

NOTICE OF THE REGULAR MEETING OF THE OAK BAY POLICE BOARD TO BE HELD IN COUNCIL CHAMBERS, OAK BAY MUNICIPAL HALL, 2167 OAK BAY AVENUE, OAK BAY, BC, ON TUESDAY NOVEMBER 26, 2019 AT 5:00 PM

WE ACKNOWLEDGE THAT THE LAND ON WHICH WE GATHER IS THE TRADITIONAL TERRITORY OF THE COAST AND STRAITS SALISH PEOPLES. SPECIFICALLY WE RECOGNIZE THE LEKWUNGEN SPEAKING PEOPLE, KNOWN TODAY AS THE SONGHEES AND ESQUIMALT NATIONS, AND THAT THEIR HISTORIC CONNECTIONS TO THESE LANDS CONTINUE TO THIS DAY.

## *AGENDA*



### CALL TO ORDER:

### APPROVAL OF AGENDA

### ADOPTION OF MINUTES:

1. Regular Meeting  
[Minutes - 2019 10 22 Regular DRAFT](#)

### DEPARTMENT REPORTS:

2. Overtime Reports  
[OT 2019-10](#)
3. Chief Constable's Priorities  
[Rpt. 1 - 2019 Chief's Priorities-Year End Report](#)

### COMMUNICATIONS:

4. Police Board Member Appointment-Brian Rendell  
[Corresp. 1 District of Oak Bay, Oct 29 2019](#)
5. BCAPG 2020 Conference  
[Corresp. 1 - Notice of AGM, Collins](#)  
[Attach. 1 - Preliminary Program](#)  
[Attach. 2-Registration Form](#)  
[Attach. 3 - Call for Resolutions](#)  
[Attach. 4 - BCAPB Resolutions Guidelines](#)

NEW BUSINESS:

ADJOURNMENT:

*That the open portion of the Police Board meeting be adjourned and that a closed session be convened to discuss personnel issues, which may be dealt with in private under the Police Act.*

MINUTES of the open portion of the regular meeting of the OAK BAY POLICE BOARD held in the Downstairs Meeting Room of the Oak Bay Municipal Hall, 2167 Oak Bay Ave, Oak Bay, BC, on Tuesday, October 22, 2019 at 5:00 p.m.

PRESENT: Board Members: Kevin Murdoch, Chair  
Blair Littler  
Wendy Zink  
Mary Kelly

Chief Constable: Andy Brinton  
Deputy Chief Constable: Ray Bernoties  
Board Secretary: Barbara Sherman

REGRETS: Board Member: Brian Rendell

#### CALL TO ORDER

Chair called the meeting to order at 5:00 pm.

#### APPROVAL OF AGENDA

**MOVED and seconded:** To adopt the amended agenda of the October 22, 2019 regular board meeting.

**CARRIED**

#### ADOPTION OF MINUTES

**MOVED and seconded:** That the minutes from the open portion of the regular meeting of the Oak Bay Police Board, held on September 24, 2019 be adopted.

**CARRIED**

#### DEPARTMENT REPORTS:

##### 2. Financial Report

The 3<sup>rd</sup> Quarter financial report was presented by Chief Brinton. Chief Brinton advises that we are at where we should be at 75% through the year.

**MOVED and seconded:** That the Financial Report be received.

**CARRIED**

##### 3. Overtime Report

The overtime report for September 2019 was presented by Chief Brinton. Overtime costs were driven by the need to backfill vacancies and long term illnesses.

**MOVED and seconded:** That the Overtime Report for September 2019 be received.

**CARRIED**

4. Request for Sponsorship

A request has been received from the BC Association of Police Boards for sponsorship at the 2020 Conference and AGM. A brief discussion took place over the most suitable form of sponsorship.

**MOVED and seconded:** That the Oak Bay Police Board sponsor a coffee break in the amount of \$475.

**CARRIED**

NEW BUSINESS

5. 2020 Budget Proposal

Chief Brinton has provided a cover memo to the 2020 budget proposal to detail some of the highlights of the 2020 Budget Proposal. Salary is a large part of the budget, an increase driven by several factors:

- A new secondment opportunity where costs are fully recovered
- Approximately \$70,000 is attributed to indexed salary increases where service benchmarks are reached.
- A vacancy in 2019 led to a lower salary projection last year when the budget was being prepared. The 2020 salary projection assumes no vacant positions.
- A proposed discretionary increase to the hours of the part time front counter clerk to full time accounts for \$27,000. Chief Brinton discussed the rationale to increase the hours of the front desk clerk. The civilian to sworn member ratio is quite low in Oak Bay, compared nationally and locally. The trend in policing is to direct more non-enforcement duties to civilian support staff. Chief Brinton responded to a question from the Board about the feasibility of combining Police and Fire front counter staff. At this time, the physical separation of the departments makes this impractical, but should be kept in mind for any future new construction.

No new vehicles are going to be replaced this year. Some capital items are being asked for this year, but much lower than last year.

A question was asked about the portion of the municipal budget that the police budget comprises. The police budget represents approximately 25% of the overall municipal budget, a figure that is consistent with other municipalities.

A question was asked about estimates for some of the Capital budget items. Chief Brinton advises that they work with vendors and the municipality to achieve the best value for the department's requirements.

**MOVED and seconded:** That the Oak Bay Police Board approve the 2020 Budget Proposal as presented.

**CARRIED**

ADJOURNMENT

**MOVED and seconded:** That the open portion of the meeting be adjourned and that a closed session be convened to discuss personnel issues, which may be dealt with in private under the Police Act.

**CARRIED**

The open portion of the meeting adjourned at 5:32 pm

Certified Correct:

\_\_\_\_\_  
Secretary, Oak Bay Police Board

\_\_\_\_\_  
Chair, Oak Bay Police Board



OAK BAY POLICE DEPARTMENT  
 Monthly Overtime Report  
 Month of: October 2019

<b>Overtime Type</b>	<b>Overtime Hours Worked</b>	<b>Overtime Paid Out</b>	<b>Overtime Hours Banked</b>	<b>Year to Date Hours worked</b>
Investigation	4.00		4.00	104.00
Court	-			161.26
Sick Relief		20.00	13.00	396.25
Shift Coverage	35.50	35.50		383.00
Worksafe Coverage		46.00	9.50	465.75
Special Duty				41.50
Training	21.00	41.00		84.00
Meetings				15.50
<b>TOTAL</b>	<b>60.50</b>	<b>142.50</b>	<b>26.50</b>	<b>1,651.26</b>
YTD Total Paid		\$162,277.99		
Previous YTD		\$111,485.55		







## OAK BAY POLICE DEPARTMENT MEMORANDUM

**DATE:** November 14, 2019  
**TO:** Oak Bay Police Board  
**FROM:** Chief Constable Brinton  
**RE:** 2019 Chief's Priorities Year End

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2019 Chief's Priorities:

- **Explore a re-organization of the department's specialized units.**

We are currently reviewing a pilot project that has an OBPD member embedded in the Saanich PD Detective Office. Key to any re-organization will be the status of the Detective Service. We are now in discussions with SPD around the renewing the OBPD / SPD Service Agreement. This priority should be carried forward into the New Year.

- **Deliver trauma-informed investigational training**

The BC Association Chiefs of Police approved Trauma-Informed Practice in June 2019. With this, a series of training videos were created and made accessible on the Canadian Police Knowledge Network early this fall. A directive has gone out within the department requiring members to complete the on-line training. The training has 6 modules, so it is not expected to be completed by year end.

- **Develop a new member orientation package**

The department has hired a number of new employees over the last few years and this is expected to continue. The orientation has varied from new hire to new hire. We have created a comprehensive orientation guideline to aid supervisors in ensuring new members are fully prepared to police in Oak Bay. The guideline includes significant topics such as reviewing policy, visiting support agencies, and meeting key people in the municipality and region. Members will be expected to complete all activities prior to successfully completing the probation period.

- **Work within the District of Oak Bay Asset Management Program toward an appropriate police facility**

The Chief continues to be part of the District's management group and work with the team as they prepare recommendations to Council as they take the next steps in addressing the municipalities' buildings and infrastructure.

- **Review the department's employee wellness programs for effectiveness and enhancement**

The department has undertaken a number of initiatives related to member wellness. Included are Road to Mental Readiness training, creating a Crisis Intervention Stress Management team (CISM), and developing Attendance Management policy to ensure members are receiving appropriate medical care when needed. Potential impacts on employee wellness within the First Responder community has become well documented. Things such as the presumptive legislation for PTSD within the Workers Compensation Act reflects this. A review of the department's sick time use has been conducted to assist in understanding our status in this and to assist members who may need assistance with both mental and physical issues. The small size of the department prevents me from providing any real detail in this venue for privacy issues. It is fair to say that Oak Bay is not immune, and we have enhanced our CISM program to support our people.

Andy Brinton  
Chief Constable  
Oak Bay Police Department



THE CORPORATION OF THE DISTRICT OF OAK BAY  
MUNICIPAL HALL – 2167 OAK BAY AVENUE – VICTORIA B.C. V8R 1G2  
PHONE (250) 598-3311 FAX (250) 598-9108 WEBSITE: www.oakbay.ca

October 29, 2019

Artem Kuznetsov  
Police Board Liaison, Police Governance Unit  
Policing and Security Branch  
Ministry of Public Safety and Solicitor General  
PO Box 9282, Stn Prov Govt  
Victoria BC V8W 9J7

Dear Artem Kuznetsov:

**Re: Oak Bay Police Board Member Appointment**

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Brian Rendell's Council term appointment to the Oak Bay Police Board expires on December 31, 2019.

At a closed meeting held October 28, 2019, Council considered and approved the reappointment of Mr. Rendell for a further term. This term will expire June 30, 2020 as he will have served on the Oak Bay Police Board for the maximum allowable length of service of six consecutive years.

Sincerely,

Deb Hopkins, MA  
Director of Corporate Services

cc: Chief Constable, A. Brinton  
Mayor Murdoch





## **BCAPB Notice of Annual General Meeting**

Saturday, March 7, 2020

Oak Bay Beach Hotel

1175 Beach Dr, Victoria, BC V8S 2N2

9:45 am

In accordance with the BC Association of Police Boards constitution and by-laws, notice is hereby given of the **ANNUAL GENERAL MEETING** to be held in conjunction with the 2020 conference. The Annual General Meeting will be held on Saturday, March 7, 2020, 9:45 am at the Oak Bay Beach Hotel, Victoria BC.

Attached is a call for resolutions along with information regarding submissions of resolutions for your consideration. Timelines are tight on the preparation of resolutions so we encourage Boards to circulate this item to all their Board members so that it can be on their November or December agendas. It requires immediate action.

Thank you and if you have any questions please contact me at 778-828-0319 or Veronica Bandet, Administrative Assistant at 250-216-1205.

Sincerely,

Mary Collins  
President, BCAPB

Attachments



**PRELIMINARY PROGRAM**  
 BC ASSOCIATION OF POLICE BOARDS PRESENTS  
 2020 CONFERENCE & ANNUAL GENERAL MEETING  
 Co-Hosted by the Saanich and Oak Bay Police Boards  
 MARCH 5-6-7, 2020  
 Oak Bay Beach Hotel, BC  
**Vision 20/20 –**  
**Envisioning Policing in the next Decade**

Thursday, March 5, 2020

Time	Event
11:00 – 4:00	Arrival/Registration
11:30 – 1:30	<b>Vision 20/20 – View from our Partners and Expectations of Board Members</b> Discussion and feedback with Conference delegates. Panel: Dave Jones, Police Chief Transit Police; Mayor Fred Haynes, Saanich; Claire Marshall, Vancouver Police Board; Lance Talbot, Director, Policing Operations, Policing and Security Branch
1:30 – 2:00	Lunch
2:00 – 4:00	<b>Joint Dialogue Session with BC Association of Municipal Police Chiefs</b> Steve Rai, President BC Association of Municipal Chiefs of Police Mary Collins, President BC Association of Police Boards
5:30	Bus departs from hotel to Government House
5:45- 7:30	Official Opening of Conference and Reception at Government House, 1401 Rockland Avenue
6:15	Welcome from Host Board Chairs and Police Chiefs
7:30	Bus departs for hotel
8:30	Hospitality Suite hosted by the BC Police Association at Oak Bay Beach Hotel

Friday, March 6, 2020

Time	Event
8:00 – 9:00	Breakfast
9:00 – 9:30	<b>Provincial Updates and Opening Remarks</b> Brenda Butterworth-Carr; Tr'injà shär njit dintlät, Assistant Deputy Minister and Director of Police Services, Ministry of Public Safety and Solicitor General
9:30 – 10:15	<b>The changing faces of our communities and what it means for policing</b> Speakers: Steven Baileys, Community Development Coordinator Inter-Cultural Association of Greater Victoria and Don Evans, CEO Our Place Society

10:15 – 10:30	Break
10:30 – 11:30	<b>Building a healthy organization - what Police Boards and Police Leaders need to do!</b> Speakers: Neil Dubord, Chief Delta Police and Dr. Sherri McGee, Vice Chair Vancouver Police Board
11:30 – 12:15	<b>Complexity &amp; cost of contemporary crime: What Boards should know about the investigative and financial demands of serious crime investigations</b> Speaker: Paul Douglas, Acting Inspector Saanich Police Department Description of session: This presentation will provide Board Members with an enhanced appreciation of serious crime investigations, investigative standards and practices, and the associated cost drivers and budgetary impacts for police organizations.
12:15 – 1:00	Lunch
1:00 – 1:30	Speaker: Tom Stamatakis, President, Canadian Police Association and British Columbia Police Association
1:45 – 4:00	Breakout Sessions: Attendees will meet with morning speakers for further discussions
3:00 – 4:00	Session - Board Chairs (Mayors) to meet together and share issues/concerns
4:00 – 6:30	Free Time
6:30 – 7:00	Reception Entertainment: Oak Bay High Jazz Group; Saanich Police Historical Society
7:00 – 7:15	Recognition of retiring Board Members
7:15 – 9:30	Dinner followed by entertainment - Saanich Police Historical Society and Oak Bay Dance Group
9:30	Hospitality Suite hosted by the BC Police Association at Oak Bay Beach Hotel

Saturday, March 7, 2020

Time	Event
8:00 – 9:00	Breakfast
9:00 – 9:45	<b>How can policing play a part in reconciliation over the next decade?</b> Kwuntiltunaat (Kim Baird), Owner of Kim Baird Strategic Consulting As Chief of the Tsawwassen First Nation for over 13 years, Kim negotiated and implemented British Columbia's first urban treaty, replacing the Indian Act with self-governance for her community. Recipient of the Order of Canada and the Order of BC, she serves on a number of Boards and has worked closely with Delta Police.
10:00 – 12:00	BCAPB AGM (separate agenda)
12:00 – 12:30	BCAPB Executive Meeting (separate agenda)



**BC Association of Police Boards**  
**2020 Annual General Meeting & Conference**

March 5, 6, 7, 2020  
Oak Bay Beach Hotel, Victoria, British Columbia

*The 2020 conference is co-hosted by the Saanich and Oak Bay Police Boards and will be held in Oak Bay, Vancouver Island. The overall theme is "Vision 20/20 - Envisioning Policing in the next Decade". Sessions will focus on such topical issues as mental health and wellness; relationships with the community; costs of policing among others. These topics all raise important strategy and policy issues for police boards. The venue for the conference is the Oak Bay Beach Hotel. This will be an informative and exciting conference, of relevance to both veteran and newly-appointed board members.*

**Target Audience:** Police board members, police executive and community representatives from throughout the Province who have an interest in sharing ideas and building partnerships.

Name of Attendee: \_\_\_\_\_

Board/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Which day(s) attending:

- Thursday, March 5<sup>th</sup>    11:30 – 1:30 Expectations of Board Members \_\_\_\_\_   
                                  2:00 – 4:00 Joint Dialogue Session with the BC  
                                  Association of Municipal Chiefs of Police \_\_\_\_\_   
                                  5:30 – 7:30 Reception \_\_\_\_\_   
                                  Bus Transportation to Reception \_\_\_\_\_   
Friday, March 6<sup>th</sup>    8:00 – 9:00 Breakfast     9:00 – 4:00 Conference     6:30 – 9:30 Dinner   
Saturday, March 7<sup>th</sup>    8:00 – 9:00 Breakfast     9:00 – 9:45 Conference     10:00 – 12:00 AGM

Dietary Restriction: \_\_\_\_\_

Registration Fee: (payable to: BC Association of Police Boards)

- Registration for Conference: \$350 per person EARLY BIRD (member or non-member) – \$375 after February 13, 2020 (registration includes reception, bus transportation to reception, dinner and all meals)
  
- Companion Registration for Conference: \$225 per person (registration includes reception, bus transportation to reception, dinner and 2 breakfasts)  
    Name of Companion(s) \_\_\_\_\_  
    \_\_\_\_\_
  
- Additional Guest(s) for dinner (Friday, March 6, 2020) # \_\_\_\_\_ Cost: \$90 per guest  
    Name of Guest(s) \_\_\_\_\_  
    \_\_\_\_\_

Total: \_\_\_\_\_

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Accommodations: Oak Bay Beach Hotel, 1175 Beach Drive, Victoria, BC, V8S 2N2  
(accommodation reservations can be made by calling 250-598-4556 (local) or 1-800-668-7758,  
group code BCAPB Conference). (\$199 per night plus tax)  
**Reservations must be made by January 31, 2020**

**Additional Information:** A full package of information will be forwarded to you in the near future.

Email registration to [bcapbs@gmail.com](mailto:bcapbs@gmail.com) or via regular mail to: BCAPB Attention:

Veronica Bandet, 1127 Fort Street, Victoria BC, V8V 3K9

Cheques should be payable to BC Association of Police Boards and mailed to the above address.

For further information please contact Veronica Bandet

via email [bcapbs@gmail.com](mailto:bcapbs@gmail.com) or 250-216-1205

**Deadline to Register is February 28, 2020**

Confirmation will be sent to you once you have registered!

## **CALL FOR RESOLUTIONS**

### **BRITISH COLUMBIA ASSOCIATION OF POLICE BOARDS ANNUAL CONFERENCE AND MEETING**

An important part of each Annual Meeting of the BCAPB is the consideration of Resolutions forwarded by member boards.

To ensure adequate time for review, the BCAPB Board of Directors has set a deadline of January 17, 2020 for all Resolutions to be forwarded to the BCAPB.

Following review by the Resolutions Committee, resolutions will be distributed to members in advance of the General Meeting.

Voting on the Resolutions will take place at the Oak Bay Beach Hotel, Victoria, BC, on Saturday, March 7, 2020 as part of the BCAPB Annual General Meeting.

Please refer to the BCAPB Resolutions Guidelines for assistance in drafting proposed resolutions.

***This is your chance to ensure your voice is heard!***

Please forward your resolution(s) to Veronica Bandet at [bcapbs@gmail.com](mailto:bcapbs@gmail.com)



## Resolutions

### What is a Resolution?

A resolution is a formal way of stating an intended or desired action/direction/position by a group.

### Guidelines for Resolution Writing

1. Choose a topic that is important, relevant and deserving of an official BCAPB position.
2. Identify your Board as the author of a resolution.
3. WHEREAS clauses are factual clauses to support your resolution; they should be concise and to the point. Resolutions that have a page or more of WHEREAS clauses only serve to make the reader less amenable to your idea if he or she has to sort through multiple WHEREAS clauses in order to determine your point. The entire resolution should be no longer than one page.
4. RESOLVED clauses state your proposed policy change or position. Internal resolutions should be directed to the BCAPB (resolved that the BCAPB); external resolutions should be directed to the appropriate level of government or Minister/Ministry. Internal and external intents may not exist within the same RESOLVED clause, rather, separate resolved clauses are necessary if you want the BCAPB to take an action separate from the government. RESOLVED clauses should be only one sentence in length and must be able to stand alone as they are the only part of the resolution that will be debated or considered.

Other helpful tips: If possible have financial implications information in your resolution. Factual information to support your resolution should be available or included as an attachment to your resolution.

### Format for a Resolution

- The TITLE identifies the topic/problem or issue or its proposed solution.
- The AUTHOR names the Police Board putting forward the resolution.
- The PREAMBLE is used for factual information that is necessary to support the RESOLVED section. Each PREAMBLE clause should be written as a separate paragraph, beginning with the word Whereas. The first word should begin with a capital letter. The PREAMBLE, regardless of its length and number of paragraphs, should never contain a period. Each paragraph should close with a semi-colon. The next to the last paragraph should close with a semi-colon, after which a connecting phrase such as Therefore or Therefore Be It or Now Therefore, Be It is added.
- The RESOLVED section indicates what action is proposed. There may be more than one Resolved clauses, each stated separately. The word RESOLVED is printed in capital letters, followed by a comma and the word THAT. Each resolved clause must be a separate paragraph and may be ended with a period or a semi-colon and in the case of the next to the last clause, be followed by the word AND,.
- If factual information is available it should be included as an attachment.
- Estimated cost of implementation if available should also be included.

### Resolution Strategies

Here are some hints to help you get your resolution passed:

1. Be concise. The delegates will get copies of all resolutions and this means a lot of reading. If your resolution is too wordy, it will not get the attention it deserves. Try and limit your resolution to five "whereas" clauses: choose the strongest five facts and use the others in discussion and debate. Resolutions should not be longer than one page.
2. Be realistic. The resolved statements should include specific actions that are realistic and implementable. Resource availability (both human and financial) will affect the implementability of resolutions.
3. Be positive. A positive approach always works better than a negative one. Write positive statements, and address the issue positively when you are speaking to it.
4. Be knowledgeable. Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.
5. Gather support and assistance. Try to involve other members in supporting your resolution. Share your facts and ask others to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other members to get involved.
6. Use your time on the floor wisely, time is limited. As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses.
7. Be available. Make sure you are available to the Delegates to answer questions. Be on time for all meetings.

Have your documentation handy. Make sure you have at least two copies of your documentation with you – questions may be asked that need further clarification.