



**REGIONAL MUNICIPALITY OF NIAGARA  
POLICE SERVICES BOARD  
FINANCE COMMITTEE PUBLIC MINUTES**

**Thursday, February 11, 2021  
Meeting Held By Electronic Participation Only  
ZOOM VIRTUAL MEETING**

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**PSB MEMBERS:**

- H. D'Angela, Committee Chair
- B. Steele, Board Chair
- D. Eke, Board Vice Chair
- B. Gale, Board Member
- K. Gibson, Board Member
- J. Lawson, Board Member
- T. McKendrick, Board Member

D. Reid, Executive Director

**NRPS MEMBERS:**

- Chief of Police B. MacCulloch
- Deputy Chief B. Flynn, Operational Services
- Deputy Chief B. Fordy, Support Services
- W. Shreve, General Counsel
- Superintendent R. Frayne, Corporate Services
- Superintendent J. MacKay, Operational Support
- Superintendent D. Meade, Executive Services
- A. Askoul, Director of Information Technology
- Inspector D. Masotti, Executive Officer to the Chief
- L. Rullo, Finance Manager
- S. Sabourin, Corporate Communications Manager
- M. Asher, Executive Assistant to the Chief

**1. CALL TO ORDER**

The Public Finance Committee Meeting of the Niagara Police Services Board commenced at 9:00 am.

**2. DECLARATIONS OF CONFLICT/PECUNIARY INTEREST**

There were no declarations of conflict or pecuniary interest.

**3. ADOPTION OF MINUTES**

There were no minutes from any previous meeting to adopt.

**4. PRESENTATIONS**

There were no presentations.

## **5. NEW BUSINESS**

### **5.1 Ontario CCTV Grant Program Capital Project**

Service report dated February 1, 2021 seeking Board approval for the creation of a capital project in the amount of \$180,000 to support the Ontario CCTV Grant Program and allow for proper accounting and tracking of asset purchases by way of funding in the amount of \$90,000 from the Ministry of the Solicitor General, \$15,000 from the City of St. Catharines, \$15,000 from the City of Niagara Falls, and \$60,000 from the Niagara Regional Police Service.

Moved by: B. Gale

Seconded by: K. Gibson

**That the Board approve a gross capital budget adjustment in the amount of \$180,000 gross and \$0 net for the Ontario CCTV Grant Program funded from Other External Funding in the amount of \$120,000 and from the NRPS Capital Levy in the amount of \$60,000 (transferred from existing projects);**

**And further, that the Board forward this proposal to the Region's Commissioner and Treasurer for approval.**

**Carried**

### **5.2 P25 Voice Radio System Expansion Capital Project**

Service report dated February 5, 2021 requesting the Board approve a recommendation to Regional Council for the creation of a capital project in the amount of \$2,402,810 gross and \$0 net to support the P25 Voice Radio System Expansion.

Moved by: B. Steele

Seconded by: J. Lawson

**That the Board recommend to Regional Council that a capital budget adjustment in the amount of \$2,402,810 gross and \$0 net be approved and initiated for the P25 Voice Radio System Expansion Project and that it be funded through Other External Funding in the amount of \$2,402,810.**

**Carried**

### **5.3 NRPS/PSB Reserve Fund Balance - As at December 31 2020**

Service report dated February 5, 2021 providing the Board with a summary of the Niagara Regional Police Service and Board Reserves in accordance with Board By-Law 384-2019 (Niagara Police Services Board Financial Reporting, Control and Procurement), and the Niagara Region's Reserve and Reserve Fund Policy (C-F-013), to formalize guidelines in order to effectively manage Niagara Region Reserves and Reserve Funds and ensure adequate reserves are held for both planned and unexpected future expenditures.

Moved by: K. Gibson

Seconded by: B. Gale

**That the information be received.**

**Carried**

### **5.4 NRPS/PSB Financial Variance Report for Period Ending December 31, 2020**

Service report dated February 5, 2021 providing the Board with an analysis of the 2020 year-end financial results of the Service and Board and requesting, subject to approval by Regional Council, a transfer of \$69,084 from the Accumulated Sick Leave Reserve to offset the additional pay-out of Sick Credits, and a transfer of \$2,250 from the OPVTA Reserve to offset a slight deficit from current year operations.

Moved by: K. Gibson

Seconded by: J. Lawson

**That subject to the approval by Regional Council of the Consolidated Regional Year End Transfer Report, the Board approves the following:**

- 1. A transfer of \$69,084 from the Accumulated Sick Leave Reserve to offset the additional pay-out of Sick Credits, and;**
- 2. A transfer of \$2,250 from the OPVTA Reserve to offset a slight deficit from current year operations.**

**Carried**

## **6. OTHER NEW BUSINESS**

### **6.1 Procurement Cards (P-Card) Management - NRPS Members**

Verbal report from Member Gale regarding management of NRPS procurement cards issued to members of the Niagara Regional Police Service.

Member Gale advised that the Region's Audit Committee is considering performing an audit for procurement cards issued to Regional employees. He questioned if this practice would carry over to all Regional Agencies, Boards and Commissions (ABC's), to include the Niagara Regional Police Service. Ms. Rullo advised that Region's Internal Audit department currently excludes ABC's, however there is opportunity for individual ABC's to be included should they chose. With that being said, Ms. Rullo advised that police staff are very active in monitoring and reviewing Regional audit findings. The Service routinely implements any recommendations of the Region's Audit Committee into the Service's auditing processes, which includes procurement. This mirrored practice allows the Service to flush out any issues that may be realized within the police service and specific to procurement it serves to maintain compliance of the Board's Financial Management and Procurement By-law which is similar to that of the Region, with the exception of thresholds of limits for approval due to the variances in budget limits.

Ms. Rullo then referenced the Region's previous procurement audit, performed a few years ago, and she advised that the Service recently initiated a similar audit for the NRPS however, staff had to delay its completion due to COVID-19. The completion date of the Service's procurement audit is anticipated within the next couple months.

For the Board's interest, Chief MacCulloch advised that the Service's management of procurement cards mirrors that of the Region. Police staff utilize the region-wide Electronic Management Finance System (EMFS), which requires the same procurement card verification and approval processes required at the Regional level. He further advised that the Service continues to implement the Region's best practice procedures in order to ensure that the NRPS in maintaining transparency and accountability from a public service perspective.

**DIRECTION: The Board directed that the Service report back with its audit findings for further discussion with the Board at an upcoming meeting.**

**7. ADJOURNMENT**

The Public Finance Committee Meeting adjourned at 9:36 am.

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William C. Steele, Chair

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Deb Reid, Executive Director