

NOTICE OF THE REGULAR MEETING OF THE OAK BAY POLICE BOARD TO BE HELD ON  
TUESDAY JUNE 23, 2020 AT 5:00 PM

**\*\*DUE TO THE COVID-19 PANDEMIC, PUBLIC ACCESS TO THE MUNICIPAL HALL IS NOT  
PERMITTED. THIS MEETING CAN BE VIEWED AS ZOOM MEETING ID 988 1379 5561\*\***

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 - 2020 05 26 Regular DRAFT](#)

### DEPARTMENT REPORTS:

2. Financial Report  
[Rpt - Q1 Expense Report](#)
3. Overtime Reports  
[Rpt. - OT May 2020](#)
4. Strategic Plan: Community Survey - Verbal update, Deputy Chief Bernoties

### COMMUNICATIONS:

5. Joint Proposal to E-Comm for Representation from South Island Police Boards  
[Corresp. 1-Victoria Esquimalt Police Board, May 20 2020](#)

### NEW BUSINESS:

6. Crisis Intervention and De-escalation/Mental Health - verbal report by Deputy Chief Bernoties
  
7. Open Discussion on Recent Police-Related Global Events - Chair Murdoch

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 by Zoom Video Conference on Tuesday, May 26, 2020 at 5:00 p.m.

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

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

CALL TO ORDER

Chair called the meeting to order at 5:02 p.m.

APPROVAL OF AGENDA

**MOVED and seconded:** To adopt the agenda of the May 26, 2020 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 February 25, 2020 be adopted as circulated.

**CARRIED**

DEPARTMENT REPORTS:

2. Financial Report

Chief Brinton presented the Financial Year End report. The 2019 Expense Report shows that expenses came in just \$104 below what was budgeted for. No questions from the Board.

**MOVED and seconded:** To receive the 2019 Year End Expense Report.

**CARRIED**

3. Overtime Reports

Overtime reports for February, March and April 2020 were presented by Chief Brinton. The March overtime report showed COVID-19 related overtime attributable primarily to officers needing to isolate after returning to the country during the early stages of the pandemic. Not a great impact on overall overtime budget and not anticipated to be an ongoing issue.

**MOVED and seconded:** To receive the Overtime Reports for February, March and April 2020.

**CARRIED**

4. Chief's Monthly Report

Chief Brinton gave a verbal report outlining the department's response to COVID-19. Since the declaration of a global pandemic on March 11 by the World Health Organization and subsequent declaration of states of emergency by the provincial government, many measures have been undertaken to reduce the risk of contracting or spreading the virus.

- Regular communications with area police departments working with a medical advisor
- Regular communications with other municipal departments
- Internal education to staff
- Procurement of PPE
- Increased vehicle cleaning protocol
- Closing the front desk to walk-in traffic
- Encouraging communication by telephone rather than in-person
- Alternating administrative staff working from home
- Members spending more time out in police vehicles

He also noted that there had been a general reduction in calls for service, with a slight increase in some property crime.

5. Oak Bay Crime Statistics

In response to a request from a Board member, Deputy Chief Bernoties reviewed the statistics from March 1-May 11, 2020 and compared them to the same period of 2019. Some media have used a misleading headline to suggest a tremendous spike in domestics attributed to the pandemic; however, due to Oak Bay's low crime numbers, even an increase of one or two incidents can appear to be a very high percentage increase. This is misleading. Theft from automobiles had gone up significantly in March, primarily thefts from unlocked vehicles, an issue that the department is trying very hard to address with residents. There have been some good arrests, with property recovered from thefts from autos and an apartment storage locker. Unlike other jurisdictions, commercial break and enters have not been a problem during the pandemic period. No change to mental health-related calls, and a small, insignificant increase to marine thefts. Vacation home checks are much lower as people are no longer travelling during this period.

Dateline graphs were also included, demonstrating the slight variations in property and personal crimes that would suggest little variation from year-to-year.

Deputy Chief Bernoties was asked if he has followed up with the media outlet that had created the misleading headline to which D/C Bernoties responded that he had only done so in an indirect fashion. Relationship with media is generally quite positive.

**MOVED and seconded:** To receive the Crime Statistics report from March 1-May 11, 2020.

**CARRIED**

COMMUNICATIONS:

6.. Correspondence – For Information

A letter of appreciation was received from the Office of the Chief Security Officer at the Legislature for police assistance during protests in February. The letter went out to all police agencies in the CRD.

7.. Police Board Appointments

Correspondence received from the Policing and Security Branch advising of the expiration of Brian Rendell's term on June 30, 2020, having reached his maximum term on the Oak Bay Police Board. The Board thanked Mr. Rendell for his service to the Board.

Order in Council No. 231 reappointed Wendy Zink to the Oak Bay Police Board for a term ending June 30, 2022.

**MOVED and seconded:** To receive all Correspondence.

**CARRIED**

NEW BUSINESS:

8. Police Board Skills/Experience Matrix

Ms. Zink presented the Board with a draft of a Police Board Skills/Experience Matrix for review. A discussion took place about the relevancy of some of the items on the document. Ms. Zink explained that it was an internal tool for the Board to use when recruiting board members, to identify possible gaps when a member's term ends. Ms. Sherman will distribute the form to Board members to complete and then collate the results.

**MOVED and seconded:** To adopt the Police Board Skills/Experience Matrix as an internal guide to recruit future Police Board members.

**CARRIED**

9. Strategic Plan: Community Survey

Deputy Chief Bernoties has distributed the questions from the 2017 Community Survey to the Board and would like to proceed with conducting a follow-up survey at this halfway point in the life of the Strategic Plan.

Some discussion took place regarding the methodology used to develop the original survey. The Board agreed that the questions were valid and the survey not too long. It is important to outreach to those people who were not online and to reach key stakeholders in various business regions. The Board thanked Deputy Chief Bernoties on his work in developing the survey.

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 6:11 pm.

Certified Correct:

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

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

Quarter 1 Expense Report prepared for the Oak Bay Police Board  
 March 30, 2020  
 25%

| Account                           | Percentage Used | Notes         | YTD          | Budget       |
|-----------------------------------|-----------------|---------------|--------------|--------------|
| POLICE BOARD                      | 27.29%          |               | \$ 3,275     | \$ 12,000    |
|                                   |                 |               |              |              |
| TOTAL ADMINISTRATION              | 23.00%          |               | \$ 134,258   | \$ 582,700   |
|                                   |                 |               |              |              |
| TOTAL PROTECTIVE SERVICES         | 24.78%          |               | \$ 1,047,684 | \$ 4,227,800 |
| • Salaries                        | 19.25%          | YTD:\$560,877 |              |              |
| • Overtime                        | 62.00%          | YTD:\$65,860  |              |              |
| • Training                        | 57.38%          | YTD:\$15,781  |              |              |
|                                   |                 |               |              |              |
| TOTAL BUILDING EXPENSES           | 12.94%          |               | \$ 8,166     | \$ 63,100    |
|                                   |                 |               |              |              |
| TOTAL AUTOMOBILES                 | 16.81%          |               | \$ 10,370    | \$ 61,700    |
|                                   |                 |               |              |              |
| COMMUNITY PROGRAM                 | 13.46%          |               | \$ 2,491     | \$ 18,500    |
|                                   |                 |               |              |              |
| OTHER EXPENSES (INTEGRATED UNITS) | 10.92%          |               | \$ 16,008    | \$ 146,600   |
|                                   |                 |               |              |              |
| TOTAL EXPENSES                    | 23.90%          |               | \$ 1,222,251 | \$ 5,112,400 |
|                                   |                 |               |              |              |





OAK BAY POLICE DEPARTMENT  
 Monthly Overtime Report  
 Month of: May 2020

| <b>Overtime Type</b> | <b>Overtime<br/>Hours<br/>Worked</b> | <b>Overtime Paid<br/>Out</b> | <b>Overtime<br/>Hours<br/>Banked</b> | <b>Year to Date<br/>Hours worked</b> |
|----------------------|--------------------------------------|------------------------------|--------------------------------------|--------------------------------------|
| Investigation        | 5.50                                 | 2.00                         | 3.50                                 | 41.75                                |
| Court                | -                                    |                              |                                      | -                                    |
| Sick Relief          | 27.00                                | 6.50                         | 20.50                                | 214.00                               |
| Shift Coverage       | 4.00                                 |                              | 4.00                                 | 309.00                               |
| Worksafe Coverage    | -                                    |                              |                                      | 54.00                                |
| Special Duty         | -                                    |                              |                                      | -                                    |
| Training             | -                                    |                              |                                      | 51.00                                |
| Meetings             | -                                    |                              |                                      | -                                    |
| COVID-19 Related     | -                                    |                              |                                      | 135.00                               |
| <b>TOTAL</b>         | <b>36.50</b>                         | <b>8.50</b>                  | <b>28.00</b>                         | <b>804.75</b>                        |

YTD Total Paid \$46,232.65  
 Previous YTD \$59,155.88





## VICTORIA & ESQUIMALT POLICE BOARD

MAYOR BARBARA DESJARDINS, LEAD CO-CHAIR

MAYOR LISA HELPS, DEPUTY CO-CHAIR

May 20, 2020

Saanich Police Board  
Oak Bay Police Board  
Central Saanich Police Board

*Via Email*

Dear South Island Municipal Police Boards:

We are writing to request the support of your Police Board in a joint proposal to E-Comm 9-1-1 for a seat on the E-Comm Board of Directors.

As you know, E-Comm 9-1-1 assumed responsibility for police call-taking and dispatch services in January 2019. Currently, the municipal police boards of the Greater Victoria area serviced by E-Comm's South Island 911/Police Dispatch Centre are not represented on the E-Comm 9-1-1 Board of Directors. We understand that the E-Comm 9-1-1 Board of Directors is amenable to creating a Board seat for the Victoria area, but that an amendment to the member agreement under which E-Comm operates is required.

Based on the current structure of the E-Comm Board, and upon recommendation from our staff, we suggest that a single nominee representing the interests of all four municipal police boards would be appropriate. We are seeking your support in writing jointly to the E-Comm Board of Directors reinforcing our desire for a seat at the Board of Directors, and if accepted, your support to work together to identify a representative from among our respective police boards with the requisite background and experience to serve on the E-Comm Board as our representative.

Should you agree with our proposal, the Victoria and Esquimalt Police Board would be pleased to draft a letter to E-Comm on behalf of the South Island police boards which would be circulated to you for review and signature. At your earliest opportunity, please advise our Board EA, Ms. Collette Thomson, of your decision. She can be reached at [collette.thomson@vicpd.ca](mailto:collette.thomson@vicpd.ca) or at 250-995-7217.

Yours Truly,

**Mayor Barbara Desjardins**  
Lead Co-Chair

**Mayor Lisa Helps**  
Deputy Co-Chair

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VICTORIA & ESQUIMALT POLICE BOARD