

**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, February 16, 2018 at TransLink Sapperton Main Offices, Room 423, 287 Nelson's Court, New Westminster, BC.

DIRECTORS PRESENT:

Mark Reder, **Chair**

Murray Dinwoodie

Pat Gallivan

Sara Levine (*arrived at 9:10 a.m.*)

Adam Palmer, Chief Constable, VPD

Ali Pejman

STAFF IN ATTENDANCE:

Doug LePard, Chief Officer

Ed Eviston, Deputy Chief Officer

Barry Kross, Deputy Chief Officer

Oscar Allueva, Transit Police Service

Taryn Barton, Board Secretary

Stephen Crosby, Transit Police Service

CJ Kyle, Transit Police Service

1. Call to Order

The regular meeting was called to order at 9:04 a.m. The record notes that the meeting was duly constituted and that a quorum was present.

1.1 Consent Agenda

The following items were considered in the consent agenda:

- a) Agenda for the meeting of February 16, 2018;
- b) Minutes from Board meeting of November 17, 2017;
- c) Approved Minutes from the Governance Committee meeting of November 6, 2017;
- d) Board Report No. 2018-01: 2017 Year-End Financial Operating Status (Reviewed by Finance Committee – for information);
- e) Board and Committee Attendance Report 2017;
- f) Amended Governance Committee Terms of Reference (for approval);
- g) Compliments Report;
- h) Ministerial Order No. 384 Appointing Director Dinwoodie;

- i) Correspondence to Chief Officer from Minister of Public Safety & Solicitor General dated November 16, 2017;
- j) Correspondence to Police Board Chair from Surrey Crime Prevention Society dated December 3, 2017; and
- k) 2018 Calendar of Board and Committee meetings.

There was discussion on the following items:

- Item 1.1i – Correspondence from Minister of Public Safety & Solicitor General: The Chief will be following up with the Minister’s office in regards to meeting.
- Item 1.1j – Correspondence from Surrey Crime Prevention Centre: The Board Secretary and Mr. Crosby will draft a response.
- Item 1.1c – Approved Governance Committee Minutes: Question in regards to an item in the minutes will be discussed during the Governance Committee Report.

1.2 It was MOVED and SECONDED

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

- a) Agenda for the meeting of February 16, 2018;
- b) Minutes from Board meeting of November 17, 2017;
- c) Approved Minutes from the Governance Committee meeting of November 6, 2017;
- d) Board Report No. 2018-01: 2017 Year-End Financial Operating Status (Reviewed by Finance Committee – for information);
- e) Board and Committee Attendance Report 2017;
- f) Amended Governance Committee Terms of Reference (for approval);
- g) Compliments Report;
- h) Ministerial Order No. 384 Appointing Director Dinwoodie;
- i) Correspondence to Chief Officer from Minister of Public Safety & Solicitor General dated November 16, 2017;
- j) Correspondence to Police Board Chair from Surrey Crime Prevention Society dated December 3, 2017; and
- k) 2018 Calendar of Board and Committee meetings.

CARRIED

2. Delegations – Community Remarks

There were no members of the community present.

3.1 Transit Police Professional Association

There was no report given.

3.2 Chief Officer Information Report – Chief Officer

Chief LePard provided an oral report on recent and upcoming activities of the Metro Vancouver Transit Police (MVTP) including:

- Recent participation of MVTP at the Variety Club telethon;
- Polar Plunge on March 3rd – MVTP team is approximately twice as big as last year and is raising funds in support of Special Olympics;
- All Ranks Dinner is on February 23rd;

****9:10 Director Levine arrived***

- Golf tournament is coming up in May and will raise money for Special Olympics; and
- Presentations to various RCMP detachments in regards to the level of support MVTP offers jurisdictional police. The Board deliberated and the Chief answered questions on requests for assistance in different jurisdictions as well as Joint Force Operations initiatives with Surrey and Richmond.

3.3 SceneDoc Pilot Presentation – Inspector CJ Kyle

Chief LePard introduced Inspector Kyle. The Board received a PowerPoint presentation from Inspector Kyle on new technology being piloted called SceneDoc. Inspector Kyle outlined how the technology is being used as a digital notebook. A [video](#) that was developed and produced by Samsung was shown and highlights how SceneDoc is used. SceneDoc is a cloud based application and storage is in Canada. Inspector Kyle explained how the notebook works and highlighted the benefits. Currently the pilot group consists of approximately 30 MVTP members. In terms of Governance, Inspector Kyle is actively working with TransLink's Legal and Privacy Officer in regards to creating policies as well as meeting with Crown Counsel.

Inspector Kyle answered questions from the Board including how and why SceneDoc was selected and how it works in regards to PRIME. The Board provided feedback and suggested putting it on the risk register in regards to the stability of the company. Inspector Kyle was thanked for the informative presentation and commended for her commitment.

4. Other Business

4.1 Report from Chair, Finance Committee

The Chair of the Finance Committee advised that the Committee reviewed and confirmed the final budget.

4.2 It was MOVED and SECONDED

THAT the South Coast British Columbia Transportation Authority Police Board of Directors approves the Transit Police 2018 Final Budget in the amount of \$32,447,135, as presented in Board Report No. 2018-02.

CARRIED

4.3 Report from Chair, Governance Committee

The Chair of the Governance Committee answered a question from the Board on the new orientation manual and advised that it will be provided on a memory stick instead of hard copy and can be circulated to the Board for information.

4.4 Police Services/Institute of Corporate Directors New Police Board Director Training – Director Levine

Director Levine reported back on her attendance at the January 27-28, 2018 second module of the New Police Board Director Training. The training was informative and beneficial. The material will be circulated to the Board for information by email. Director Levine was thanked for attending on behalf of the Board.

4.5 Review of Committee Chairs and Members

The Board Chair thanked Board members for the work they do on the Committees. There will not be any amendments to Committee composition at this time.

4.6 It was MOVED and SECONDED

THAT the South Coast British Columbia Transportation Authority Police Board of Directors approves:

- A. The reappointment of Pat Gallivan as Chair of the Human Resources and Compensation Committee and that Directors Levine and Palmer are reappointed for 2018.
- B. The reappointment of Sara Levine as Chair of the Governance Committee and Director Dinwoodie is appointed for 2018.
- C. The reappointment of Ali Pejman as Chair of the Finance Committee and Director Dinwoodie is appointed for 2018.

CARRIED

4.7 British Columbia Association of Police Boards (BCAPB) Membership, Representative and Annual Conference

The Board discussed sponsorship at the annual conference and was in support of sponsoring a coffee break. The Board also discussed having an authorized representative on the BCAPB Executive Board and the Chair volunteered to continue monitoring the Executive communication and being available to the Executive, however will not be able to commit to attending in person meetings.

4.8 It was MOVED and SECONDED:

THAT the South Coast British Columbia Transportation Authority Police Board of Directors:

- A. Approve the renewal of the BCAPB membership for 2018 in the amount of \$650.
- B. Appoint Chair Reder as an authorized representative of the BCAPB Executive Board.
- C. Approve the attendance and related registration and travel costs of all Board members at the BCAPB conference in Victoria, April 5-7, 2018.
- D. Approve sponsorship of an event at the 2018 BCAPB Conference and AGM in the amount of \$475.

CARRIED

4.9 Canadian Association of Police Governance (CAPG) Membership and AGM

The Board was in support of renewing the CAPG membership and discussed the benefits of membership. The Annual Conference and AGM will be held in Winnipeg this summer and Director Dinwoodie may be able to attend.

At this time Director Dinwoodie offered to attend a BCAPB meeting on behalf of the Chair.

4.10 It was MOVED and SECONDED

THAT the South Coast British Columbia Transportation Authority Police Board of Directors approves the renewal of the CAPG membership for 2018 in the amount of \$1,097.

CARRIED

5. Next Meetings

The next regular meeting of the Transit Police Board is scheduled for April 20, 2018 at 9:00 a.m.

6. Closure

There being no further business, the meeting was terminated at 10:30 a.m.

Certified Correct:

Original Signed Minutes on File

Mark Reder, Chair

Original Signed Minutes on File

Taryn Barton, Board Secretary