

SAANICH POLICE BOARD AGENDA

Date: Tuesday, December 1, 2020

Time: 1430 hours

Place: Virtual Meeting - Public Link: [SPD YouTube](#)

Public Meeting Business:

SUBJECT	DISCUSSION INFORMATION APPROVE DECISION	PERSON RESPONSIBLE	ATTACHMENTS
1. Adoption of Agenda of December 1, 2020	Approve	Mayor Haynes	
2. Adoption of Minutes of November 3, 2020	Approve	Mayor Haynes	✓
3. Correspondence			
4. New Business Arising			
5. Divisional Updates (as needed)			
6. Committee Reports (as needed)			
6.1 Finance		Mr. Crawford and Ms. Murray	
6.1.1 Terms of Reference	Approve		✓
6.2 Governance and Strategic Planning		Ms. Murray	
6.2.1 Delegation Policy (draft)	Approve		✓
6.3 Human Resources		Ms. Collins	
6.4 BCAPB		Ms. Collins	
6.4.1 Submission to Special Committee of the Legislature regarding the Police Act	Information		
6.5 CAPG		Ms. Collins	
7. Patrol Division Report	Information	Inspector Warren	
8. Proposed 2021 Board Meeting Dates	Approve	Mayor Haynes	✓
9. Old Business			
10. Adjournment and Date of Next meeting	Decision	Mayor Haynes	

SAANICH POLICE BOARD FINANCE STANDING COMMITTEE TERMS OF REFERENCE

1. PURPOSE

The primary function of the Saanich Police Board (SPB) Finance Standing Committee (FSC) is to assist the Board in fulfilling its oversight responsibilities under the *Police Act* including:

- Budget development processes and financial planning;
- Financial information that will be provided and presented to the Board, Council and other parties;
- Systems of internal controls established by management and the Board; *and*
- Any audit processes outside of the annual District audit.

Operational responsibility for budget development, financial reporting, information systems, risk management and internal controls of the Saanich Police Department are vested in Management and are overseen by the Board.

2. COMPOSITION AND OPERATIONS

- 2.1 The FSC shall be composed of two or more members appointed by the Board, with the Committee Chair being appointed by the Board Chair.
- 2.2 The FSC shall operate in a manner consistent with provisions of the *Saanich Police Board Policy Manual and Procedure Bylaw*.
- 2.3 Where possible, FSC members should be “financially literate”¹ and at least one member should have “accounting or related financial expertise.”
- 2.4 In the event of a *Police Department specific* financial audit, the Committee shall meet with the auditors, as deemed appropriate to consider any matter that the FSC or auditors determined should be brought to the attention of the Board.
- 2.5 The FSC shall meet at least four times each year; or with the agreement of the Committee; or at the call of the Chair.
- 2.6 Generally, the FSC Chair shall develop and distribute the agenda, with the assistance of the Chief Constable. No record is required of the meetings, but outcomes must be presented verbally to the Board and recorded in the Board minutes.
- 2.7 The FSC may invite such Board Members and outside parties, and in consultation with the Chief Constable such employees, as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the FSC.

¹ The Board has defined “financially literate” as the ability to understand Local Government fund accounting and how to read a balance sheet, income statement and cash flow statement. The background of a financially literate board member is someone having general accounting experience in the private or public sectors, and/or someone who has experience as a manager with some financial responsibility.

3. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the FSC shall perform the following duties:

3.1 Financial Policy Development

3.1.1 SPB Financial policies generally follow those of the District of Saanich. The Committee will review significant, unique financial policies developed by the SPD.

3.2 Budget Development and Financial Planning

3.2.1 The FSC shall review with the Chief Constable the budget development process and guidelines for the Department and make recommendations to the Board for revisions as required.

3.2.2 The Committee, with the assistance of the Chief Constable, should assemble and present to the Board during budget briefings the most current ~~5-year~~ financial budget and expenditure records, including officer and civilian FTE numbers.

3.2.3 Identify inconsistencies between the Department and District budget processes that require resolution in order for the Board to comply with its statutory obligations, and make recommendations accordingly to the Board.

3.2.4 The Board shall make every effort to control its annual budget requests that are presented to Council.

3.2.5 As defined by the *Police Act*, Council determines the annual budget funding allocation and the Board is responsible to provide the Police Department with the resources needed to adequately carry out its statutory responsibilities. The Board must develop and nurture its relationship with Council by supporting its budget requests with justification.

3.2.6 The FSC shall rigorously review any new 5-Year Strategic Plan, or any updates to an existing plan, to determine its full cost implications over its life span and whether such costs are justifiable, reasonable and supportable. It shall make recommendations to the Board prior to the Strategic Plan, or an update being adopted.

3.2.7 The Board shall ensure that it is made aware in a timely manner, in writing, of an over expenditure on the annual global Police budget. Upon Board review, it shall be forwarded to the District Director of Finance.

3.3 Financial Statements and other Financial Reporting

3.3.1 The FSC shall review and recommend for approval to the Board, financial information that will be forwarded to the District of Saanich or made publicly available, including:

3.3.1.1 The financial content of the annual report and any reports required by the Board, District of Saanich, or Provincial Government;

3.3.1.2 Any management report that accompanies published financial statements for consistency of disclosure with financial statements themselves.

3.3.2 Review normal periodic internal financial information provided to the Board, including:

3.3.2.1 ~~Quarterly~~ Trimester financial operating and capital statements;

3.3.2.2 Any audited financial statements.

3.3.3 Ensure that:

3.3.3.1 The Board receives timely, meaningful reports that keep it properly informed of the Department's financial situation and that provide the information needed for decision making;

- 3.3.3.2 All financial reports to the Board clearly display the financial results of each principal area of activity and include actual-to-budget variance and year-to-date results; and reflect events to date and known factors which may influence either revenue or expense components.
 - 3.3.3.3 The SPB WebPages contain Police Department financial information as approved by the Board.
 - 3.3.4 Review and advise the Board of:
 - 3.3.4.1 Appropriateness of financial management policies and financial reporting practices used by the Department;
 - 3.3.4.2 Any significant proposed changes in financial reporting and financial management policies and practices to be adopted by the Department;
 - 3.3.4.3 Any new or pending developments in accounting and reporting standards that may affect the Department.
 - 3.3.5 With the assistance of the Chief Constable be responsible for preparing the proposed SPB annual Operating and Capital budgets to the Board for its approval. Participate in presenting the Board approved budget to Municipal Council for ratification.
- 3.4 Authorities & Level of Spending
 - 3.4.1 The FSC shall develop with management a comprehensive statement of authorities for operating and capital expenditures and present those authorities to the Board for its approval.
 - 3.4.2 Monitor compliance through the annual Municipal and any *Police Department specific* audit process, and other identified mechanisms, and recommend to the Board any changes, which may be necessary from time to time.
 - 3.4.3 Oversee the capital plans and expenditures to provide sufficient facilities and equipment for the Department.
- 3.5 Risk Management, Internal Control and Information Systems
 - 3.5.1 The FSC shall obtain reasonable assurance that the financial risk management, internal control systems, and information systems are operating effectively to produce accurate, appropriate and timely management and financial information. This includes:
 - 3.5.1.1 Periodically reviewing the Department's risk management controls and policies.
 - 3.5.1.2 Relying on the District to ensure that an adequate program of internal controls is in place over its computerized financial system. Confirm that internal controls over SPD accounting's use of the District's financial system are adequate as well as controls over other information systems utilized in the financial statement preparation process.
 - 3.5.1.3 Confirming that systems of internal control are properly designed and effectively implemented through periodic discussions with and reports from management, and the District's internal auditors, when possible.
 - 3.5.1.4 Monitoring compliance with statutory and regulatory obligations.
- 3.6 Financial Audits
 - 3.6.1 The FSC shall oversee any internal audit function, which may be established from time to time as a best practice. This would be over and above the required annual District audit.
 - 3.6.2 The FSC may advise on the selection of a third party auditor and shall review the

planning and results of any external audit activities, manage the ongoing relationship with the auditor and report to the Board of findings.

4. ACCOUNTABILITY

- 4.1 The FSC shall review the terms of reference for the Standing Committee annually and make change recommendations to the Board as needed.
- 4.2 The FSC shall provide oral reports to the Board, or other reports to the Board as requested, on financial matters that are relevant to the Board and Department.

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Saanich Police Board – Policy for Attending as a Delegation at Board Meetings

[Revised Draft as of November 25, 2020]

[To replace current SPB Policies Manual and Procedures Manual s.22 (under review as of March 6, 2018)]

s. *** - Attending as a Delegation at Board Meetings

1. Any person(s) wishing to address the Board at a regular public meeting shall make a request to the Board by sending to the Board's Secretary a completed Delegation Application Form, in the form prescribed by the Board from time to time. **Each delegation is limited to ten (10) minutes, unless the Board approves otherwise.**
2. The applicant must provide the information requested in the Delegation Application Form including:
 - a. the name, address, and contact information for each member of the delegation;
 - b. the date of the Board meeting for which the delegation wishes to appear;
 - c. the specific topic to be addressed; and
 - d. any relevant reference materials (must be succinct and related to the specific topic).
3. To ensure effective use of time for the Delegation and the Board, the following criteria will be applied to determine appropriate speaking topics. The topic must:
 - a. relate to the Board's oversight mandate, and not day to day operations of the Saanich Police Department;
 - b. relate to Saanich policing services or policies;
 - c. affect a segment or group within the community, not just an individual;
 - d. relate to an overall strategy of policing as opposed to a single action by an officer; and
 - e. not be a substantially similar presentation made to the Board by the delegation within the past year.
4. The Board has no jurisdiction, and will not hear complaints about the conduct of individual police officers or about matters which are within the jurisdiction of the Office of the Police Complaint Commissioner. The Board will not hear delegations relating to service and policy complaints (see the Board's Service and Policy Complaint Policy).
5. The Delegation Form must be mailed or emailed to the Board's Secretary at the following address:
 - by mail to the Saanich Police Board, 760 Vernon Avenue, Saanich, BC V8X 2W6
 - by email to Secretary@spdboard.ca
6. The Delegation Form must be received by the Board's Secretary at least two weeks prior to the Board meeting at which the delegation wishes to attend.
7. The Board Secretary will promptly forward the Delegation Application Form to all Board members.
8. The Board Chair, in consultation with other members of the Board and the Chief Constable, will determine if the request is within the mandate and scope of the Board. If so, the delegation may be placed on the agenda for the Board meeting requested, or the next available Board meeting. If the delegation is not accepted, the Chair will provide a reason and the Board Secretary will advise the applicant that the delegation was not accepted by the Board and provide the reason.
9. Not all delegations will be accepted. The Board reserves the right to limit the number of delegations at each meeting, and to designate another appearance date for any delegation.
10. No delegation may:
 - a. speak on any subject other than the one for which approval was granted;
 - b. speak disrespectfully to, or of, any person;

- c. provide any third party personal information (without specific, written consent);
 - d. use offensive words or language; or
 - e. disobey the Board's Protocol or a direction from the Chair.
11. The Chair has the discretion to curtail Delegations as to time limits and the specific topic to be addressed. Once the Chair rules that the delegation is concluded, the delegation shall immediately withdraw.
 12. Board members will generally only ask questions to clarify or to obtain additional, relevant information at the end of the presentation. The Board will not make any decisions or provide feedback at the meeting. The Board will provide a reply to the delegation where it deems appropriate. The Board may refer the matter to the Chief Constable for review and report to the Board.
 13. No Delegation shall address the Board more than once in a calendar year without prior approval from the Board.
 14. Decisions by the Chair and the Board regarding delegations are final.

[replaces s.22, SPB Policies Manual and Procedures Manual, March 6, 2018]

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Saanich Police Board - Application Form to Appear as a Delegation

TO: Chair, Saanich Police Board

I/We wish to appear as a delegation before the Saanich Police Board meeting to be held on:

(date of meeting)

Names of those who wish to appear:

Name	Address	Telephone or Email

Purpose or Topic for the Delegation (*)

(*) The subject matter of the delegation must comply with the Board’s Delegation Policy. The Board will not hear delegations relating to service and policy complaints or conduct complaints regarding police officers. The Board reserves the right to limit the number of delegations at a Board meeting and to specify an alternate date for appearance by a delegation.

I/We acknowledge that we have read, understood, and will comply with: (1) the Board’s Policy for Attending as a Delegation at Board Meetings; and (2) the attached Protocol for Delegations.

Signature

Date

Return the completed Delegation Application Form (by mail or email) to:

**The Secretary, Saanich Police Board
760 Vernon Avenue, Saanich BC, V8X 2W6
Email: Secretary@spdboard.ca**

Your completed form must be received at least two weeks prior to the specified Board meeting date

Saanich Police Board – Protocol for Delegations Appearing at Board Meetings

This Protocol applies to all Delegations appearing at a Board meeting.

If you have any questions about the Board’s process, please direct them to the Chair before you begin your presentation

The Saanich Police Board is interested in hearing from the public on the issues of public safety and policing. To ensure that this process is clear to all participants, please follow this Protocol.

Prior to speaking about your issue please:

1. Ensure that any materials relating to your presentation have been given to the Board’s Secretary for distribution to the Board.
2. Identify yourself, stating your name and issue you wish to bring to the Board’s attention.
3. The topic of your presentation must be limited to items of public safety and policing. This is not a forum for complaints. Any complaints must be dealt with through the established complaint process outlined in the *Police Act*. Staff at the Saanich Police Department will assist complainants by providing the necessary forms and contact information where required. Alternatively, persons wishing to make a complaint may contact the Office of the Police Complaint Commissioner directly.
4. **Note that your presentation time is limited to ten minutes.**
5. Understand that the Board will not make any decisions or provide feedback at the meeting. The Board will provide a reply to you or your delegation where it deems appropriate. The Board may also refer your matter to the Chief Constable for review.

We thank you for taking the time to participate in the Board’s meeting and in our community.

Chair, Saanich Police Board



SAANICH POLICE BOARD

Saanich Police Department · Kirby Room · 1430 hours

2021 Meeting Dates

January 5

February 2

March 2

April 6

May 4

June 1

July 6 *(at the Board's discretion)*

August 3 *(at the Board's discretion)*

September 7

October 5

November 2

December 7