

POLICE BOARD MEMBERS PRESENT:

Mayor Ross Siemens, Chair
Chris Dominato
Mandy Padda
Paula Olmstead
Amrik Narang
Gordon Holloway

REGRETS:

n/a

RECORDING SECRETARY:

Donna Macey

SENIOR LEADERSHIP TEAM & STAFF PRESENT:

Chief Constable Mike Serr
A/Deputy Chief Constable Kevin Murray – Operations
Deputy Chief Constable Jason Burrows – Administration
Director Bea Nicolato – Finance & Budget Branch
Director Elaine Klassen – Support Services Branch
Sarah Waterhouse
Brandy Mitchell
Cst. Artur Stele, Media Relations Officer

GUEST(S):

Aird Flavelle

The meeting was called to order at 12:03pm

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**. The motion was **adopted**.

- a. Minutes of May 30, 2023 meeting
- b. Financial Statements – May 2023
- c. Crime Overview – May 2023
- d. Media Report – May 20 to June 21, 2023
- e. POLICIES
 - i. II.D.140 Identification Line-up – Revised
 - ii. I.B.050 Health & Physical Fitness – Revised
 - iii. I.F.055 Use of Police Databases and I.F.066 Computer System Usage

3. Business Arising Out of Previous Minutes

None

4. Presentation – Records (Support Services Branch)

Director Elaine Klassen introduced Sarah Waterhouse, Records Information Manager, and Brandy Mitchell, Records Disclosure Manager.

Brandy Mitchell presented on the Records Disclosure section, reviewing the responsibilities of each of the following sections/positions within:

- **Court Liaison Officers (CLO)** – liaison between AbbyPD, Crown Counsel, and the Courts. Responsible for ensuring the accuracy of all reports to Crown with respect to evidence and witness information. CLOs swear and affirm information for the Justice of the Peace, confirming information is correct so that charges can move forward.

CLOs coordinate subpoenas and deal with submitting fingerprints and dispositions to Ottawa. CLOs are involved in the planning, development, and training for Front Line Policing with respect to the new Crown-Police MOU and new disclosure method.

- **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 process 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).

Sarah Waterhouse presented on the Records Information section, reviewing the responsibilities of each of the following sections/positions within:

- **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 Canadian Centre for Justice Statistics (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 mobile data terminal (MDT/MRE) into PRIME. One transcriber is assigned to each patrol shift which provides 24/7 coverage.
- **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. Act as primary liaison between AbbyPD and Civil Forfeiture and the National Sex Offender Registry. Distribute court documentation and mail to Abbotsford Crown, the Court House, and throughout AbbyPD buildings.
- **Public Service Counter** – provide coverage Monday to Saturday during business hours to the public by receiving, recording, screening, and processing a variety of inquiries, police information checks, and civilian fingerprint processing. They also monitor and respond to online chat feature on our public website.
- **Switchboard Pilot Project** – triages the non-emergency line and transfer calls to E-comm when a police report is required. There have been approximately 11,000 calls in the first six (6) months of the year which this team has managed 54% of those calls. In approximately 66% of all calls, the caller selected to report a crime (E-comm), yet AbbyPD Switchboard managed 4.5 out of every 10 of those calls in house without transferring to E-comm.
- **Casual staff** – Provide relief coverage for full-time positions; majority of 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.

5. Police Board Per Diems

The Police Board per diem recommendation was reviewed. There will be review approximately every two years for the per diem policy and rates. Working together, the Human Resources Committee will conduct the review of the amounts, and the Governance and Policy Committee will review the language and any additions or deletions. These changes will be updated in the Board policy manual.

It was moved and seconded that the Police Board Per Diems effective July 1, 2023 be **approved**. The motion was **adopted**.

6. Law Enforcement Support for Businesses / Shoplifting enforcement

Chief Serr reported on the communication received from Walmart about law enforcement support and shoplifting enforcement. Police are working closely with the businesses in the area. A/DCC Murray reported on the efforts that AbbyPD has taken to initiate public pressure, resulting in the removal of the Lonzo Park homeless encampment and improvements to public safety in the area. There is a zero-tolerance approach to shoplifting and there is proactive policing work ongoing in the area. AbbyPD is providing information to the loss prevention officers with a view to assist with their program to prevent shoplifting.

7. Chief's Report

- **LONZO PARK** – the removal is imminent; the displacement has some moving to the Clearbrook cloverleaf, which is a visual distraction for drivers on the highway and access to crossing the roadways pose a significant safety issue. The land here is the responsibility of the Ministry of Transportation and Infrastructure (MOTI), which the police do not have jurisdiction over, and any law enforcement measures are an issue.
- **PADS dog** – Cheddar is an official AbbyPD service dog through funding from the Abbotsford Police Foundation. The service dog will be of significant benefit to victims of crime and AbbyPD staff.
- **Highway Patrol** – City and AbbyPD are working to address the challenge that will be left to the police of jurisdiction regarding the RCMP ceasing calls for service on the highway at the end of September. Some of the implications are resources, resource allocation that will detract from other important priorities, and cost.
- **New Building** – there has been significant progress to the new building structure that is under construction. A portion of the staff have relocated to the old courthouse building to allow for renovations to the current police building.
- **Pulling Together Canoe Journey** – the journey was cancelled this year due to logistic and organization issues at the provincial level; AbbyPD youth officers are organizing a one-off canoe journey at Cultus Lake to connect with the indigenous youth.
- **Violent Crime stats** – A/DCC Murray reviewed the violent crime rates, noting that level 1 assaults are decentralized across the city so there is no focal point to investigate.

8. BCAPB Executive Update

Gordon Holloway reported on the BCAPB May conference in Nelson, noting the significant issues that need to be addressed and were discussed: E-Comm service levels and funding, JIBC funding and training, funding of the BCAPB. Funding for the BCAPB has been raised with the province and is under review.

9. Standing Board Committee Reports

- a. **Finance Committee** – The Chair of the Committee, Gord Holloway, noted there was no report for this meeting.
- b. **Governance & Policy Committee** – The Chair of the Committee, Amrik Narang, noted there was no report for this meeting.
- c. **Human Resources Committee** – Chris Dominato reported that the Committee met with the firm conducting the Chief Constable search. The candidates who submitted applications for the position are impressive. The next step is to short list and conduct interviews, move to final shortlist with the full board interview of two final candidates near the end of July.

10. OTHER BUSINESS

None raised.

The meeting was adjourned at 1:21pm.

“Original signed”

Chair – Ross Siemens

“Original signed”

Recording Secretary – Donna Macey