, Edmonton, Regina, Winnipeg~~Surrey, Ottawa, and ~~Halifax~~Edmonton.

Crime Scene

OD30

Revised: January, 2023

OD30

RISK ASSESSMENT: Medium

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POLICY

1. Members of the New Westminster Police Department (NYPD) will ensure that crime scenes or incident scenes are secured and protected as soon as practicable to preserve their integrity for forensic processing and/or other investigative purposes.
2. Crime scenes have the potential to be dangerous places due to chemical, biological and physical hazards as well as potential for conflict with offender(s) or other person(s). A continual risk assessment of the scene should be conducted. Every scene must be assessed and made safe and secure for members prior to collecting evidence or gathering information.

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Daisy DYER

From: Barton, Taryn <Taryn.Barton@transitpolice.bc.ca>
Sent: Monday, April 24, 2023 3:16 PM
To: Rhonda Hnatiuk; Daisy DYER; Jaclyn Addison; Donna Macey
Cc: Madden, George
Subject: E-Comm April Update - Message from George Madden to Police Boards
Attachments: E-Comm April Update.pdf

This Message Is From an External Sender

This message came from outside your organization.

Please forward the message below from George Madden with the attached update from E-Comm to your respective Police Boards.

Thank you.

Taryn

The following message is being sent on behalf of George Madden:

Dear 'Syndicate' Colleagues:

As your Nominee to the E-Comm 911 Board, I continue to take an active role in discussions at the Board level and now as an appointed Member of the Governance and Public Affairs Committee.

In keeping with my desire to have you informed on activities related to E-Comm 911 as your Nominee, attached you will find the 'April 2023 Update' from E-Comm 911 with the numbers reflecting progress in virtually each and every area of the operation. Yes, still room for improvement...and so you are aware, at the E-Comm 911 Board Meeting held just last week, senior management was pressed to ensure all parts of the business are meeting or exceeding performance standards and that the Transformation Project is on time and on budget.

The Non-Emergency Statistics were fully scrutinized. While still below the target number, the performance uptick in this area and as noted over the past several months - demonstrates the sharp focus on improving Non-Emergency service is having a positive effect; and I can assure you the Board as a whole probes all aspects of the Non-Emergency operations. A re-allocation of resources plus dedicated hiring for Non-Emergency Call Takers plus some new ways of handling Non-Emergency Calls is being undertaken by management and please know the Board is on top of this situation, especially as we head to the busy summer months for 911.

As always, please let me know as your Nominee if you wish some additional information covered off in the 'Monthly Update Report' that I send to you. Plus remember, if your Board would like to have a tour of the E-Comm 911 Facility (located near the PNE) let me know and I will facilitate the meeting with E-Comm 911 senior management.

Best wishes...

George Madden
Board Member – Metro Vancouver Transit Police



transitpolice.ca [transitpolice.bc.ca]

300 – 287 Nelson's Court
New Westminster, BC V3L 0E7

Text non-emergency reports to [87-77-77](tel:877777) [translink.ca]

Transit Police is committed to maintaining order, promoting safety and reducing crime on the transit system in Metro Vancouver.

E-COMM APRIL UPDATE FOR POLICE AND LOCAL GOVERNMENT PARTNERS

We are writing to share with you our monthly update on key activities at E-Comm to strengthen and improve our services on behalf of our police and local government partners, and the public we serve.

Police Non-Emergency (NER) improvements:

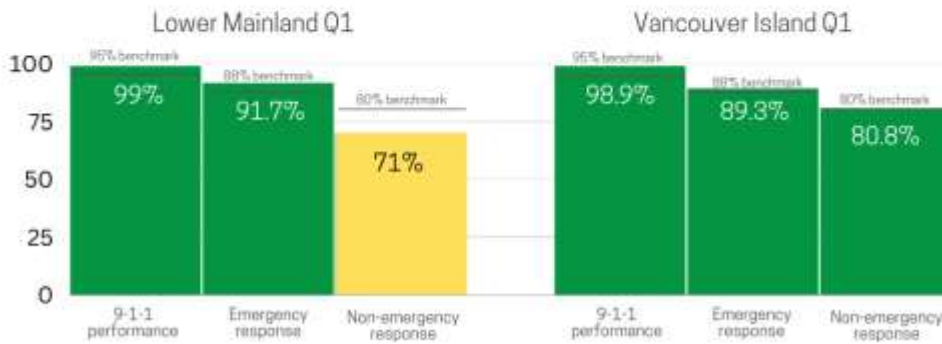
- *Progress on Lower Mainland police NER service levels* – Our first quarter results indicate early progress in stabilizing NER service levels. Our Lower Mainland consolidated NER service level was 71% (target: 80% of calls answered within 3 minutes), up from 48% in Q1 2022, and our highest Q1 result since 2018. Likewise, our Lower Mainland NER call abandon rate improved to 23%, down from 43% in Q1 2022, and our strongest Q1 result since 2020.
- *A caution on first-quarter service levels* – Our historical service levels are typically higher in Q1, due to staff availability and seasonally lower call volumes, and decline as we approach the busy summer period. Lower Mainland NER service levels will fluctuate and remain under challenge, prior to our broader Transformation Plan improvements taking full effect.
- *Dedicated NER call taker recruitment ongoing* – We have completed hiring of our first intake of 12 new dedicated NER call takers, beginning April 20. The hiring of 12 more is underway. These 24 new NER call takers will help improve staffing levels during busy daytime hours. Together with the 18 Report Agents trained last year to answer NER calls, these two new measures will result in a total of 42 additional dedicated NER call takers on staff by the end of Q2.
- *Other police call taker hiring, including new dedicated 9-1-1 call taker role* – We have hired 11 out of 12 call takers for our May intake, and have also posted our newly-created dedicated 9-1-1 call taker role, to help increase our pool of qualified candidates – over 150 applications have been received to date, with onboarding scheduled for June.
- *NER digital agent pilot on track* – Our “Amelia.ai” NER digital agent pilot with VPD is on-track to be implemented in May, with design work now complete and user testing underway. The digital agent will help improve NER caller experience and provide better data on reasons for calls.
- *Standard Operating Procedure (SOP) harmonization* – We have now consolidated 98% of our 103 different “event type” SOPs for police NER calls, and of these 10 have been reviewed with our working group of police agency partners and are ready to implement.
- *Contact centre technology platform development* – We are completing vendor demos for the new platform and finalizing RFP timing with vendors. The platform will help improve NER wait times and service functionality for callers, including call backs and notification of wait times.

Other updates:

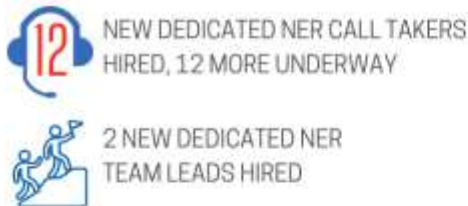
- *Dedicated resource to expedite security clearances* – A candidate has now been selected by VPD, to provide dedicated support to help expedite security clearances for new hires to E-Comm.
- *Emergency Service Dispatchers’ 9-1-1 Awareness Week, April 9-15* – E-Comm was grateful to receive visits from several police and fire agency partners, recognizing our staff.

E-Comm 9-1-1 APRIL 2023 UPDATE

QUARTERLY SERVICE PERFORMANCE UPDATE, Q1



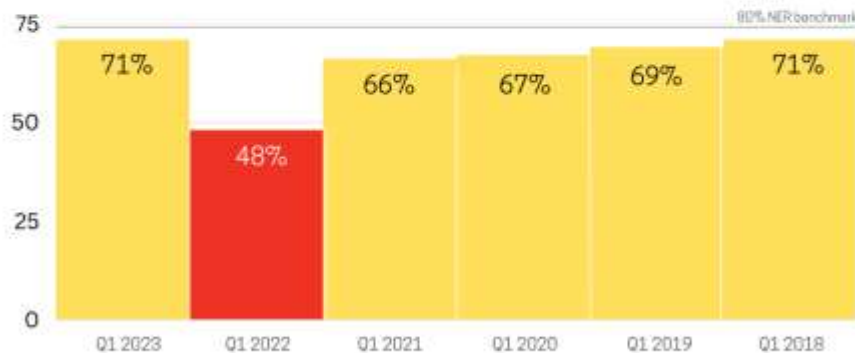
NON-EMERGENCY (NER) CALL TAKERS:



NER CALL POLICY HARMONIZATION:



Q1 NON-EMERGENCY PERFORMANCE, LOWER MAINLAND





April 5, 2023

BC Association of Municipal Chiefs of Police

Attention: Chief David Jones, President

Dear Chief Jones:

Re: Implementation of Two Factor Authentication (2FA)

This letter is being forwarded to the BCAMCP in support of the expedient implementation of a robust sustainable and universal 2FA system for access to police data across law enforcement agencies which are responsible for public safety in BC. Given the number of such agencies and the need for seamless access to critical but protected databases, the process of implementing a 2FA system needs to be coordinated and involve, among others, representatives of the Province, PRIME Corp and the BCAMCP.

The Police Boards of independent police services in BC have been consulted with respect to this matter.

Two Factor Authentication (2FA):

- 2FA is an electronic authentication method used to ensure strict and secure access to a network. Access is only granted if the applicant can successfully present two or more pieces of evidence (or factors) to an authentication mechanism.
- RCMP policy related to data/information classification/designation and security is drawn from national Treasury Board policy.
- All Police data/information related to police investigations is considered Protected 'B' under Treasury Board policy. The Protected 'B' designation applies to information or assets that, if compromised, could cause **serious** injury to an individual, organization or government.
- The Province of BC also uses the national Treasury Board data/information classification protocols.

Canadian Police Information Centre (CPIC):

- The **CPIC** is a computerized information storage and retrieval system operated by the RCMP on behalf of the nation's policing community. CPIC is the **only** national information sharing system that links criminal justice and law enforcement partners across Canada.
- All data on CPIC is classified as Protected 'B' and must be protected as such; this security includes the use of 2FA. Currently, all agencies accessing the CPIC network must have a dedicated RCMP approved network and must use RCMP issued and supported 2FA tokens. Although this works, it is cumbersome and needs to be streamlined in support of the continued delivery of effective public safety.
- Within agencies, only select staff has access to the full CPIC network; however, some CPIC material is available via BC PRIME. As BC PRIME contains CPIC data, access to BC PRIME must be controlled using 2FA. By extension, any material downloaded or copied from BC PRIME onto agency networks as part of the investigative process, must also be protected as Protected 'B' information.

We understand that on November 3, 2021, representatives of PRIME Corp had a meeting with an RCMP CPIC representative. At that meeting the requirement for all agencies with access to CPIC data to conform to the 2FA requirement was strongly reinforced by the RCMP.

BC PRIME was developed as a platform where all BC law enforcement agencies could safely share police and investigative materials. A common or at least an inter-operable 2FA solution is also important so that BC PRIME data is not compromised.

As 2FA is a federal/provincial requirement and the benefits of a common or at least interoperable solution are clear, a Provincial lead should be designated to guide the development of this important project. Others that should be involved include:

- Police Services:
 - Assist to establish minimum standards of 2FA and guidance of the project;
 - Ministry to Ministry coordination of the solution requirements;
- BC Chiefs Associations:
 - Establish guiding principles to be followed by all BC police agencies;
 - Establish a working committee to monitor and guide the project going forward; and
- PRIME Corp:
 - As the corporation was established to develop and maintain BC PRIME (both technically and in the spirit with which BC PRIME was designed) and allow member agency access to BC PRIME, ensuring security of access to the BC PRIME databases is paramount; and
 - Assist to establish minimum standards of 2FA.

The BCAPB is forwarding this letter to the BCAMCP to demonstrate our strong support for the early implementation of the 2FA project across BC police agencies in the interests of the on-going effective delivery of public safety services.

Please let us know if there is anything else that the BCAPB can do in support of this important initiative. We are available for consultation and look forward to hearing from you.

Yours truly,



Charla Huber
President, BCAPB
Phone: 250-686-7592



Murray Dinwoodie
Director, BCAPB
604-807-4273

c.c. The Honourable Mike Farnworth, Minister of Public Safety and Solicitor General
Glen Lewis, Assistant Deputy Minister and Director of Public Safety for BC
David Pilling, Director, Police Board Governance for BC
Deputy Commissioner Dwayne McDonald, Commanding Officer of RCMP "E" Division
Executive Committee, BCAPB
Chairs, BC Police Boards



New Westminster Police Department

REPORT *Financial Services*

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

Date: May 23, 2023

From: Jacqueline Dairon
Financial Services

Item: 3.1

Subject: **March 31, 2023 Q1 Financial Report and Forecast**

RECOMMENDATIONS

That the New Westminster Police Board receive the March 31, 2023 Financial Report for information

PURPOSE

The purpose of this report is to provide information to the Board on the Q1 March 31st financial report and provide a financial forecast for the 2023 year.

DISCUSSION

For the first quarter ending on March 31, 2023, the police department has exceeded its year-to-date budget by \$563,000. However, the department anticipates a favourable budget variance of \$122,167 or 0.42%. The following report will provide an overview of the factors that contribute to the budget variances, elaborate on the reasoning behind the projections, and identify potential risks that could impact the departments' financial results in 2023.

Salary and Benefits

The salaries and benefits accounts exceeded the Q1 budget by \$313,000, a significant portion of the variance is due to the front-loaded nature of benefits; this variance is expected to level off by year-end. Overtime is also contributing to an unfavorable variance; some of the overtime is

attributed to vacancies that will be offset by savings in other salary accounts and a portion is related to overtime that will be recovered via third parties. The department may encounter challenges regarding salaries and benefits due to several factors such as finalizing the collective agreements for CUPE and NWOPA, the potential need for increased hiring to maintain authorized strength, and the possibility of changes in benefit costs.

Contracted Services

There is a small variance currently within the contracted services accounts and that should hold throughout 2023. One risk to highlight within these accounts is the recent need for outside agencies to support the department through a high-risk file. These additional costs could push these accounts over budget.

Education and Training

The education and training accounts have exceeded the budget by \$100,000; this trend is forecasted to continue with a projected budget variance of \$134,000. It is worth noting that recruitment costs are on the rise due to increased volume and pricing, as highlighted in previous years. Moreover, if additional hiring were required beyond the planned hiring, the education and training accounts would see a larger variance due to the high costs associated with hiring and training each recruit.

General Office and Administration

The general office and administration accounts are presently exceeding the budget by approximately 10%, the department anticipates this trend to persist. The results in these categories are primarily driven by IT costs and legal fees. If IT can successfully complete their targeted projects in 2023, the department is likely to surpass the budget. If the current trend in legal fees continues, this account would exceed the budget by \$110,000.

Operational Equipment and Other Costs

Accounts within operating equipment and other are currently on budget and the forecast is projecting that to hold throughout year-end. The overages in firearms and operational equipment include expenses of \$25,000 that have been recovered via grants. As mentioned above, if hiring needs change then accounts such as clothing issue could see increased pressure.

Sales of Service

As at March 31, the department had invoiced for an additional \$100,000 in sales of service. This trend should continue throughout 2023 and result in a favorable budget variance of \$200,000. A price increase from a third party was finalized after budget approval, which will generate additional revenue. Changes in secondments will also add additional revenue to the department's bottom line.

Grants from other Government

In the Q1 actuals, the variance for grants is primarily due to a timing issue. The traffic fine grant is received through a one-time payment midway during the year. The two primary grants that make up a significant portion of the funding are currently not confirmed. The funding for the gang suppression unit ended on April 1, 2023, and there is no new agreement in place. Moreover, the traffic fine grant cannot be projected, and it experienced a reduction in 2022, which was partially accounted for. The department will continue to monitor these accounts and provide additional information when available.

OPTIONS

Option #1 – That the New Westminster Police Board received this report for information

Option #2 – That the New Westminster Police Board provide staff with other direction

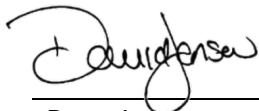
Staff recommends option 1.

ATTACHMENT:

- A. March 31, 2023 Financial Report
- B. 2023 Financial Forecast

This report has been prepared by: Jacqueline Dairon

Approved for Presentation



Dave Jansen
Chief Constable



NEW WESTMINSTER POLICE DEPARTMENT

March 31, 2023

| | 2023 Annual Budget | YTD Budget | Actual March 31 2023 | Budget to Forecast Variance |
|--|-----------------------|--------------------|-------------------------|-----------------------------------|
| Salaries and Benefits | 30,154,201 | 7,241,711 | 7,554,907 | (313,196) |
| Contracts Services | 3,705,387 | 889,292 | 926,200 | (36,908) |
| Education and Training | 593,500 | 142,440 | 243,568 | (101,128) |
| General Office | 1,000,120 | 240,029 | 283,840 | (43,811) |
| General Administration | 277,700 | 66,648 | 55,069 | 11,579 |
| Operational Equipment | 486,980 | 116,875 | 143,646 | (26,771) |
| Other Costs | 361,056 | 86,653 | 66,197 | 20,456 |
| Total Operating Expenditures | 36,578,944 | 8,783,648 | 9,273,428 | (489,779) |
| Sale of Services | (6,062,800) | (1,455,072) | (1,570,789) | 115,717 |
| Grants from Other Governments | (1,711,100) | (416,349) | (220,129) | (196,220) |
| Other Revenue | (22,500) | (5,400) | (12,611) | 7,211 |
| Total Revenues | (7,796,400) | (1,876,821) | (1,803,529) | (73,292) |
| Net Expenditures | 28,782,544 | 6,906,827 | 7,469,899 | (563,071) |
| City Special Event Recovery | 105,000 | 25,200 | - | 105,000 |
| Amortization | 687,000 | 164,880 | 171,750 | 515,250 |
| Reconciled Net Operating Expenditures | 29,574,544 | 7,096,907 | 7,641,649 | (544,741) |



NEW WESTMINSTER POLICE DEPARTMENT

March 31, 2023

| | 2023 Annual Budget | YTD Budget | Actual March 31 2023 | 2023 Remaining Estimates | Total 2023 Forecast | Budget to Forecast Variance |
|-------------------------------------|-----------------------|------------------|-------------------------|--------------------------------|------------------------|-----------------------------------|
| Salaries and Benefits | | | | | | |
| Salaries Police | 18,788,791 | 4,513,415 | 4,425,503 | 13,915,000 | 18,340,503 | 448,288 |
| Salaries Clerical | 2,750,670 | 660,160 | 518,966 | 1,884,309 | 2,403,275 | 347,395 |
| Auxiliary Salaries | 341,000 | 81,835 | 72,492 | 270,000 | 342,492 | (1,492) |
| Overtime Police | 1,628,340 | 390,108 | 442,876 | 1,348,627 | 1,791,503 | (163,163) |
| Overtime Clerical | 103,000 | 24,724 | 34,001 | 102,002 | 136,002 | (33,002) |
| Overtime ICBC | 21,200 | 5,088 | 4,920 | 14,760 | 19,680 | 1,520 |
| Overtime Movies | 115,000 | 27,600 | 10,865 | 62,594 | 73,458 | 41,542 |
| Benefits Police | 5,102,000 | 1,225,482 | 1,439,472 | 3,896,200 | 5,335,672 | (233,672) |
| Benefits Clerical | 854,100 | 204,989 | 183,204 | 646,293 | 829,497 | 24,603 |
| Employer Health Tax | 450,100 | 108,310 | 107,444 | 333,147 | 440,591 | 9,509 |
| Estimate for Cost Increases | - | - | 315,166 | - | 315,166 | (315,166) |
| Total Salaries and Benefits | 30,154,201 | 7,241,711 | 7,554,907 | 22,472,931 | 30,027,838 | 126,363 |
| Contracts Services | | | | | | |
| Services from Other Departments | 36,225 | 8,694 | 2,149 | 27,680 | 29,829 | 6,396 |
| Transcription Costs | 41,400 | 9,936 | 9,314 | 31,942.6 | 41,257 | 143 |
| Op Services - 3rd Party | 3,292,762 | 790,262 | 869,922 | 2,395,176 | 3,265,098 | 27,664 |
| Prisoner Custodial Services | 335,000 | 80,400 | 44,814 | 283,823 | 328,637 | 6,363 |
| Total Contracts Services | 3,705,387 | 889,292 | 926,200 | 2,738,622 | 3,664,821 | 40,566 |
| Education and Training | | | | | | |
| Education and Training | 365,500 | 87,720 | 152,515 | 225,000 | 377,515 | (12,015) |
| Conferences and Seminars | 75,000 | 18,000 | 25,075 | 40,000 | 65,075 | 9,925 |
| Dues and Membership Fees | 11,500 | 2,760 | 2,701 | 8,400 | 11,101 | 399 |
| Subscription and Reference | 11,500 | 2,760 | 4,522 | 5,000 | 9,522 | 1,978 |
| Employee Services | 25,000 | 6,000 | (23) | 25,000 | 24,977 | 23 |
| Recruitment | 100,000 | 24,000 | 58,778 | 176,334 | 235,112 | (135,112) |
| Service Excellence | 5,000 | 1,200 | - | 5,000 | 5,000 | - |
| Total Education and Training | 593,500 | 142,440 | 243,568 | 484,734 | 728,302 | (134,802) |
| General Office | | | | | | |
| Office Supplies | 56,925 | 13,662 | 10,316 | 42,500 | 52,816 | 4,109 |
| Printing and Forms | 15,525 | 3,726 | 4,374 | 12,000 | 16,374 | (849) |
| Business Lines | 18,630 | 4,471 | 2,330 | 5,850 | 8,180 | 10,450 |
| Cellular | 119,025 | 28,566 | 21,582 | 93,418 | 115,000 | 4,025 |
| Equipment and Furniture | 36,225 | 8,694 | 238 | 29,000 | 29,238 | 6,987 |
| Computer Equipment | 173,340 | 41,602 | 5,732 | 108,268 | 114,000 | 59,340 |
| Computer Operating Costs | 138,195 | 33,167 | 13,378 | 140,661 | 154,039 | (15,844) |
| System Usage Fee | 382,950 | 91,908 | 218,019 | 324,982 | 543,000 | (160,050) |
| Office Operating Costs | 20,700 | 4,968 | 897 | 15,500 | 16,397 | 4,303 |
| Records Management | 10,350 | 2,484 | 672 | 7,900 | 8,572 | 1,778 |
| Courier and Delivery | 7,245 | 1,739 | 1,693 | 5,080 | 6,773 | 472 |
| Postage | 5,485 | 1,316 | 1,902 | 5,705 | 7,606 | (2,121) |
| Advertising and Promotion | 15,525 | 3,726 | 2,707 | 12,818 | 15,525 | (0) |
| Total General Office | 1,000,120 | 240,029 | 283,840 | 803,681 | 1,087,521 | (87,401) |
| General Administration | | | | | | |
| Unscheduled Maintenance | 40,365 | 9,688 | 3,760 | 30,000 | 33,760 | 6,605 |
| Security Systems | 20,700 | 4,968 | 2,652 | 12,500 | 15,152 | 5,548 |
| Consultants and Studies | 122,450 | 29,388 | 1,652 | 93,000 | 94,652 | 27,798 |
| Legal | 72,450 | 17,388 | 46,479 | 139,436 | 185,914 | (113,464) |
| Volunteer and Community Engagement | 20,183 | 4,844 | 227 | 19,500 | 19,727 | 456 |
| Bank Charges | 1,552 | 372 | 299 | 997 | 1,296 | 256 |
| Total General Administration | 277,700 | 66,648 | 55,069 | 295,433 | 350,502 | (72,802) |



NEW WESTMINSTER POLICE DEPARTMENT

March 31, 2023

| | 2023 Annual Budget | YTD Budget | Actual March 31 2023 | 2023 Remaining Estimates | Total 2023 Forecast | Budget to Forecast Variance |
|--|-----------------------|--------------------|-------------------------|--------------------------------|------------------------|-----------------------------------|
| Operational Equipment | | | | | | |
| Equipment Operating Costs | 26,910 | 6,458 | 3,761 | 20,807 | 24,568 | 2,342 |
| Radio Communications | 310,500 | 74,520 | 75,198 | 235,594 | 310,792 | (292) |
| Photographic | 10,350 | 2,484 | 2 | 10,000 | 10,002 | 348 |
| Firearms | 62,100 | 14,904 | 33,588 | 36,412 | 70,000 | (7,900) |
| Operational Costs - Other | 77,120 | 18,509 | 31,096 | 68,904 | 100,000 | (22,880) |
| Total Operational Equipment | 486,980 | 116,875 | 143,646 | 371,716 | 515,363 | (28,383) |
| Other Costs | | | | | | |
| Appreciation and Hospitality | 13,868 | 3,328 | 683 | 13,150 | 13,833 | 35 |
| Other Grants and Donations | 30,000 | 7,200 | 4,957 | 15,000 | 19,957 | 10,043 |
| Special Investigations | 25,875 | 6,210 | 2,506 | 14,000 | 16,506 | 9,369 |
| Clothing Allowance | 58,613 | 14,067 | 15,095 | 41,500 | 56,595 | 2,018 |
| Clothing Issue | 175,775 | 42,186 | 39,110 | 130,890 | 170,000 | 5,775 |
| Laundry | 56,925 | 13,662 | 3,845 | 42,744 | 46,589 | 10,336 |
| Total Other Costs | 361,056 | 86,653 | 66,197 | 257,283 | 323,481 | 37,575 |
| Total Operating Expenditures | 36,578,944 | 8,783,648 | 9,273,428 | 27,424,400 | 36,697,828 | (118,884) |
| Revenues | | | | | | |
| Sale of Services | | | | | | |
| Custodial Services | (35,000) | (8,400) | (13,835) | (21,165) | (35,000) | - |
| Other Sales of Services | (160,000) | (38,400) | (53,809) | (211,359) | (265,168) | 105,168 |
| 3rd Party Cost Recovery Charge | (5,762,800) | (1,383,072) | (1,503,145) | (4,352,848) | (5,855,993) | 93,193 |
| City Special Event Recovery | (105,000) | (25,200) | - | (105,000) | (105,000) | - |
| Sale of Services | (6,062,800) | (1,455,072) | (1,570,789) | (4,690,372) | (6,261,161) | 198,361 |
| Grants from Other Governments | | | | | | |
| Grants - Revenue Sharing | (1,711,100) | (416,349) | (220,129) | (1,528,800) | (1,748,929) | 37,829 |
| Grants from Other Governments | (1,711,100) | (416,349) | (220,129) | (1,528,800) | (1,748,929) | 37,829 |
| Other Revenue | | | | | | |
| False Alarm Fines | (12,500) | (3,000) | (10,600) | (6,750) | (17,350) | 4,850 |
| Auction Proceeds | (10,000) | (2,400) | (2,011) | (8,000) | (10,011) | 11 |
| Other Revenue | (22,500) | (5,400) | (12,611) | (14,750) | (27,361) | 4,861 |
| Total Revenues | (7,796,400) | (1,876,821) | (1,803,529) | (6,233,922) | (8,037,451) | 241,051 |
| Net Operating Expenditures | 28,782,544 | 6,906,827 | 7,469,899 | 21,190,478 | 28,660,377 | 122,167 |
| City Special Event Recovery | 105,000 | 25,200 | - | 105,000 | 105,000 | - |
| Amortization | 687,000 | 164,880 | 171,750 | 522,120 | 693,870 | (6,870) |
| Reconciled Net Operating Expenditures | 29,574,544 | 7,096,907 | 7,641,649 | 21,817,598 | 29,459,247 | 115,297 |