

**POLICE BOARD MEMBERS PRESENT:**

Mayor Henry Braun, Chair  
Mark Warkentin  
Mike Welte  
Chris Dominato  
Mandy Padda  
Colette Squires

**MANAGEMENT PRESENT:**

Chief Constable Mike Serr  
Deputy Chief Constable Brett Crosby-Jones – Operations  
Deputy Chief Constable Paulette Freill – Administration  
Randy Millard – Director of Finance  
Cst. Paul Walker – Public Media Officer  
Insp. Dan Culbertson – Strategic Service Branch  
Insp. Jason Burrows – Operations Support Branch  
Elaine Klassen – Director of Support Services Branch  
Brandy Mitchell – Manager of Records Disclosure  
Jen Bernier – Acting Manager of Records Information  
Patricia La Framboise-Lo – Director of Human Resources

**REGRETS:**

Paula Olmstead

**RECORDING SECRETARY:**

Donna Macey

The meeting was called to order at 12:01pm.

**1. Adoption Of Agenda**

It was moved and seconded that the Agenda be **approved**. The motion was **adopted**.

**2. Consent Agenda**

It was moved and seconded that the consent agenda be **approved**, with the removal of item c – Crime Overview for discussion. The motion was **adopted**.

- a. Minutes of previous meeting - January 26, 2022
- b. Financial Statements - December 2021
- c. Crime Overview - to January 31 2022 - removed for discussion
- d. Media Report
- e. CAPG 2022 Annual Membership Fee
- f. Correspondence: Feb 17 2022 Letter from Director of Police Services re Ref 628218 BC Provincial Policing Standards - Use of Force Training and Firearms Qualifications
- g. Correspondence: Feb 10 2022 Letter from Director of Police Services re Ref 627803 BC Provincial Policing Standards - Annual Reporting of Experienced Applicants hires

c. Crime Overview – to January 31, 2022 - Mike Welte asked if there were any concerns regarding the increase in violent and property crime in the reporting period. Chief Serr reported that there are no concerns with either category at this time and that with the one-month reporting period it appears as a more significant increase when in fact it is quite minimal and should adjust the year proceeds.

It was moved and seconded that the agenda item 2c Crime Overview to January 31, 2022 be **received**. The motion was **adopted**.

### **3. Business Arising Out of Previous Minutes**

None

### **4. Presentation – Support Services Branch: Records Information and Disclosure**

Elaine Klassen introduced the Support Services Branch presenters, Brandy Mitchell and Jen Bernier. Elaine reviewed the organizational chart of the two divisions within the Branch.

Brandy Mitchell provided an overview of the Records Disclosure section, reviewing the responsibilities of each of the following positions:

- Court Liaison Officers – liaison between AbbyPD, Crown Counsel, and the Courts. Responsible for ensuring all reports to Crown are accurate with respect to evidence and witness information. Involved in the planning, development, and training for Front Line Policing with respect to the new Crown-Police MOU.
- Audio Transcription - responsible for transcribing audio and video recordings, as well as coordinating the outsourcing of transcripts to meet Crown disclosure requirements
- Freedom of Information - The Analysts receive, prioritize and processes requests for records and information according to the Freedom of Information and Protection of Privacy Act.
- CPIC Unit – responsible for receiving, entering, modifying, and transmitting confidential information pertaining to property, vehicles, and persons into the Canadian Police Information Centre (CPIC).

Jen Bernier provided an overview of the Records Information section, reviewing the responsibilities of each of the following positions:

- Quality Assurance Readers - Read and score all files as per established policy. Complete monthly Uniform Crime Reporting/CCJS statistical reports, corrections and errors, and submit statistics to the CCJS in accordance with procedures and timelines.
- Transcribers – provides quality assurance in the first instance by verifying the integrity of the Master Name Index from the Mobile Reporting Environment into the PRIME Records Management System. Transcribe files as they come through the MRE into PRIME.
- MNI / Non-Disclosure Coordinator – responsible for reviewing and maintaining the integrity of entries in the Master Name Index (MNI) and coordinating file Non-Disclosure compliance. Coordinates electronic ViCLAS submissions and drug disposal authorizations. Processes records suspensions from the Parole Board. Processes records removal requests.

- Records Front Counter - provide clerical front line customer service to the department, the public, and various outside agencies. Process Police Information Checks (PICs), civilian fingerprints, and operate switchboard.
- Casual staff - Provide relief coverage for full-time positions; majority of our Casual Staff are trained in a variety of positions: Transcription, Public Service Counter, Audio Transcription and Records Front Counter. Most Full-Time Teamsters staff started out as a casual employee.

**Action:** review postings and process for recruitment on AbbyPD website.

## **5. Convoy Demonstrations**

Chief Serr reviewed the convoy demonstration situation that is occurring across Canada. He noted that Insp. Burrows recently received his gold command accreditation for managing public order at events. Insp. Culbertson reported that the convoys have been coming through Abbotsford and overpasses and in response the Strategic Service Branch which covers special events has been liaising AbbyPD Intelligence Unit and the Real Time Intelligence Centre (RTIC) to receive live time updates on the convoys and potential public demonstrations. An operational plan is in place to address the public demonstration events with traffic diversion and resource deployments where appropriate. Also provided information through the provincial government to members on the *Emergency Measures Act*, enforcement actions, and arrestable criminal code authorities, should they engage a legal protest. AbbyPD is engaged in a provincial anti-mandate coordinate call group to work with the provincial and municipal partners. AbbyPD is engaging with the community and protesters to assess and understand motivations and to date there have been no issues.

## **6. Chief's Report**

Chief Serr reported on the following matters:

- Abbotsford Police Foundation – reviewed the history, events, and fundraising that the APF has worked hard to raise funds for specialty equipment and programs for the AbbyPD.
- Polar Plunge for Special Olympics BC – March 16, 2022
- Cops for Cancer – fundraising ; seven (7) members representing AbbyPD.
- JIBC – at the next graduation on March 11<sup>th</sup> there will be a presentation of an inaugural award - *BC Police Academy Patrol Tactics Memorial Award* in memory of Constable Larry Young and Constable John Davidson.

## **7. ARJAA Update and new Board representative**

Mark Warkentin reported on the recent board meeting. There is a policy that is being worked on which outlines how AbbyPD refers files to ARJAA. The referrals involve youth and adults. It was agreed that Mandy Padda will take over as the ARJAA representative.

## **8. BCAPB Update**

Mark Warkentin reported on recent activities, noting that Watson was hired to put together education for police boards with a curriculum available by the Fall of 2022. Mike Welte noted that the ICD training that was offered to police boards a few years ago will also be considered in developing the curriculum.

## **9. E-Comm update**

Mike Welte confirmed that there was nothing to report.

## **10. Standing Board Committee Reports**

- a. Finance Committee – no update for this meeting.
- b. Governance & Policy Committee
  - i. Membership allocation on sub-committees – Colette to discuss HR Committee.
- c. Human Resources Committee – no update for this meeting.

## **11. OTHER BUSINESS**

None raised.

## **12. Questions from the public relating to today's Agenda**

None raised.

The meeting was adjourned at 12:58pm.

"Original signed"

Chair – Henry Braun

"Original signed"

Recording Secretary – Donna Macey