NOTICE OF THE REGULAR MEETING OF THE OAK BAY POLICE BOARD, DUE TO GLOBAL PANDEMICTO BE HELD BY VIDEO CONFERENCE, ZOOM MEETING ID # 983 6054 1901 ON TUESDAY OCTOBER 27, 2020 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 - 2020 09 21 Regular DRAFT

DEPARTMENT REPORTS:

2. Financial Report - Deputy Chief Fisher
   Rpt. 1 -Q3 Expense Report

3. Overtime Reports - Deputy Chief Fisher
   Rpt. 1 -OT September 2020
   Rpt. 2 - Salaries and Overtime Q3

4. Enhancing Accountability to Police Board - Chief Bernoties
   Attach. 1-Chief's Values Agreement
   Attach. 2-AccountabilityReport Template

5. Strategic Plan Update - Chief Bernoties
   Rpt. 1 2020 Community Survey Results

STANDING ITEMS:

6. Police Board Strategic Plan - W. Zink

Attach. 1 - Draft Proposal

NEW BUSINESS:

7. 2021 Budget - Chief Bernoties
Memo 1 - Bernoties, October 21, 2020
Rpt. 1 - 2021 Operating Expenses
Rpt. 2 - 2021 Capital Purchases
Attach. 1 - Excerpt Oak Bay Financial Plan 2020-2024

8. Policy Update - Deputy Chief Fisher
Attach. 1 - AB 180 Oak Bay Acting Sergeant Policy Amendment

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 Monday, September 21, 2020 at 5:15 p.m.

PRESENT:	Board Members:	Kevin Murdoch, Chair Blair Littler Wendy Zink Mary Kelly (joins at 5:24 pm)
	Chief Constable	Ray Bernoties
	Deputy Chief Constable	Mark Fisher
	Secretary	Barbara Sherman

CALL TO ORDER

Chair called the meeting to order at 5:15pm.

APPROVAL OF AGENDA

MOVED and seconded: To adopt the agenda of the September 21, 2020 regular board meeting with the addition of Item #11 to address the notice of direction from Minister Farnworth.

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 June 23, 2020 be adopted as circulated.

CARRIED

DEPARTMENT REPORTS:

2. Financial Report

The Quarter 2 Expense report was presented by Chief Bernoties. All expense accounts are on target for this time of the year, with the exceptions of Community Services and Police Board. Those accounts are lower than anticipated due to COVID-related cancellations of travel and public gatherings.

MOVED and seconded: To receive the Quarter 2 Financial Report.

CARRIED

3. Overtime Reports

Deputy Chief Fisher presented the overtime reports for June, July and August 2020. He noted that sick time was significantly lower than the previous year-to-date by 42%. The Board recommended that it would be useful to be able to compare quarter-to-quarter. Historically the overtime has been significantly overbudget, by approximately $100,000. This amount has been off-set by reductions in salary paid due to vacant positions. The Board would prefer an overtime report that shows the relationship between overtime and salary.

Mary Kelly joins the meeting at 5:24 p.m.

MOVED and seconded: To receive the Overtime Reports for June, July and August 2020.

CARRIED

MOVED and seconded: To direct staff to bring forward other options to report overtime with salary in the future.

CARRIED

4. Enhancing Accountability to Police Board

Chief Bernoties presented his report, "Plan to Enhance Accountability to Police Board". As outlined in the report, there are several areas in which he intends to enhance the existing mandatory reporting. There were a number of enhancements, including more expanded reporting of OPCC and IIO involvement (regardless of outcome), the implementation of expanded internal audit processes, an invitation to the Association Executive to speak to the Board on an annual basis, and reporting to the Board any allegation of harassment within the workplace.

The Board recommends that the internal audits be conducted by members as a development opportunity. Chief Bernoties agreed that this would be a good opportunity for sergeants to gain corporate knowledge. Along with the reporting of workplace harassment complaints, the Board would like to be made aware of any violation of the Respectful Workplace policy. The Chair supported the idea of the Association Executive speaking to the Board; however, he pointed out that should the Association have complaints about the Police Executive, there is a formal process in place that should be adhered to and that it would not be appropriate for such a complaint to be made at a Board meeting.

MOVED and seconded: To approve the plan in principle, directing that it be brought back to the Board with the requested changes.

CARRIED

5. Marine Activity Update – Chief Bernoties, verbal report

While it would be cost prohibitive for the Oak Bay Police to run a Marine Unit, there is an interest in having a greater presence on the water. The Victoria Yacht Club has offered free use of a zodiac in the past, but the presence of a civilian Yacht Club member accompanying police raises issues with liability and privacy. The department is researching insurance, liability and training. Saanich have similar issues near Cadboro Bay with more liveaboards; ideally, they would also be involved.

There was a suggestion from the Board that bylaw issues be considered in any training.

COMMUNICATIONS:

6. Prevention of Unlawful Disclosure

Correspondence was received from the Office of the Police Complaints Commissioner regarding the prevention of unlawful disclosure of sensitive information. Deputy Chief Fisher is familiar with the Decision referenced in the correspondence and advises the Board that we have four policies that relate to unlawful disclosure. While there are some updates needed on the policy on young persons, he believes that there are adequate measures in place with provisions to deal with offences. In response to a question from the Board, Deputy Chief Fisher stated that currently new police staff must review and sign the" Handling of Sensitive Material" oath when hired. A more frequent reminder may be warranted to reinforce the importance of compliance, perhaps aligned with assessments.

MOVED and seconded: To receive the correspondence from the OPCC.

CARRIED

NEW BUSINESS:

7. Police Dog Service – verbal report by Deputy Chief Bernoties

The police dog has been called out twice since entering into an agreement with the RCMP. While a suspect was not apprehended in either case, the dog unit responded quickly. Chief Bernoties is personally familiar with the level of training that goes into the RCMP Dog Units and is confident in their abilities.

MOVED and seconded: To direct staff to research options for Use of Force and accountability reporting.

CARRIED

8. BCAPB Update – Chair Kevin Murdoch

The BCAPB conference in 2021 will most certainly be a virtual one. Nelson is hoping to host the 2022 conference.

The CAPG virtual conference is taking place October 30 & November 2, 2020. Board members are encouraged to register.

At this point the role of Police Boards and Police Executive is unclear in the review of the Police Act.

Chair Murdoch is also on the UBCM Public Safety Committee and will report back on any issues of interest.

Going forward, this will be a quarterly standing item on the agenda.

9. Police Board Strategic Plan – Wendy Zink

The Police Act requires the Board to provide their priorities, goals and objectives to the Director of Police Services. With a new Police Executive and a new Police Board member soon to be appointed, it is timely to develop a Strategic Plan for the Board. Ms. Zink and Mr. Littler will meet with the Chief and Deputy to discuss the strategic planning process.

MOVED and seconded: That Wendy Zink come back to the Board with a process for developing a Police Board Strategic Plan.

CARRIED

10. COVID Response

The Oak Bay Police COVID Response Plan was presented to the Board by Chief Bernoties. The Plan is aligned with the phases as laid out by the provincial health authority.

MOVED and seconded: That the COVID Response Plan for the Oak Bay Police Department be received.

CARRIED

11. Policing Priorities, Goals and Objectives

Correspondence was received from Mike Farnworth, Minister of Public Safety and Solicitor General, outlining his policing priorities, goals and objectives for policing and law enforcement across BC.

Chief Bernoties responded to some of these recommendations by reporting to the Board the following:

- Deputy Chief Fisher is joining the Greater Victoria Police Diversity Committee
- An internal review of policy is being conducted to expose implicit racist practices
- Chief and Deputy Chief are strategizing methods to attract and hire a more diverse workforce.

- Ensuring that anti-bias training is completed by all staff
- A harm reduction approach is taken to the possession of illegal drugs. This approach is now also supported by the Canadian Association of Chiefs of Police. Charges for possession are rarely, if ever, recommended by the Oak Bay Police.
- Oak Bay members practice a cautious, informed response to the execution of Mental Health Act warrants.
- Working with VIHA to improve wait times for people apprehended under the Mental Health Act

The Board discussed their role in raising the profile of the Board in the community. There is a desire to increase awareness of the Police Board's function in the community by defining goals and objectives within the Strategic Plan. Board bios and photos should be on the website.

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 deal with in private under the Police Act.

CARRIED

The open portion of the meeting adjourned at 6:48 pm.

Certified Correct:

_____ _____

Secretary, Oak Bay Police Board Chair, Oak Bay Police Board

Quarter 3 Expense Report prepared for the Oak Bay Police Board
September 30, 2020
75%

Account	Percentage Used	Notes	YTD	Budget
POLICE BOARD	37.5%	Conference cancelled due to COVID-19	$ 4,499	$ 12,000
ADMINISTRATION	71.1%		$ 414,056	$ 582,700
PROTECTIVE SERVICES	67.9%		$ 2,870,008	$ 4,227,800
BUILDING EXPENSES	47.2%	Some building maintenance scheduled for Q4	$ 29,773	$ 63,100
VEHICLE MAINTENANCE	74.4%		$ 45,904	$ 61,700
COMMUNITY PROGRAM	18.8%	Few events due to COVID-19	$ 3,470	$ 18,500
OTHER EXPENSES (INTEGRATED UNITS)	18.7%	Most integrated units bill in Q4	$ 27,432	$ 146,600
TOTAL EXPENSES	66.4%		$ 3,395,143	$5,112,400

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

Overtime Type	Overtime Hours Worked	Overtime Paid Out	Overtime Hours Banked	Year to Date Hours worked
Investigation	2.75		2.75	44.75
Court	-			16.00
Sick Relief	39.00	9.00	30.00	372.50
Shift Coverage	33.00	33.00		549.00
Worksafe Coverage	-			54.00
Special Duty	-			-
Training	17.00	17.00		77.00
Meetings	-			-
COVID-19 Related	-			135.00
TOTAL	**91.75**			**1,248.25**

SALARIES AND OVERTIME

2020 Quarter 3

TARGET FOR THIS QUARTER:	75%

Gray cells are calculated for you and generally should not be altered.

Police Wages (Operational)	YTD Actuals	2019 YTD	YTD Targets	YTD Variance	2020 Budget	Percentage Used
Salaries	$1,822,590	$1,876,823	$2,185,425	($362,835)	2,913,900	62.55%
Overtime	$162,816	$187,536	$79,650	$83,166	106,200	153.31%
Salaries Recoverable (Secondments)	($210,270)	($143,205)	($349,200)	($138,930)	($465,600.00)	45.16%
TOTAL Police Wages (Operational)	$1,775,137	$1,921,154	$1,915,875	($418,599)	$2,554,500.00	69.49%

OAK BAY POLICE DEPARTMENT

Serving the Community since 1906

Monterey Ave, Victoria, BC, V8R 5V6

Telephone: (250) 592-2424 Fax (250) 592-9988

Chief's Values Agreement

Workplace Wellness

- Help to create a positive workplace for every employee.
- View the Oak Bay Police Department as one team, with one united objective and foster that vision in other employees.
- Value diversity and the benefit of combining the unique qualities and strengths inherent in a diverse workforce.
- Help to create and maintain a safe and healthy workplace that is free from harassment and discrimination or perceptions of either.
- Identify any workplace hazards and take appropriate action.
- Monitor those reporting to you for personal wellness and intervene where appropriate.
- Ensure safe practices in keeping with policy are maintained.

Interpersonal Relations

- Be sensitive to the feelings and perceptions of others.
- Treat every person with respect and fairness.
- Insist on respect and fairness among those with whom you work.
- Demonstrate a compassionate, forgiving approach to colleagues.
- Not participate in "gossip" or negative talk about colleagues.
- Actively discourage "gossip" or negative talk about colleagues by others.

Communication

- Work together in a spirit of openness, honesty and transparency that encourages engagement, collaboration and respectful communication.
- Insist that all communication be done in a respectful and professional manner.
- Promote an understanding that there can often be information others do not know and can't be shared, particularly with HR matters.

Conflict Management

- Attempt to address issues and conflicts at the peer level and directly with the parties involved, in a respectful and sensitive manner. Reporting up if necessary but not as a first step.
- Seek accurate information before making assumptions and demand that practice of others.
- Promote critical and free thinking among your colleagues and not alignment/partisan thinking.
- Diplomatically challenge those promoting misunderstanding and negativity in the workplace.
- Be sufficiently wise to forgive and move on.

Leadership

- Model integrity.
- Demonstrate patience.
- Constantly seek to improve yourself.
- Maintain calmness when dealing with stressful situations.
- Not publicly criticize the Oak Bay Police Department or your coworkers.
- Provide feedback to all coworkers, regardless of rank, in a respectful manner.
- Maintain kit and deportment standards for your work unit.

Name Ray Bernoties

Sign

Date 2020-09-23

Oak Bay Police Department
1703 Monterey Ave, Victoria, B.C., V8R5V6 Ph (250) 592-2424 Fax (250) 592-9988

ACCOUNTABILITY REPORT

Reporting Period:

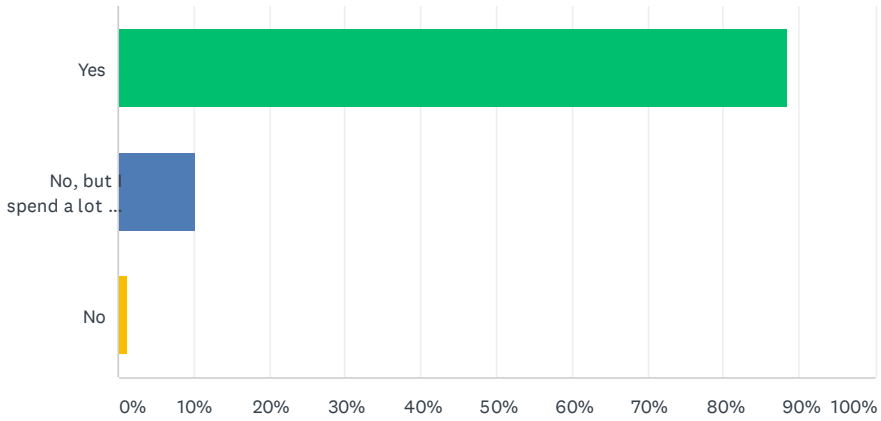
	# new	#ongoing	YTD	Not accepted*	Unsub.	Substantiated	File numbers
OPCC Complaints							
IIO Notifications							
Harassment incidents							
Respectful Workplace incidents							
Use of Force Reports							

*Not accepted by OPCC and/or IIO

Ray Bernoties
Chief Constable

Q1 Are you a resident of Oak Bay?

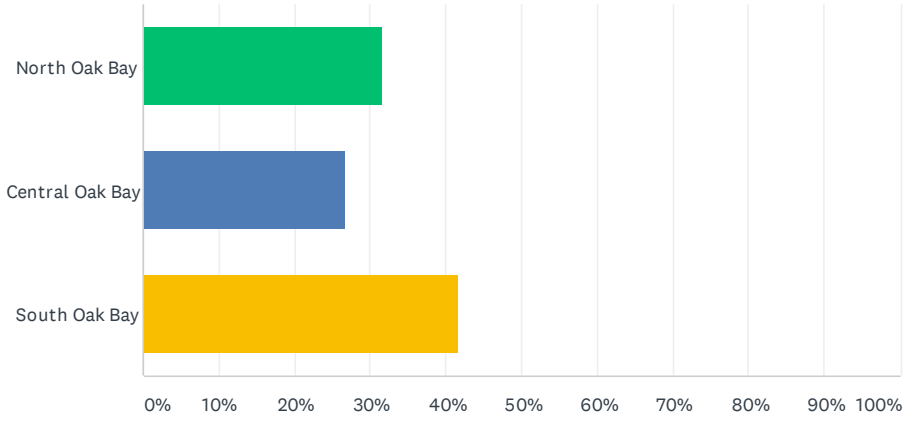
Answered: 541 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	88.54%	479
No, but I spend a lot of time there	10.17%	55
No	1.29%	7
TOTAL		541

Q2 How would you best describe the area of Oak Bay that you live in or most often frequent?

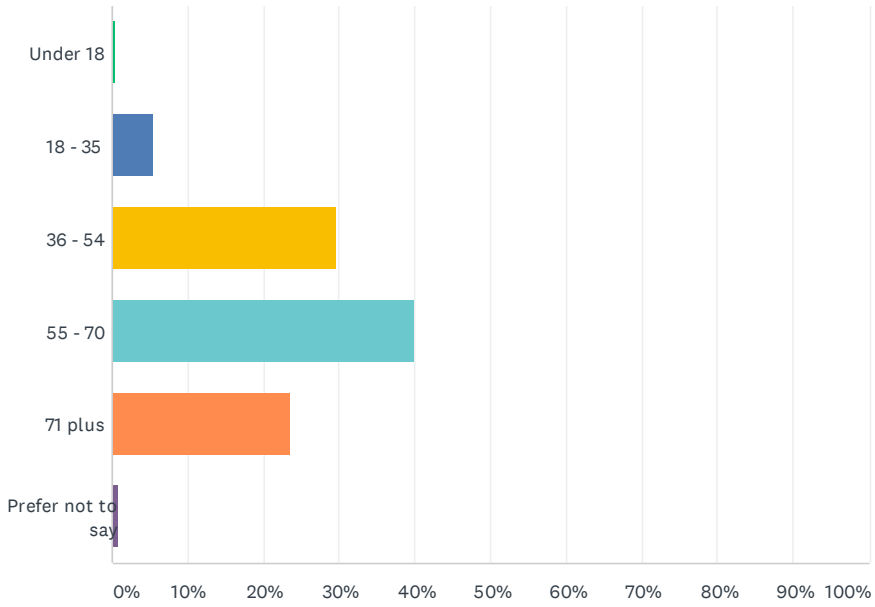
Answered: 541 Skipped: 0



ANSWER CHOICES	RESPONSES	
North Oak Bay	31.61%	171
Central Oak Bay	26.80%	145
South Oak Bay	41.59%	225
TOTAL		541

Q3 What age range are you in?

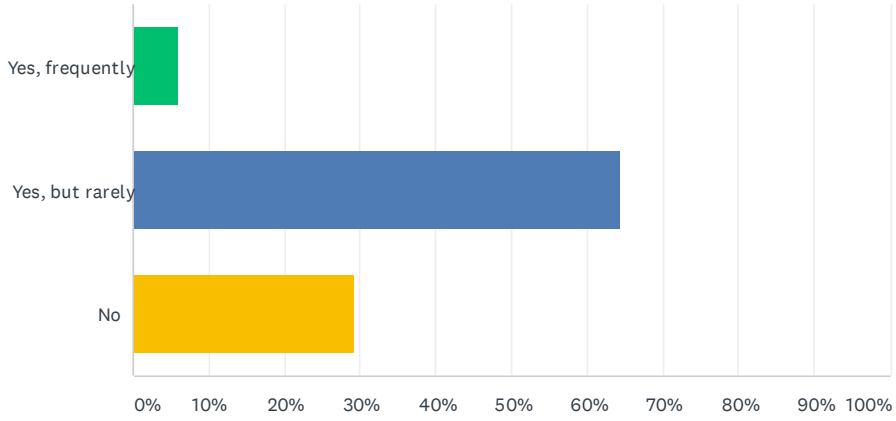
Answered: 538 Skipped: 3



ANSWER CHOICES	RESPONSES	
Under 18	0.37%	2
18 - 35	5.39%	29
36 - 54	29.74%	160
55 - 70	39.96%	215
71 plus	23.61%	127
Prefer not to say	0.93%	5
TOTAL		538

Q4 Have you personally interacted with the Oak Bay Police in the last five years?

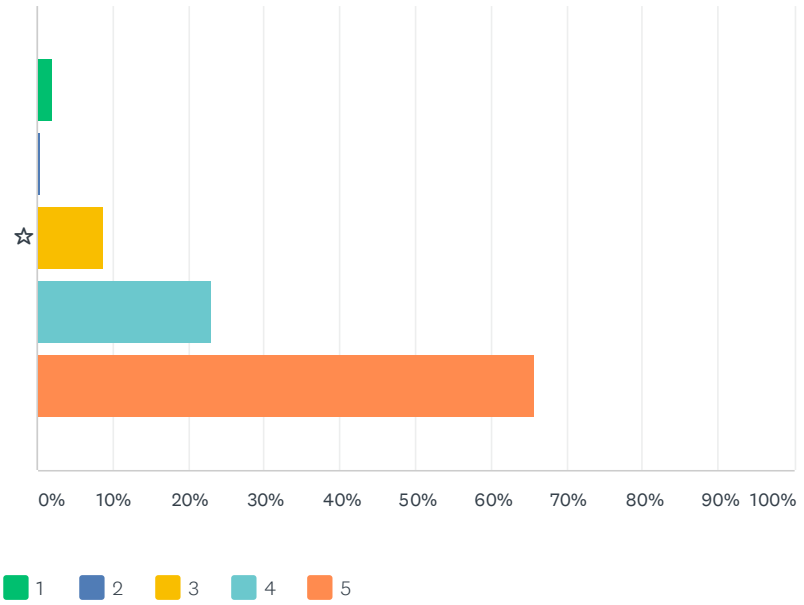
Answered: 541 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes, frequently	6.10%	33
Yes, but rarely	64.51%	349
No	29.39%	159
TOTAL		541

Q5 If you answered yes to Q4, how would you rate our service?

Answered: 390 Skipped: 151



	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
☆	2.05% 8	0.51% 2	8.72% 34	23.08% 90	65.64% 256	390	4.50

Q6 What did you like about your experience with us?

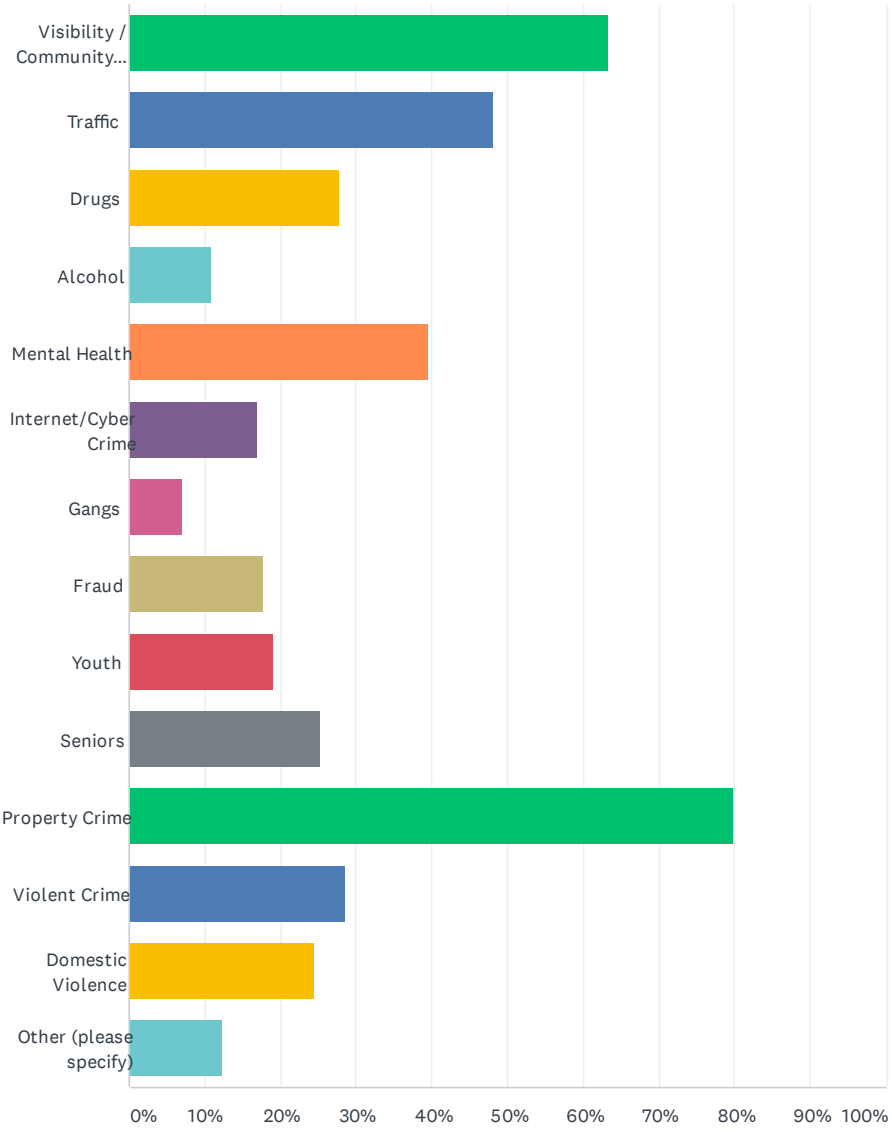
Answered: 376 Skipped: 165

Q7 What could have been better?

Answered: 327 Skipped: 214

Q8 What is important to you, as it relates to policing in Oak Bay? (please select 3 - 5 answers)

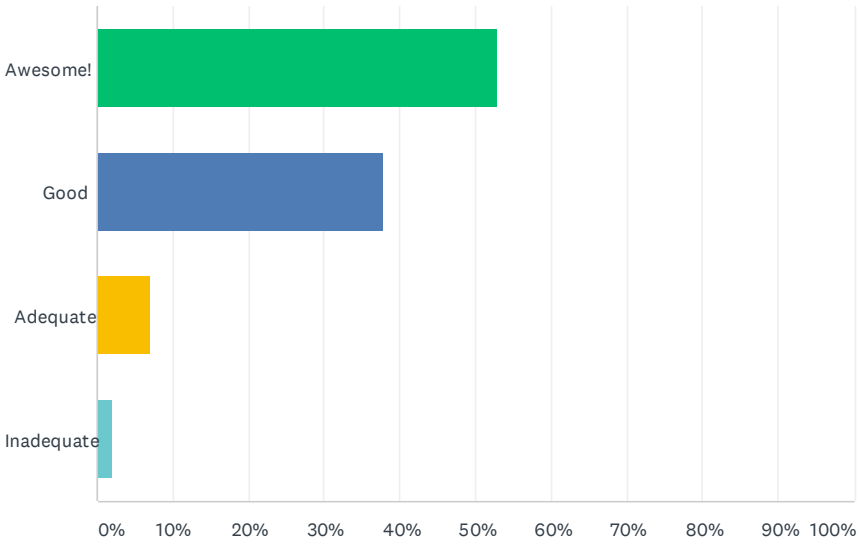
Answered: 535 Skipped: 6



ANSWER CHOICES	RESPONSES	
Visibility / Community Engagement	63.36%	339
Traffic	48.04%	257
Drugs	27.85%	149
Alcohol	10.84%	58
Mental Health	39.63%	212
Internet/Cyber Crime	17.01%	91
Gangs	7.10%	38
Fraud	17.76%	95
Youth	19.07%	102
Seniors	25.23%	135
Property Crime	79.81%	427
Violent Crime	28.60%	153
Domestic Violence	24.49%	131
Other (please specify)	12.34%	66
Total Respondents: 535		

Q9 What is your overall impression of the Oak Bay Police?

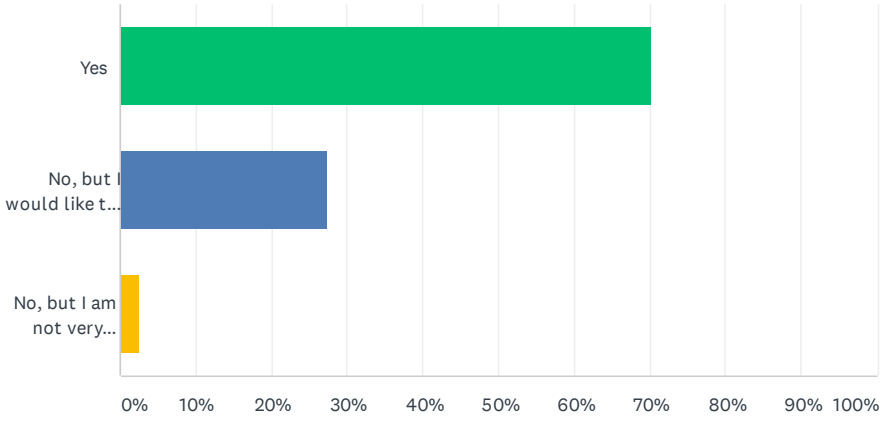
Answered: 536 Skipped: 5



ANSWER CHOICES	RESPONSES	
Awesome!	52.99%	284
Good	37.87%	203
Adequate	7.09%	38
Inadequate	2.05%	11
TOTAL		536

Q10 Do you feel adequately informed on policing and crime issues in Oak Bay?

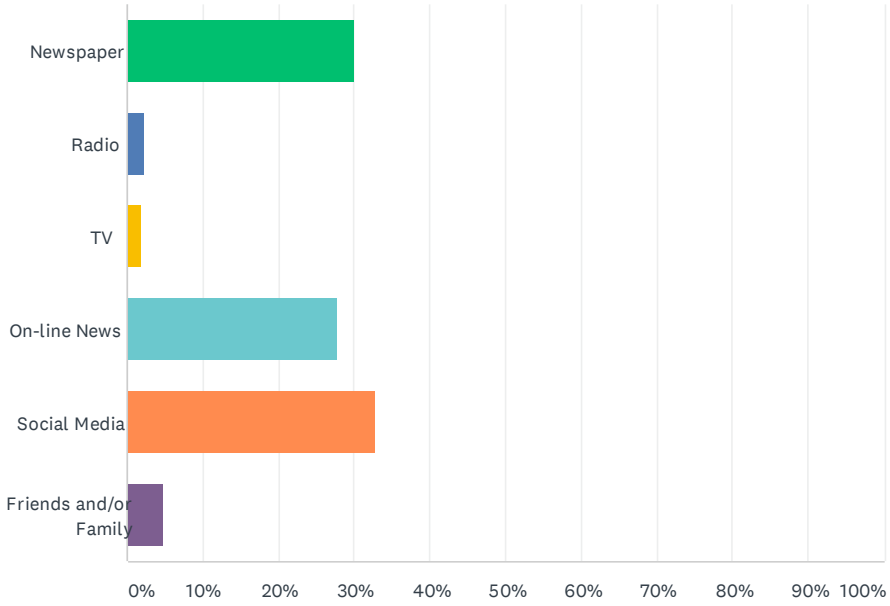
Answered: 538 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	70.26%	378
No, but I would like to hear more	27.32%	147
No, but I am not very interested	2.42%	13
TOTAL		538

Q11 What is your primary source for information about policing and community?

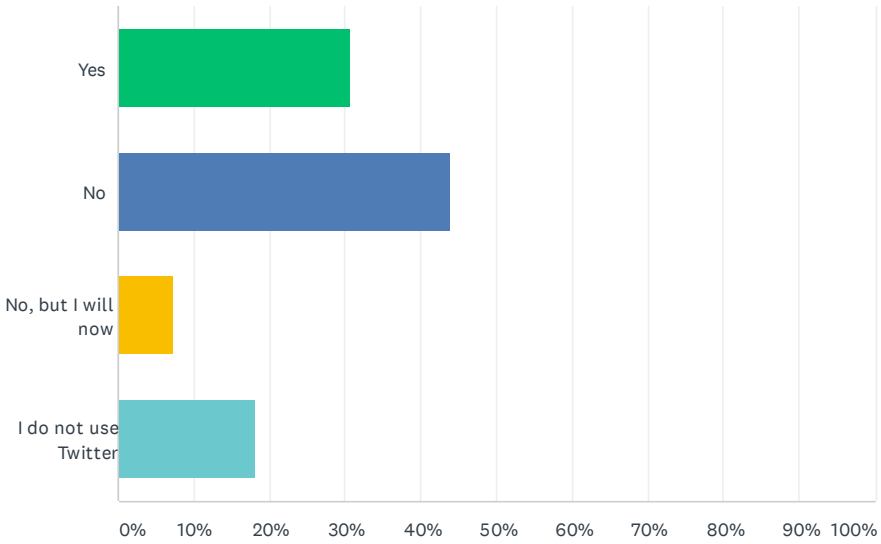
Answered: 504 Skipped: 37



ANSWER CHOICES	RESPONSES	
Newspaper	30.16%	152
Radio	2.38%	12
TV	1.98%	10
On-line News	27.78%	140
Social Media	32.94%	166
Friends and/or Family	4.76%	24
TOTAL		504

Q12 Do you "follow" the Oak Bay Police on Twitter? @oakbaypolice

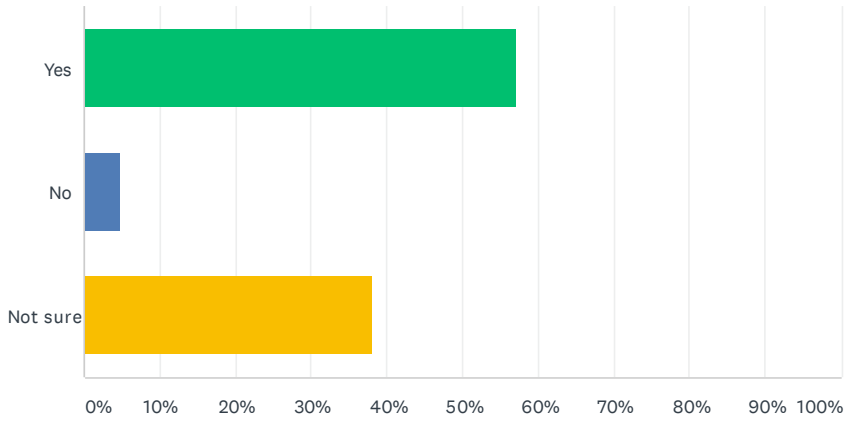
Answered: 536 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	30.78%	165
No	43.84%	235
No, but I will now	7.28%	39
I do not use Twitter	18.10%	97
TOTAL		536

Q13 Do you feel the Oak Bay Police Department is accountable?

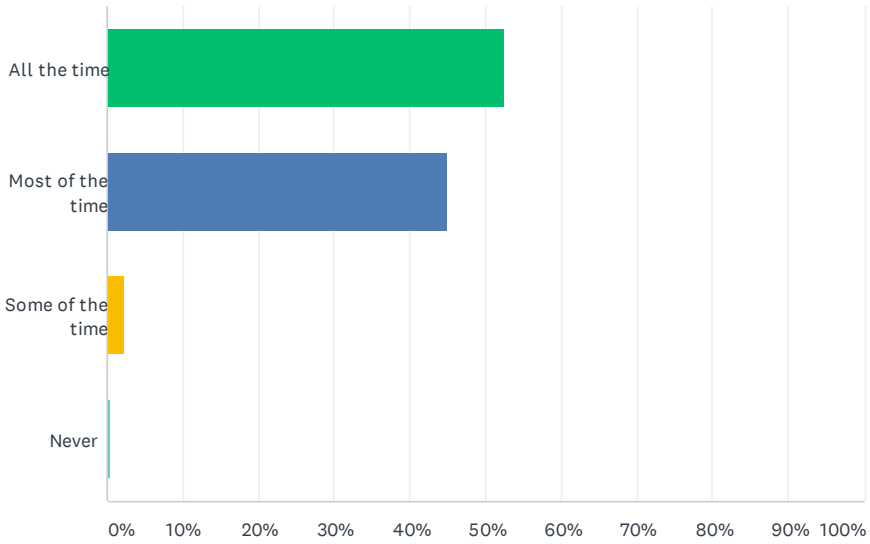
Answered: 536 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	57.09%	306
No	4.85%	26
Not sure	38.06%	204
TOTAL		536

Q14 Do you feel safe in Oak Bay?

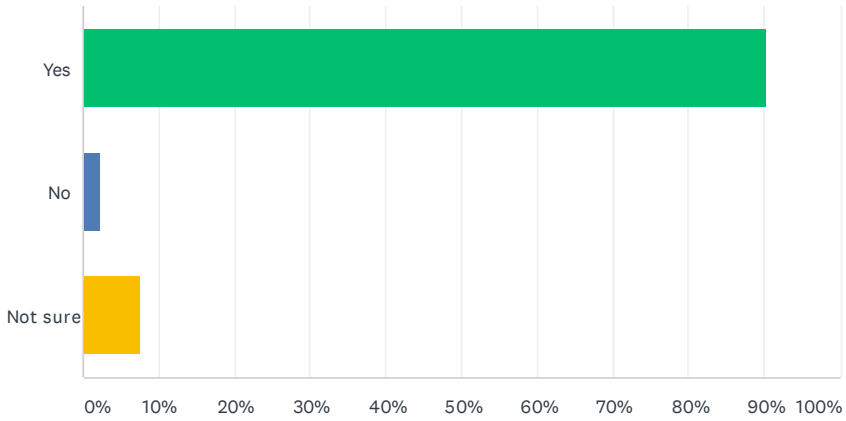
Answered: 534 Skipped: 7



ANSWER CHOICES	RESPONSES	
All the time	52.43%	280
Most of the time	44.94%	240
Some of the time	2.25%	12
Never	0.37%	2
TOTAL		534

Q15 Do you trust the Oak Bay Police?

Answered: 537 Skipped: 4



ANSWER CHOICES	RESPONSES	
Yes	90.32%	485
No	2.23%	12
Not sure	7.45%	40
TOTAL		537

Q16 Do you have any other input or ideas regarding policing in Oak Bay?

Answered: 242 Skipped: 299

ANSWER CHOICES	RESPONSES	
1.	100.00%	242
2.	50.41%	122
3.	31.40%	76

Oak Bay Police Board- Review of Strategic Plan

Recommendation: That the Oak Bay Police Board (OBPB) review the current Strategic Plan 2018-2022 by the end of the first quarter 2021, in accordance with the key components of Dr. Tulio Caputo's gold standard strategic plans listed below, focusing particularly on the first and second components:

1. Strong value, vision, mission and strategic purpose statements;
2. Comprehensive scans;
3. Goals & Objectives based on 1 and 2 above;
4. Allocate resources to make them possible;
5. Define success-tailored indicators and ongoing assessments.

Discussion

The OB Police Department's current strategic plan focuses on the five year period 2018-2022 and has been reviewed annually by the board since its completion to assess the continued relevance of the three stated priorities- community engagement/visibility; property crime and traffic. The plan does not specifically reference the OB Police's vision or mission in the document but does include values that appear to be shared with the BC Association of Police Boards: respect, compassion, professionalism, integrity, efficiency.

The following Mission and Values of the Oak Bay Police are stated in the District's website but there is no vision statement for the Department:

Mission Statement

The members of the Oak Bay Police Department are committed to partnerships with the community, leading to the sharing in the delivery of police services. The Department pledges to treat all people equally and with respect, to uphold the Canadian Charter of Rights and Freedoms, to serve, protect and work with the community and other agencies to prevent and resolve problems that affect community safety and quality of life.

Value Statement

The Oak Bay Police Department is a community-based policing organization. The Department recognizes that investigation, detection and the apprehension of offenders is only part of the police function. The Oak Bay Police mandate is not limited or restricted to simply dealing with crime. Instead, the Department responsibilities are much broader in scope and include responding to social disorder and calls of a general assistance nature. Complaints and concerns involving bylaw enforcement, traffic safety, youth concerns, neighbourhood disputes, public education, substance abuse and issues regarding mental health are all part of the Department workload.

DRAFT

The Oak Bay Police Department advocates community partnerships with a multi-agency approach and collaboration as a means of achieving public safety and problem solving. It is through community policing and particularly problem oriented policing that the Oak Bay Police Department fulfills its role.

As the Department has a new Chief Constable and Deputy Chief as of September 1,2020 and the OBPB will be welcoming a new member by the end of the year it is timely for a review of the strategic plan to occur. The process should be initiated by the Police Board and include the Chief and Deputy Chief and as well the members, staff and the community. This ensures inclusivity but as importantly it leverages the wisdom of the community. It would be appropriate for the review process to include an environmental scan considering both the community's external (i.e. political, demographic, legal, technological, sociological, economic) and internal environments (i.e., all employees, community members, service users). Scans contribute to a better understanding of the needs, characteristics and behaviours of Oak bay and its various audiences. Fortunately there will be updated community survey results to inform discussions.

The review process should result in statements of inspiration and aspiration as they describe the values, vision and mission statements which are foundational to the OB Police – a future-oriented organization. Ultimately an updated strategic plan will assist with department branding, recruitment and retention.

DRAFT

OAK BAY POLICE DEPARTMENT
MEMORANDUM

DATE: October 21, 2020

TO: Oak Bay Police Board

FROM: Chief Constable Bernoties

RE: Oak Bay Police Department Provisional 2020 Budget

The budget consists of two areas, the Operating Fund and Capital Expenses.

The variations or points of interest within each account are summarized here.

OPERATIONAL FUND

Administration

Decrease in Administration Benefits off-set by an equal increase to Protective Services as an accounting allocation recommended by the Director of Financial Services.

Protective Services

Salaries were reduced primarily due to a reduction in strength. We had been funding two vacant Detective positions. However, the work those positions were expected to perform is now covered under the Saanich Service Agreement. The rational for reducing our establishment size is that we pay various service providers and integrated teams based on the size of our establishment so, if there is no benefit to keeping the size, it makes fiscal sense to reduce it.

Additionally, due to attrition, there have been new hires of Constables with less service and promotions to Sergeant at a lower increment, resulting in a further reduction to

overall salaries for 2021. Overall decrease to salaries of $311,400.

The Saanich Service Agreement was renewed in 2020, an increase of $276,400 for 2021.

No longer covered under the Saanich Service Agreement, police dog services are now contracted with the RCMP Dog Unit for $36,000 per annum.

Overall increase to the Protective Services budget of $99,400.

Community Program

Increase to Community Program represented by $2,000 increase to represent the actual costs for hosting the Volunteer Recognition/Appreciation Dinner and is viewed as necessary as we attempt to increase our numbers and enhance our usage of volunteers.

Integrated Units

The total increase for all integrated units combined will be $5,900. This represents a 4% increase to the budget for the Integrated Units.

Overall increase of $8048

Police Building Maintenance

Decrease of $2,900 represented primarily by a decrease in the maintenance agreement for the CCTV system, proposed to be replaced in 2021. A new system will include maintenance for the first year.

Vehicle Maintenance

Overall decrease of $3,800. We anticipate benefiting from maintaining newer fleet with lower maintenance costs.

SUMMARY	2020	2021	%Change
Operating Fund	$5,265,000	$5,408,400	2.7% increase

Note: The Oak Bay Police Collective Agreement expired on December 31, 2019. Accounts linked to pay rates may be affected in the future.

CAPITAL EXPENSES

Patrol Vehicle Replacement - $74,500
Replacement of high mileage patrol vehicle. Includes cost to convert to police vehicle.

Building Renovation- Training/Meeting Room - $10,000
Painting, lighting and carpet replacement to create a more efficient use of space in the basement to allow for on-site training and community engagement. $10,000

Computer Equipment Replacement - $10,000
Laptops, Monitors, and Scanners are due to be replaced for 2021.

CCTV System Replacement- $20,000
Replacement of aging CCTV system. Current system is becoming obsolete and not useable for court purposes.

SUMMARY	2020	2021
Capital Purchases	$82,000	$114,500

Ray Bernoties,
Chief Constable

THE CORPORATION OF THE DISTRICT OF OAK BAY
2021 PROVISIONAL BUDGET - Police

Operating Fund - SUMMARY

Operating Expenses	2020 Budget	2021 Budget	Change %
Police Board	12,000	12,000	0.0%
Police Administration	582,700	577,100	-1.0%
Protective Services	4,227,800	4,377,200	3.5%
Community Programs	18,500	18,900	2.2%
Integrated Units	146,600	152,500	4.0%
Police Building Maintenance	63,100	60,200	-4.6%
Vehicle Maintenance	61,300	57,500	-6.2%
Total Operating Expenses	5,112,000	5,255,400	2.8%
Transfer to reserve for retirement	8,000	8,000	0.0%
Transfer to Capital reserve	20,000	20,000	0.0%
Transfer to Major Crimes Reserve	80,000	80,000	0.0%
Transfer to Police Vehicle Reserve	45,000	45,000	0.0%
Total Reserve Transfers	153,000	153,000	0.0%
Total Police	5,265,000	5,408,400	2.7%

THE CORPORATION OF THE DISTRICT OF OAK BAY

2021 PROVISIONAL BUDGET - Police

Operating Fund

			2020 BUDGET	INCREASE (DECREASE)	2021 BUDGET
10221100	5900	POLICE BOARD SUNDRY	12,000	0	12,000
10221200	1101	SALARIES FULL TIME	501,400	0	501,400
10221200	1201	BENEFITS	45,900	-10,900	35,000
10221200	2001	LEGAL FEES	20,000	0	20,000
10221200	2100	CAR ALLOWANCE/TRAVEL	200	0	200
10221200	2101	CONFERENCES/MEETINGS	16,200	300	16,500
10221200	3300	OFFICE SUPPLIES	11,000	0	11,000
10221200	5900	SUNDRY	8,000	0	8,000
10221200	9999	RECOVERIES	-20,000	5,000	-15,000
10221300	1101	SALARIES FULL TIME	2,913,900	-311,400	2,602,500
10221300	1103	OVERTIME - MANAGEABLE	106,200	25,100	131,300
10221300	1106	OVERTIME - STAT. HOLIDAYS	74,700	0	74,700
10221300	1906	E.I.	31,000	-1,700	29,300
10221300	1907	C.P.P.	82,000	-6,000	76,000
10221300	1908	SUPERANNUATION	430,000	-10,000	420,000
10221300	1909	GROUP INSURANCE	5,000	-500	4,500
10221300	1931	DENTAL	45,000	-4,500	40,500
10221300	1934	UNIFORM CLEAN ALL'CE	9,000	-1,900	7,100
10221300	1935	WORKSAFE BC ASSESSMENTS	95,000	-5,000	90,000
10221300	1936	WORKSAFE BC REIMBURSEMENTS	-		-
10221300	1939	EHB	41,000	-800	40,200
10221300	XXX	EMPLOYER HEALTH TAX	62,300	0	62,300
10221300	3500	RADIO	45,600	0	45,600
10221300	3700	CLOTHING,UNIFORMS ETC	35,700	-300	35,400
10221300	3800	TELEPHONE	40,900	300	41,200
10221300	4200	REPAIRS & SUPPLIES	45,500	0	45,500
10221300	4500	COMPUTER - PRIME, SOFTWARE, ETC.	62,400	7,300	69,700
10221300	4602	SMALL EQUIP. REPLACE	6,000	-1,600	4,400
10221300	5901	CONTRACT - SAANICH GEN. SERVICE	132,800	276,400	409,200
10221300	5907	CONTRACT - ECOMM DISPATCH	265,800	28,500	294,300
10221300	5929	CONTRACT - VIIMCU	127,100	0	127,100
10221300	5935	CONTRACT - RCMP Dog Unit	0	36,000	36,000
10221300	6001	**TRANSFER TO RES. FOR RETIREMENT**	8,000	0	8,000
10221300	6650	IT SERVICES	9,000	-5,200	3,800
10221300	8800	**TRANSFER TO CAPITAL RESERVE**	20,000	0	20,000
10221300	8815	**TRANSFER TO MAJOR CRIME RESERVE**	80,000	0	80,000
10221300	9999	RECOVERIES- SALARIES	-465,600	124,700	(340,900)
10221500	5904	TRAINING EXPENSES	27,500	0	27,500
10221600	3900	ELECTRICITY	9,000	0	9,000
10221600	4000	WATER	1,100	0	1,100
10221600	4100	NATURAL GAS	500	0	500
10221600	4200	BLDG REPAIRS & SUPPLIES	28,200	-3,200	25,000
10221600	5600	CUSTODIAL SUPPLIES	6,500	0	6,500

THE CORPORATION OF THE DISTRICT OF OAK BAY

2021 PROVISIONAL BUDGET - Police

Operating Fund

		2020 BUDGET	INCREASE (DECREASE)	2021 BUDGET
10221600 5601	JANITOR SERVICES	17,800	300	18,100
10221730 4200	REPAIRS & SUPPLIES - SUNDRY AUTO	4,700	-200	4,500
10221731 4200	REPAIRS & SUPPLIES - AUTO	9,100	-800	8,300
10221732 4200	REPAIRS & SUPPLIES - AUTO	11,700	-300	11,400
10221733 4200	REPAIRS & SUPPLIES - AUTO	2,500	100	2,600
10221734 4200	REPAIRS & SUPPLIES - AUTO	12,200	-200	12,000
10221735 4200	REPAIRS & SUPPLIES - AUTO	11,700	100	11,800
10221736 4200	REPAIRS & SUPPLIES - AUTO	5,000	-1,500	3,500
10221739 4200	REPAIRS & SUPPLIES - AUTO	4,400	-1,000	3,400
10282191 6217	**TRANS RESERVE POLICE VEHICLE**	45,000	0	45,000
10221800 5900	COMMUNITY PROGRAM	18,500	400	18,900
10221900 5706	DOMESTIC VIOLENCE UNIT	25,800	1,500	27,300
10221900 5900	SUNDRY	4,700	-200	4,500
10221900 5901	CROWD MANAGEMENT UNIT	5,400	300	5,700
10221900 5903	EMERGENCY RESPONSE TEAM	69,100	2,100	71,200
10221900 5914	MOBILE CRISIS RESPONSE TEAM	18,200	900	19,100
10221900 5919	UNDERCOVER POLICING UNIT	6,200	500	6,700
10221900 5931	GR. VICTORIA CRIME STOPPERS	8,300	400	8,700
10221900 5932	GR. VICTORIA DIVERSITY ADVISORY	400	0	400
10221850 5933	MOBILE YOUTH SERVICES TEAM	8,500	400	8,900
	OPERATING EXPENSES	5,265,000	**143,400**	**5,408,400**
	LESS: RESERVE TRANSFERS	-153,000		**-153,000**
	NET OPERATING EXPENSES	5,112,000		**$5,255,400**

THE CORPORATION OF THE DISTRICT OF OAK BAY

CAPITAL PURCHASE REQUEST

Budget Year:	2021
Item:	CCTV Replacement
Department:	Police
Total Cost:	$20,000*
Replacement of Current Asset:	Yes
Funding source(s):	Computer Equipment and Communications Reserve
Description:	Replacement of aging CCTV system. Current system is becoming obsolete and does not provide adequate coverage or resolution of images. Standards for evidence-based recording of interviews must meet provincial standards.

*Amount approved by Council as part of the Oak Bay 2020-2024 Capital Plan

Prepared by: Ray Bernoties, Chief Constable
Police Department

THE CORPORATION OF THE DISTRICT OF OAK BAY

CAPITAL PURCHASE REQUEST

Budget Year:	2021
Item:	Laptops, Monitors, Scanner Replacement
Department:	Police
Total Cost:	$10,000*
Replacement of Current Asset:	Yes
Funding source(s):	Computer Equipment and Communications Reserve
Description:	Evergreen and replace existing computer hardware. Dell XPS laptops $4,000 Dell 24” monitors $4,800 Front desk document scanner $1,200

*Amount approved by Council as part of the Oak Bay 2020-2024 Capital Plan

Prepared by: Ray Bernoties, Chief Constable
Police Department

THE CORPORATION OF THE DISTRICT OF OAK BAY

CAPITAL PURCHASE REQUEST

Budget Year:	2021
Item:	Building Upgrades – Training/Meeting Room Renovation
Department:	Police
Total Cost:	$10,000*
Funding source(s):	Capital Works Reserve
Description:	Making more efficient use of the basement area to create a more functional training room/meeting space. Renovations limited to painting, lighting and carpet replacement. No structural changes.

*Amount approved by Council as part of the Oak Bay 2020-2024 Capital Plan

Prepared by: Ray Bernoties, Chief Constable
Police Department

THE CORPORATION OF THE DISTRICT OF OAK BAY

CAPITAL PURCHASE REQUEST

Budget Year:	2021
Item:	Vehicle Replacement – Car 75
Department:	Police
Total Cost:	$74,500*
Replacement of Current Asset:	Yes
Funding source(s):	Vehicle Replacement Reserve
Description:	Replacement of high mileage patrol vehicle (2014 Ford Taurus Police Interceptor with 115,169 kms) Total cost includes $20,000 for conversion to police vehicle.

*Amount approved by Council as part of the Oak Bay 2020-2024 Capital Plan

Prepared by: Ray Bernoties, Chief Constable
Police Department

POLICE SERVICES CAPITAL PLAN

Capital Purchase/Project	Asset Type	2020	2021	2022	2023	2024
Police Vehicle Replacement	Vehicle	$65,000	$74,500	$74,500	$74,500	$48,700
Police Computer Equipment Replacement	Equipment	69,700	40,000	70,000	40,000	70,000
Traffic Enforcement Equipment	Equipment	5,700	5,000	5,000	5,000	500
Police Building Repairs	Building	6,600	10,000	10,000	10,000	10,000
Total Oak Bay Police Capital		**$147,000**	**$129,500**	**$159,500**	**$129,500**	**$129,200**

Police Vehicle Replacement

The police Department maintains a small fleet of patrol vehicles and administrative vehicles. The replacement cycle of these vehicles range from 6 to 10 years. The Department expects to replace four patrol vehicles between 2020 and 2023 and one administrative vehicle in 2024. The Department is reviewing options for deploying reduced emission vehicles. Total cost of the vehicles includes manufacturing and transportation as well as outfitting with equipment and branding.

Police Computer Equipment Replacement

Information Technology for the District's police force is managed by the Saanich Police Department (SPD). SPD advises on an IT equipment replacement plan. Computer equipment expenditures are forecasted to be approximately $290,000 over the next five years.

Traffic Enforcement Equipment

The police Department maintains a small annual budget to replace traffic enforcement equipment to meet the priority of Traffic Safety.

Police Building Repairs

The police Department operates out of an aging facility and plans for pending maintenance work and building enhancements to allow for safe and efficient use of space. There is a small structural change in the main office area planned for 2020 and future plans for work in the basement of the facility.

ACTING SERGEANT POSITIONS

AB 180	EffectiveDate:~~2018.11.08~~ 2020-10-28 Last Update: ~~2015.04.28~~ 2018-11.08 By: ~~C/Cst. A. Brinton~~ D/C/Cst. M. Fisher

1.0 POLICY

1.1 Temporary vacancies within the rank structure may be filled by temporary replacements as authorized by the Chief Constable, or delegate.

1.2 Any member temporarily assigned the duties and responsibilities of a rank senior to their own will perform those duties and responsibilities to the best of their abilities.

2.0 REASON FOR POLICY

2.1 To maintain a consistent rank structure and supervision when a Sergeant is absent.

3.0 PROCEDURES

3.1 ***Qualified Acting Sergeants*** are members who meet the following criteria:

- Has been employed with the Oak Bay Police Department for ~~twelve (12)~~ six (6) consecutive months,
- Passed the Oak Bay Police Supervisor's Knowledge Examination (open book requiring a 95% pass mark),
- Must currently hold the rank of first class constable with the Oak Bay Police Department,
- Must have a minimum of five years' continuous police service with a recognized Canadian Police Agency within the preceding six years.

3.2 Nothing in this policy prevents the reassignment of members from another unit to address a resourcing requirement if operationally feasible.

3.3 When a vacancy of a Platoon Sergeant or an appointed Acting Sergeant requires a call out for resourcing purposes a Confirmed Sergeant will be contacted. If a Confirmed Sergeant is not available an acting appointment will be made from within the platoon as per 3.4. If there is no member capable of acting within the platoon a Qualified Acting Sergeant may be called out.

3.4 Planned vacancies of a Platoon Sergeant will be addressed through efficient scheduling and planning. When possible, Acting Sergeant appointments will be made from within the platoon based on:

- Seniority within the Oak Bay Police Department
- Development
- A demonstrated interested in accepting the responsibilities of the Acting Sergeant role
- Support of their immediate supervisor
- Workload distribution.

3.5 If there are no Sergeants or qualified Acting Sergeants available the Chief may direct any member to act as a Sergeant on a temporary basis.

3.6 A member appointed as an Acting Sergeant from within a platoon will not be displaced by a member called out or reassigned to address a resourcing requirement unless that member is a Confirmed Sergeant. Confirmed Sergeants shall be considered senior in rank to any member in an acting appointment.

3.7 All persons appointed to an acting rank shall exercise all the authority and responsibility of that rank.

3.8 All persons assuming an acting rank shall receive commensurate remuneration as per the ***Collective Agreement*. (See Article 5, Oak Bay Police Association Collective Agreement – Pay for Acting Senior Capacity).**

~~4.0 Detective Office and Support Services~~ Specialized Units

4.1 The size of the Oak Bay Police Department and the nature of the duties in the department's specialized units does not allow for the same resourcing considerations as the platoons. This includes acting appointments.

4.2 To assist with staffing the specialized units appropriately, there is no requirement to have a Qualified Acting Sergeant permanently on strength.There is no requirement to bring in a Confirmed Sergeant or Qualified Acting Sergeant from another unit or platoon in the event of a Sergeant vacancy.

4.3 Should a Qualified Acting Sergeant be naturally present in a specialized unit, acting appointments may take place at the discretion of the Chief Constable. Offset schedules do not require appointments.

4.4 The Deputy Chief will maintain immediate supervision of any unit with no acting appointment.