

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 22, 2016 AT 5:00 PM

AGENDA



CALL TO ORDER:

APPROVAL OF AGENDA

ADOPTION OF MINUTES:

1. Regular Meeting
[Minutes - October 25, 2015](#)

DEPARTMENT REPORTS:

2. Overtime Reports
[Rpt. 1 - October 2016](#)
3. Chief Constable's Monthly Update
[Rpt. 1 - Chief Constable Brinton - November 10, 2016](#)

COMMUNICATIONS:

4. Police Board Appointment
[Attach. 1 - Order in Council 799-2016](#)
5. Disaster and Emergency Response - Discussion Only
6. Joint Meeting of Police Board and Council - Discussion Only

NEW BUSINESS:

ADJOURNMENT:

That the open portion of the Police Board meeting be adjourned and that a closed session be convened to discuss personnel and contractual 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 Council Chambers of Oak Bay Municipal Hall, 2167 Oak Bay Ave, Oak Bay, BC, on Tuesday, October 25, 2016 at 5:00 p.m.

PRESENT:	Board Members:	Nils Jensen, Chair Blair Littler Brian Rendell Sandra Waddington
	Chief Constable:	Andy Brinton
	Deputy Chief Constable:	Kent Thom
	CAO & Police Board Secretary	Helen Koning
	Executive Assistant/Recording Secretary	Laura Lang
ABSENT:	Board Member	Mary Kelly

Chair called the meeting to order at 5:03 p.m.

APPROVAL OF AGENDA:

An updated copy of Attachment #1 of item #7 for the 2017 Provisional Budget provided to all members at the meeting. Agenda approved with the inclusion of the updated attachment.

ADOPTION OF MINUTES:

RESOLVED that minutes of the open portion of the regular meeting of the Oak Bay Police Board, held on Wednesday, September 21, 2016, be adopted.

RESOLVED that the minutes of the open portion of the special meeting of the Oak Bay Police Board, held on Wednesday, October 12, 2016, be adopted, with a change made to indicate that Blair Littler was present.

DEPARTMENT REPORTS:

Financial Reports (September 30, 2016)

Nothing of concern in the budget balances year to date.

Overtime (June (amended), July (amended), August (amended) and September, 2016)

June, July & August overtime reports were amended due to an error that had occurred on the original June report, which carried forward until August. Errors discovered after the September meeting, amended copies brought forward for information and filing.

Sick leave and Worksafe claims have continued to push the overtime higher than projected.

Chief Constable's Monthly Report (October 11, 2016)

Regarding CREST, there have been some meetings amongst the area police departments in an attempt to gain assurances that coverage and functionality of the new equipment will meet expectations. Oak Bay will be purchasing the new radios in 2017.

It is anticipated that the Oak Bay member seconded to INSET will start around the end of November. Regular joint management meetings for INSET will be held.

Oak Bay Police Strategic Plan Update (3rd Quarter Update and 2015-2016 amended Crime Stats)

Some of the action items have not been achieved due to the vacancy of the Community Liaison position. Once the vacancy is filled, some of them may be achieved this year.

The Reserve Constables weren't as involved in the Speed Watch program as hoped, but have been busy assisting patrol and with special events during this quarter. There are currently six Reserve Constables on strength with the program resurging after being down to three members earlier in the year.

A question was raised by the board regarding Earthquake Preparedness plans for the Police Department. Discussion held regarding the municipal protocols currently in place. Oak Bay Fire Department, along with the Emergency Program Manager, will take the lead on planning, organization and education. The Block Watch groups in Oak Bay are also very actively involved. At the Block Watch appreciation dinner, there will be an emergency planning presentation done by the municipal Emergency Program Manager as well as a Crime Prevention presentation. Priority protocol is handled by senior staff and management at the municipal hall in accordance with provincial protocols.

The 2015-2016 Crime statistics that were provided at the September meeting have been amended and provided to the Board. There was a cut and paste issue with the original document.

MOVED and seconded: That all of the Department Reports be received.

CARRIED

COMMUNICATIONS:

7. 2017 Provisional Police Budget

An amended provisional budget attachment was distributed at the meeting. There were two areas that were increased slightly after the agenda had been built and the amended version was not attached.

After discussion regarding the Police Board portion of the budget, it was decided to increase the budget amount for 2017 from \$12,000 to \$14,000 to allow for five (5) members to attend the Orientation session on January 14, 2017 in Burnaby, four (4) members to attend the BCAPB Conference from April 6-8, 2017 in Vancouver and three (3) members to attend the CAPG Conference from July 13-16, 2017 in Montreal, PQ.

Chief Brinton gave an overview of some areas of the budget that had either increased or decreased. Discussion held regarding future planning for potential serious crimes and funding options available. It was determined that the contribution into a reserve for this purpose should be increased from \$50,000 to \$80,000.

The reduction in Capital Expenses for 2017 is in large part due to the building renovations that were done in 2016, as well as no planned vehicle purchase in 2017.

MOVED and seconded: That the 2017 Provisional Budget be approved after the changes have been made and forwarded to Oak Bay Council for approval.

CARRIED

Discussion regarding the 2017 financial reporting process was held and the Board decided that quarterly reporting of the budget category totals would be sufficient, with a more detailed report provided semi-annually as of June 30 and December 31 each year.

8. Updates from BC Association of Police Boards – Sandra Waddington

1. Proposed dates for 2017 BCAPB Conference were previously discussed and determined under item #7, 2017 Provisional Budget. January 14, 2017 is the proposed date, dependent on the availability of Clayton Pecknold, Director of Police Services.
2. It appears as though there is not much consistency between provincial Police Boards and their involvement in grievances. Some departments get involved at Step 3, some get involved if the Chief is unable to resolve a grievance, while other boards don't have any involvement in their grievance processes at all. It appears that the only consistency is between Oak Bay, Victoria & Central Saanich.
3. Dates for the 2017 Police Board orientation session was also discussed previously under item #7, 2017 Provisional Budget. Dates will be April 6-8, 2017.
4. The vote on the three resolutions from the AGM all passed. The third resolution will have some impact on how emergency responders are provided access to condo and apartment buildings.
5. Only Oak Bay and Central Saanich Police Boards approved the BCAPB acting as a central clearing house for negotiations, etc. Larger departments have support within their municipalities or within their own budgets. As the Boards are volunteer positions, there doesn't seem to be available time or funding for someone to coordinate.
6. The CAPG would like to start looking into developing an accredited national training program for Police Boards. They are looking for any interested Boards who may want to partner with them in the delivery and certification of the training. After discussion on this topic, the Board was unanimous that the idea be supported in principle. Sandra to report back to the BCAPB.

7. Regarding mental health programs, the BCAPB received a response from Police Services indicating that the Chiefs of Police are currently doing a study on this issue and that Police Services will do an inventory of what is currently available and suitable.

MOVED and seconded: That the updates from the BCAPB provided by Sandra Waddington be received.

CARRIED

9. Office of the Police Complaint Commissioner – OPCC Bulletin 12(amended)

The Office of the Police Complaints Commissioner (OPCC) would like to clarify the difference between internal discipline versus a Police Act offence. The Area Chiefs have also received a letter requesting that departments review the last four years of internal matters to determine that nothing was missed and all matters were handled properly. The focus is more on local, internal issues than Public Trust issues which would fall under the Police Act. There is still an expectation that internal issues will be reported to the OPCC, even though they would not monitor. There has been nothing to report of this nature within the past four years. Chief Brinton is currently reviewing the Discipline Policy, which was last updated in 2013.

MOVED and seconded: That OPCC Bulletin 12 (amended) be received.

CARRIED

NEW BUSINESS:

No new business.

ADJOURNMENT:

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

The open portion of the meeting adjourned at 6:31 p.m.

Certified Correct:

Secretary, Oak Bay Police Board

Chair, Oak Bay Police Board

**OAK BAY POLICE DEPARTMENT
MONTHLY OVERTIME REPORT
Month of: October, 2016**

Overtime Type	Overtime hours worked	Year to Date (hours)	Previous YTD (hours)
Investigation	3	46.5	80.5
Court	-	30	90
Sick Relief	356.75	2,018.75	758.25
WCB Relief	-	40	30
Shift Coverage	-	23.5	107
Special Duty *	-	19	7
Training	22	142	60.5
Meetings	1	104.5	179.5
Total	382.75	2,424.25	1,312.75
Hours Banked	48	787.5	471.25
OT Bank balance (hours)	n/a	1,169	964

OT Hours Paid	Current \$ Amt	Year to Date \$ Amount	Previous Year to Date \$ Amount
334.75	\$34,932.21	\$168,094.37	\$78,981.77



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: November 10, 2016
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: Chief's Monthly Update – October 2016

Opioid Overdose Crisis Task Force

In April 2016 the BC Government declared a public health emergency due to a significant increase in overdoses from opioid such as fentanyl. A task force was created and headed by the provincial health officer and the director of police services. A series of bi-weekly conference calls have been taking place to coordinate the efforts of the police towards sharing intelligence, seeking the assistance of other agencies such as the Canadian Border Services and to monitor the approval of nasal administered naloxone in Canada. Most recently we have been sharing and developing training processes and policies around the use of naloxone. Oak Bay currently has a draft policy that is being proofed and will be ordering a limited supply of naloxone.

Winning Mind Leadership Training

Central Saanich PD hosted a one day workshop directed at leadership in the law enforcement community. I had intended on attending this with a local member scheduled to be promoted in 2017. Unfortunately he had to be cancelled due to resourcing issues but I attended and found the workshop to be rewarding. A number of members from the neighbouring police agencies were present.

Area Chiefs

I attended the monthly Area Chiefs meeting. A number of topical items were discussed including regional planning for Remembrance Day, a discussion around naloxone deployment, the provincial Real Time Intelligence Centre and current roll out of the new PRIME radio system. The Greater Victoria Diversity Advisory Committee provided a presentation on the new website they were developing. The Area Chiefs were able

provide some suggestions that could assist both the committee and the departments in furthering the goals of reaching out to the broad range of communities.

Cops for Cancer Wrap Up

I attended the final arrival and wrap up of the Cops for Cancer Tour de Rock ride this year. A number of police leaders were present to show their support. Oak Bay PD loans the Community Policing Car to the group each year due to the markings and sound system to assist with the visibility of the event.

Municipal Managers Meetings

I regularly attend the District of Oak Bay manager meetings to take part in discussions impacting the municipality as a whole. This includes updates on activities taking place within the other departments, involvement in the strategic initiatives and reporting out on the activities of the police department. There was specific discussion on the upcoming priority session by Council.

UVIC Sexual Violence Program and Policy Development

UVIC is currently developing a program to address sexual violence. This involves meeting with the police of jurisdiction along with other service providers and interested parties. We met with members of their working group and were briefed on the project. We were able to provide some feedback and guidance to assist with this matter.

Attendance Management Program

I attended a training session Victoria PD was putting on in support of the implementation of their new attendance management program. I attended as an observer to assist with the development of a local program.

Saanich PD Strategic Planning

I attended a session hosted by Saanich PD in support of the development of their next strategic plan. This particular session was directed at other service providers and partners.

BC Association of Municipal Chiefs of Police

We meet monthly to discuss matters specific to the municipal police agencies. A number of topics were discussed including some committee work being done. Topics discussed included the structure of the BC Police Academy, the BC structures put in place to assist the National Missing Women Enquiry, and certain MOU's that are currently being updated in which all agencies will be signing off on .

Andy BRINTON
Chief Constable

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

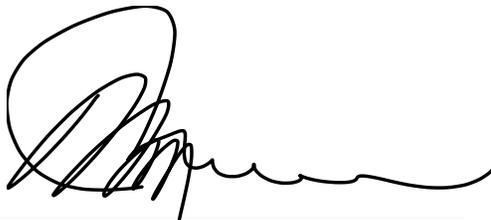
Order in Council No. 799, Approved and Ordered November 07, 2016


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the following appointments to the Oak Bay Police Board are made:

- (a) effective December 31, 2016, Mary Louise Kelly is reappointed as a member for a term ending December 31, 2018;
- (b) effective December 13, 2016, Sandra Waddington is reappointed as a member for a term ending December 13, 2017.



Minister of Public Safety
and Solicitor General


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Police Act, R.S.B.C. 1996, c. 367, ss. 23 and 24

Other: OIC 609/2012; OIC 788/2015

October 21, 2016

page 1 of 1

O/942/2016/33