

**SOUTH COAST BRITISH COLUMBIA TRANSPORTATION AUTHORITY POLICE SERVICES
REGULAR MEETING TRANSIT POLICE BOARD**

Minutes of a Regular Meeting of the South Coast British Columbia Transportation Authority Transit Police Board held on Friday, April 25, 2014 in Room 422, 4th Floor, 287 Nelson's Court, New Westminster, British Columbia.

DIRECTORS PRESENT:

Mark Reder, **Chair**
Virginia Hasselfield
Pat Gallivan
Doug LePard
Sara Levine
Norman Lipinski
Dale Parker (Conference Call)

REGRETS:

Mary Hemmingsen

STAFF IN ATTENDANCE:

Susan Campbell, Board Secretary
Neil Dubord, Chief Officer
Ed Eviston, Deputy Chief
Barry Kross, Deputy Chief
Tara McPhail, Transit Police Services
Lance Talbott, Transit Police Services

1. Call to Order

The in camera meeting was called to order at 9:02 a.m. The record notes that the meeting was duly constituted and that a quorum was present.

1.1 Consent Agenda

The following items will be considered in the consent agenda:

- a) Agenda for the meeting of April 25, 2014;
- b) Minutes from Board meeting of January 31, 2014;
- c) Minutes from Governance Committee meeting of November 15, 2013 and February 21, 2014;
- d) 2013 Attendance Board and Committee meetings;
- e) Revised Terms of Reference for the Governance Committee;
- f) Letter of appreciation to the Chair from the BCAPB;

- g) Report No. 2014-04 Transit Police 2013 Year-End Financial Result (note: report reviewed by Finance Committee at their meeting on February 14, 2014);
- h) Report No. 2014-07: 2014 Q1 Financial Operating Status (note: report reviewed by Finance Committee at their April 16, 2014 meeting);
- i) CAPB membership invoice for 2014 (paid); and
- j) Letter of Appreciation – 2013 Canadian Cancer Society Cops for Cancer Tour de Valley.

There were no items removed for discussion and accordingly;

1.2 It was MOVED and SECONDED

THAT the South Coast British Columbia Transportation Authority Police Board of Directors approves the following items on the consent agenda:

- a) Agenda for the meeting of April 25, 2014;
- b) Minutes from Board meeting of January 31, 2014;
- c) Minutes from Governance Committee meeting of November 15, 2013 and February 21, 2014;
- d) 2013 Attendance Board and Committee meetings;
- e) Revised Terms of Reference for the Governance Committee;
- f) Letter of appreciation to the Chair from the BCAPB;
- g) Transit Police 2013 Year-End Financial Result (note: report reviewed by Finance Committee at their meeting on February 14, 2014);
- h) Report No. 2014-07: 2014 Q1 Financial Operating Status (note: report reviewed by Finance Committee at their April 16, 2014 meeting);
- i) CAPB membership invoice for 2014 (paid); and
- j) Letter of Appreciation – 2013 Canadian Cancer Society Cops for Cancer Tour de Valley.

CARRIED

1.3 C.O.P.E. 378 Union Representative – Kevin Payne

There was no report.

1.4 Chief Officer Information Report – Chief Officer

Oral report from the Chief Officer:

- Awards Ceremony was held on April 23, 2014;
- Community Council meeting is scheduled for May 12, 2014;
- Project Guardian is completed; and
- Text and APP update.

In discussion around the use of text messages, the Board requested that an use of text messages policy be developed to address service, internal use and retention issues and brought back to the Board for consideration.

2. Other Business

2.1 Review of Committee Chairs and Members

A 2013 listing of Committee Chairs and membership was previously circulated and the Board is asked to review the committees and confirm the chairs and membership for 2014:

2.2 It was MOVED and SECONDED

THAT the South Coast British Columbia Transportation Authority Police Board of Directors approves the reappointment of Pat Gallivan as Chair of the Human Resources and Compensation Committee and that Directors' Sara Levine and Director LePard are reappointed for 2014;

AND THAT the South Coast British Columbia Transportation Authority Police Board of Directors approves the reappointment of Mary Hemmingsen as Chair of the Finance Committee and that Directors' Sara Levine and Dale Parker are reappointed for 2014;

AND FINALLY THAT the South Coast British Columbia Transportation Authority Police Board of Directors approves the reappointment of Virginia Hasselfield as Chair of the Governance Committee and that Directors' Dale Parker and Norm Lipinski are reappointed for 2014.

CARRIED

2.3 Report from Chair, Finance Committee

The Board received a report from Director Parker of the Finance Committee regarding recent activities of the Finance Committee:

2.4 Report from Chair, Governance Committee

The Board received a report from the Chair of the Governance Committee regarding recent activities of the Committee.

2.5 Review of Governance Manual – Chair, Governance Committee

The Board considered contracting the review of the Governance Manual to Elizabeth Watson Inc. and the Chair advised of various initiatives and considerations that are underway. Watson Inc. has indicated that the new initiatives were beyond the scope of a Governance Manual review.

2.6 It was MOVED and SECONDED

THAT the South Coast British Columbia Transportation Authority Police Board of Directors approves that the review of the Board's Governance Manual be undertaken by Elizabeth Watson Inc. at a total cost not to exceed _____.

TABLED

The Board tabled Item No. 2.6 in order to determine the scope of the magnitude for the review and it was agreed that the Governance Committee will forward a scope of work to the next Board meeting.

3. Appointment to E-Comm Board of Directors

The Board was advised that Port Moody Mayor Mike Clay represents the independent Police Board on the E-Comm Board of Directors and is agreeable to re-election for the 2014-2015 year. This re-election will take place at the E-Comm Annual General Meeting scheduled for June 2014.

3.1 It was MOVED and SECONDED

THAT the South Coast British Columbia Transportation Authority Police Board of Directors approve the appointment of Mayor Mike Clay to represent the independent Police Boards on the E-Comm Board of Directors for the year 2014-2015.

CARRIED

4. Next Meetings

The next regular meeting of the Transit Police Board is scheduled for June 27, 2014 at a time and location to be determined.

The next strategic planning session is scheduled for Friday, May 30, 2014.

5. Other Business

5.1 Award – Order of Merit

The Board was advised that the Chief is to receive the Order of Merit from the Governor General for his outstanding contributions to policing.

6. Closure

There being no further business, the meeting was terminated at 10:00 a.m.

Certified Correct:

Original signed copy on file

Original signed copy on file

Mark Reder, Chair

Susan Campbell, Board Secretary