

**VANCOUVER POLICE BOARD  
FINANCE COMMITTEE**

**Meeting Minutes**

**March 2, 2011 – 10:00 am-11:05 pm / 7<sup>th</sup> Floor Main Bdrm - 2120 Cambie Street**

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Present:

Committee members: Jason McLean (Chair), Glenn Wong, Mary Collins

VPD: DCC Adam Palmer, Warwick Wright, Nancy Eng, Jason Rude, Melissa Lee, Kimberly Jang

Board Office: Shona McGlashan, Executive Director; Rachelle Radiuk, Board Assistant

Invitees: Insp. Rick McKenna [#3]

1. **Agenda**

The Committee adopted the agenda for March 2, 2011.

2. **Minutes**

The Committee approved the minutes for October 27, 2010. Follow up items would be addressed in "Other Business".

3. **Traffic Authority Charge out Rates Report** [Insp. Rick McKenna]

Insp. McKenna explained that Traffic Authority are assigned to numerous events in the City and the Department charged to cover its costs. As well as the annual review of the VPU wage scale, a full review of the program had been done and certain Traffic Authority program costs that were being covered by other VPD budget areas had been identified. In order to ensure the Traffic Authority Unit continued to be a full cost recovery program, all TA program-related costs needed to be considered in determining the updated charge out rate. This represented a one-time increase of approximately 8.8%. Questions and discussion including who were the biggest clients, had the Department given a heads-up regarding the possible increase, HST, reporting of cost recovery, and using TCP versus TA versus police officers.

**Agreed:** The Finance Standing Committee approved the report and would recommend approval by the Board at the next Board meeting.

4. **VPD Year-End Variance Report**

DCC Adam Palmer noted that the City had not yet completed its year-end accounting so there could be minor adjustments but there was a year-end surplus of approximately \$160,000 (0.08% of the total budget). The Deputy recognized the Finance Unit staff for their hard work and diligence. Brief questions and discussion.

5. **VPD Year-End Comprehensive Overtime Analysis**

This report covered sworn controllable overtime (which did not include CIF or recoverable overtime). DCC Adam Palmer reported that the Department was under in 2010 because of the recovery at the beginning of the year for Olympic overtime. Overtime was being very strictly controlled this year by Operations Division.

**Agreed:** The Finance Standing Committee accepted the report for information.

6. **Vacancy report**

DCC Adam Palmer reported that as of mid-February, the Department had 51 sworn and 22 civilian vacancies. The target for 2011 was 60 sworn and 20 civilian vacancies so the Department was ahead of its projection and was looking to recruit in the fall with the knowledge that there would be 9 months lag time before recruits were operational.

7. **Carry Forward Request of Unexpended 2010 Budget**

DCC Adam Palmer explained that the carry forward requests had been submitted to and approved by the City budget office. Many of the requests related to Vancouver Police Foundation donations. This amount was shown in the budget on the “reserve transfer” line.

8. **2010 Year-End Donations report**

DCC Adam Palmer presented the report. Confirmation that the Department could issue tax receipts for donations.

**Agreed:** The Finance Standing Committee received the report and it would be forwarded to the Board for information at the next Board meeting.

9. **Other business**

Added to agenda during meeting after agenda item #3 with Insp. Rick McKenna: Stanley Cup Playoffs. A report was currently being drafted regarding the potential risk to budget and deployment for Stanley cup playoff “celebrations”. The report would be more tempered than the “worst case scenario” reported in previous years as the Department had noted a decrease in momentum and a spreading out of the celebrations over the entire Lower Mainland in the past few years. However, there was an increased risk of impromptu gatherings given the proliferation of using social media to organize spontaneous celebrations. Discussion regarding how to handle “heads up” to the City and the larger question of who should be paying for policing “regional” events.

**Agreed:** The report would be sent to the entire Board for discussion at the April Board meeting.

Following up on agenda items from the previous Finance Committee meeting:

- WMS experienced growing pains but the members were accepting the electronic system
- A tentative agreement had been reached with the VPU and they were in the process

- The Department had not yet heard back from the CRA regarding separation in their records of the proper employer of the VPD (being the Board and not the City)
- The Committee received the annual final review engagement letter from the City. This engagement was initiated some years ago by the Finance Committee. Brief discussion about whether it still needed to be done on an annual basis, considering the time was deducted from the annual 160 hours of consulting given the Department by the City. Committee decision to continue for now.

**Action item:** Request from the Committee that the Finance Section present a plan for using this year's and future year's consulting hours from the City.

VPD staff left the meeting and Board members and staff carried on with Board business.