

Corporate Policy

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Section:	Finance	05
Sub-Section:	Budgets	1700
Title:	Procedures for Council Consideration of Port Moody Police Board Budget	02

Related Policies

Number	Title

Approvals

Approval Date: February 8, 2011	Approved by: Council
Amended: July 29, 2014	Resolution #: <u>SC14/010</u>
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Policy

The procedures outlined in this policy govern the process for Council consideration of the Port Moody Police Board and establish procedures for the Police Board's submission of budgets to Council for consideration.

Definitions

Corporate Expenditures – reserve transfers and expenses that are corporate initiatives and/or are directly related to growth in the City.

Procedures

Mandate

In accordance with part 4, section 15 of the *Police Act*, a municipality with a population in excess of 5,000 must provide policing and law enforcement in the municipality with a police force or police department of sufficient numbers to adequately enforce municipal bylaws, the criminal law, and the laws of British Columbia, and maintain law and order in the municipality. Section 15 also requires that the municipality provide adequate accommodation, equipment, and supplies for the operations of the police department and the detention of persons required to be held in police custody.

Financial Plan Guidelines

Financial Services submits the financial plan guidelines to Committee of the Whole for consideration of approval as direction to City departments for the preparation of the five-year financial plan. Included in the financial plan guidelines would be City and Police budget targets, projected percentage increases for wages, inflation, utilities, and other metrics, as well as a budget process timetable.

Once the preliminary Fiscal Services budget is completed, the Financial Services Division will advise the Police Department of their allocation of taxation revenue from growth. This is calculated by Financial Services Division staff, by determining the Police Department budgeted expenditures (not including revenues) as a percentage of the City's total budgeted expenditures for the previous approved year. That percentage is then applied to the estimated growth, after increases to Corporate Expenditures have been deducted to obtain the Police Department's growth allocation; the remaining growth revenue is utilized by other City departments.

In years of zero or minimal growth, there may not be net growth revenues to allocate, or there may be a share of net costs to allocate to the Police Department budget.

Committee of the Whole recommends to Council approval of the financial plan guidelines as direction to City staff and the Police Board for preparation of the five-year financial plan.

Council considers endorsing the Committee of the Whole recommendation that the financial plan guidelines will apply to both City departments and the Police Board for the Police Department budget.

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Financial plan guidelines will be conveyed to the Police Board by the Corporate Officer once approved by Council.

Police Board Provisional Budget

Part 4, section 27(1) of the *Police Act* requires that the Police Board, on or before November 30th of each year, submit to the City Council for its approval a provisional budget for the following year to provide policing and law enforcement in the municipality.

In accordance with part 4, section 27, and following approval of the financial plan guidelines by Council, and provided that Council has resolved that those guidelines apply to the Police Department, City staff and Police Department staff work together on the technical details to assist the Police Board in preparing a provisional budget consistent with Council direction (financial plan guidelines).

Once the Police Board has adopted its provisional Police Department budget, the Police Board presents the budget to City Council in accordance with the *Police Act*.

The provisional budget presentation would be at a regular meeting of Council except for items of a confidential nature included within the provisional budget which could be presented and discussed at a Closed meeting of Council.

Council may refer the Police Board budget to the Finance Committee for deliberation in accordance with the financial plan guidelines and timetable. The Police Board and relevant staff will be invited to attend Finance Committee meetings to present information and answer questions as required by the Finance Committee in order for the Committee to provide a financial plan recommendation to Council.

Revisions to Provisional Budget

Part 4, section 27(2) of the *Police Act* allows the Police Board to make revisions to its provisional budget up until March 1st of the year to which the provisional budget relates. The financial plan guidelines timetable would also reflect this deadline. Any revisions would be submitted to the Finance Committee with substantiation for the change, as part of the overall budget deliberations. The Finance Committee would then make recommendations to Council regarding the Police Board budget revisions.

Budget Discrepancy Process

Part 4, section 27(3) of the *Police Act* provides a process for Council and the Police Board if an item presented by the Police Board is not approved by Council.

As outlined above, if the Police Board budget has been referred to the Finance Committee for deliberation and, as a result, recommendations have been made to Council that items in the Police Board budget be removed, Council will invite the Police Board to a meeting of Council to review the Police Board's rationale for those items. Following Council's review, the Police Board will be advised of Council's decision either to include or exclude those items from the financial plan. Council's decision will be conveyed to the Police Board by the Corporate Officer.

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If Council does not approve particular items in the Police Board budget and the Police Board opts not to appeal to Police Services, the items shall be removed from the budget. The Police Board will advise Council in advance if the Board will be submitting an appeal to Police Services in order to provide Council with an additional opportunity to review the items and/or discuss further with the Police Board. The items in dispute would be forwarded to the Director of Police Services, Ministry of Public Safety and Solicitor General for a decision.

Issues Arising after March 1st or Financial Plan Adoption

Part 4, section 27(6) of the *Police Act* does not allow a municipal police board to make an expenditure, or enter into an agreement to make an expenditure, that is not specified in the board's budget as approved by Council. However, as with all financial planning, police budgets are financial estimates of operational working plans perceived at the time of drafting. Like all other City budgets, there will be events and emergencies that have not been foreseen. Therefore, budget reallocations and amendments for such emergencies that fit within the original financial plan envelope will be documented by notifying Financial Services Department staff.

If the Police Board wishes to reallocate resources within its approved budget to fund items that were not approved by Council during the financial plan submission and review process, the Police Board will advise Council and Council will determine whether the Police Board will be invited to attend a Council meeting to discuss the matter. Such meetings can occur at any time during the year as such instances arise.

At any point during the year, if and when Council considers policies that have a financial plan impact, Council will consider whether the policy is to apply to the Police Board and will pass a resolution to that effect. Council's decision(s) on such matters will be conveyed to the Police Board by the Corporate Officer.

If Council resolves to appeal to the Director of Police Services, Ministry of Public Safety and Solicitor General regarding any Police Board budget item, Council shall first invite the Police Board to attend a meeting of Council to discuss the issue prior to the appeal being launched.

The Corporate Officer and the General Manager of Finance and Technology are responsible for processing financial plan documentation and proposing meeting agenda items to the Mayor and the Chair of the Finance Committee, as required, to implement these procedures.

These procedures emerged from a meeting of Council with the Police Board to bring clarity and collaboration to the financial plan process. These procedures may be amended by Council from time to time in consultation with the Police Board.

Monitoring/Authority

Financial Services and Legislative Services shall undertake appropriate steps to support the processes and procedures outlined in this policy. Final authority for this policy rests with City Council.