

**VANCOUVER POLICE BOARD  
FINANCE COMMITTEE**

**Meeting Minutes**

**September 1, 2011 – 12:10 pm – 1:30 pm / 7<sup>th</sup> Floor Main Boardroom - 2120 Cambie Street**

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Present:

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

VPD: DCC Adam Palmer, Warwick Wright, Jason Rude, Melissa Lee

Board Office: Rachelle Radiuk, Board Assistant

Invitees: Dawna Marshall Cope

**1. Agenda**

The Committee adopted the agenda for September 1, 2011.

**2. Minutes**

The Committee approved the minutes for May 12, 2011.

**3. Police Records Checks [Dawna Marshall-Cope, Director, IMS]**

Dawna Marshall Cope presented a report requested by the Committee at the last Finance Committee meeting which analyzed the cost of police records checks performed by the Department. A time in motion study was conducted and it was determined there was a \$105,267 shortfall, however, the fees for police records checks had been raised effective July 1 and the gap between revenue and cost was expected to be reduced to \$37,250.

Questions and discussion. The Committee indicated the Board wished the program to be revenue neutral (i.e full cost recovery). There was no capacity in the Department's budget to subsidize police records checks. The Department would report back after year-end with final numbers for 2011 and a plan on how to achieve full cost recovery (i.e. increasing fees or cutting costs elsewhere in the section).

Ms. Marshall-Cope left the meeting.

**4. VPD 2<sup>nd</sup> Quarter Variance Report**

Deputy Adam Palmer reported that as of the end of the second quarter the Department was on budget. The Department was facing various budget pressures such as unexpected costs relating to the Riot on June 15, 2011, including the IRIT (however, the Department had a verbal promise from the Province that the majority of the costs related to IRIT would be covered by the Province). CIF had used \$2.5M of its \$2.9M budget for 2011. Proactive use of CIF had been significantly scaled back. Legal costs were always an unknown factor and overtime was also a pressure as it was always underfunded. Some of these pressures were offset by a higher than anticipated number of retirements. The City had been put on notice by the Department earlier in the year that there was a possibility of going over budget because of the cost of policing the Stanley Cup finals and a report was currently being drafted by the City Finance Department to update

Council and possibly request funds from City contingency fund. The Department was still “cautiously optimistic” it would be under budget at year-end.

Questions and discussion including recovering cost from City for policing their Stanley Cup event, cost of policing “live site” versus cost of policing “urban domain” and why this cost always fell on the Department; City-imposed cuts to travel and training; lack of safety equipment for members and the plan for new “kit bags”, where the funding would come from, and the issues with another entity (Foundation, for example) contributing to supplies which should be covered under core police funding. Request from the Committee to see a list of items the Department needed to keep members safe, such as PSU training, safety equipment, and wireless priority service. Question and discussion around the final cost of policing the Stanley Cup playoffs and the riot following. Question regarding how the removal of the HST will effect the Department.

Quarterly Variance Report to go the Board for information.

5. **VPD 2<sup>nd</sup> Quarter Comprehensive Overtime Analysis**

DCC Palmer reported on sworn controllable overtime. Note that all costs from the Riot had not yet been received. The Department was predicting that sworn overtime would be over budget by year end.

6. **VPD 2<sup>nd</sup> Quarter Vacancy report**

The vacancy report covered the time period up to August 22, 2011. DCC Palmer reported there were currently 64 sworn vacancies and 20 civilian vacancies. The Department was now projecting 83 vacancies by year’s end. The Department was planning two recruitment classes of 12 each in the Fall, plus 5 exempt candidates.

7. **2011 Stanley Cup Playoff Update**

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8. **Facilities Update**

DCC Palmer briefed the Committee on the BET relocation to the Annex Building (attached to 312 Main). A Council report was being crafted and would be sent to the Board for approval prior to going to Council.

The move into the new Property Office building was ongoing. A tour for Board members would be arranged once the move was substantially complete.

Question regarding property at 37<sup>th</sup>/Heather and post office property downtown. Brief update on 6th floor office space at Graveley which had recently been vacated by an engineering firm. The Department had originally considered moving Professional Standards into the now vacant space but funding for moving costs was an issue. Brief update on pay parking.

9. **Other business**

DCC Palmer gave the Committee a brief overview of the anticipated budgetary process for this year. The City would be delayed this year due to the upcoming municipal election and would likely finalize the budget process by March 2012 but this would not affect the usual VPD process.

The Committee also received an update on financial shared services. The City was attempting to direct the VPD Finance Section to report to the City. Discussion by the Committee and instructions to the Finance Section to let the City know that their suggestion was “summarily rejected by the Board”. The Board fully supported a collaborative and cooperative relationship with the City and encouraged the Department to be a leader in “best practices”. The Finance Unit provided critical and timely information and analysis that facilitated Board oversight and had resulted in strong financial performance for the past 6 years.

Finance staff left the meeting and the meeting moved *in camera*.

The meeting was adjourned