

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 OCTOBER 25, 2016 AT 5:00 PM

AGENDA



CALL TO ORDER:

APPROVAL OF AGENDA

ADOPTION OF MINUTES:

1. Regular Meeting
[Minutes - September 21, 2016](#)
2. Special Meeting
[Minutes - Special Meeting, October 12, 2016](#)

DEPARTMENT REPORTS:

3. Financial Report
[Rpt. 1 - Financial Report as of September 30, 2016](#)
[Rpt. 2 - Statement of Expenditures - September 2016](#)
4. Overtime Reports
[Rpt. 1 - June 2016 \(amended\)](#)
[Rpt. 2 - July 2016 \(amended\)](#)
[Rpt. 3 - August 2016 \(amended\)](#)
[Rpt. 4 - September 2016](#)
5. Chief Constable's Monthly Update
[Memo. 1 - Chief Constable Brinton, October 11, 2016](#)
6. Oak Bay Police Strategic Plan 2013-2017
[Rpt. 1 - Progress Report September, 2016](#)
[Rpt. 2 - 2015-2016 Crime Statistics \(amended\)](#)

COMMUNICATIONS:

7. 2017 Provisional Police Budget
[Memo. 1 - Chief Constable Brinton, October 18, 2016](#)
[Attach. 1 - 2017 Provisional Budget - Operational](#)
[Attach. 2 - 2017 Provisional Budget - Capital](#)

8. Update from BC Association of Police Boards - Sandra Waddington
[Attach. 1 - Update from BCAPB, Sandra Waddington](#)

9. Office of the Police Complaint Commissioner
[Corresp. 1 - OPCC Bulletin 12-Amended - Determining Public Trust vs Internal Discip](#)

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 Wednesday, September 21, 2016 at 5:00 p.m.

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

Chair called the meeting to order at 5:00 p.m.

PRESENTATION:

Mayor Jensen presented Constable Eric Thompson with his thirty (30) year Exemplary Service Bar prior to the start of the regular meeting. Chief Brinton spoke and outlined the details of Constable Thompson's policing career, which started in Ontario, prior to being hired by the Oak Bay Police Department in July, 2000.

APPROVAL OF AGENDA:

Agenda approved.

ADOPTION OF MINUTES:

RESOLVED that minutes of the open portion of the regular meeting of the Oak Bay Police Board, held on Tuesday, June 28, 2016, be adopted.

DEPARTMENT REPORTS:

Financial Reports (June 30, 2016)

Financial Reports will be submitted to the Board on a quarterly basis. Chief Brinton explained the reason for some minor fluctuations in the budget as of June, 30, 2016. The overall operational budget is just slightly under target for year to date.

There have been a few recommendations from Council to improve efficiencies at Board and Council meetings. One of the recommendations from Corporate Services and supported by Financial Services is to receive financial statements quarterly. This has already been agreed upon by the Police Board earlier in the year.

Overtime (June, July & August, 2016)

Chief Constable's Monthly Report (September 1, 2016)

Chief Brinton spoke about some of the events that he had attended over the summer months. One of the Board members wanted more information regarding the Intercultural Association meeting

in relation to the Syrian refugees and the level of police attendance. The meeting was hosted by the Intercultural Association to acknowledge the volunteers and staff that had done a large amount of work to accommodate such a large influx of refugees at the same time. Approximately 25% of the one hundred attendees were Syrian refugees. There was representation from Oak Bay and Victoria Police Departments. One of the goals of the Police Diversity Advisory Committee in 2017 will be to focus on communication and relationship between police and the Syrian refugees.

Oak Bay Police Strategic Plan Update

With the vacancy of the Community Liaison position, it has been taxing on the two other members of the Support Services section to accomplish all of the Community Service initiatives, although most initiatives are being met for the department as a whole.

It was pointed out that the figures for residential Break & Enter offences for 2015 may be wrong as the yearly total was less than the sixth month period from January to June. Recording Secretary to check the accuracy of the statistics. Chief Brinton advises that approximately 50% of residential Break & Enter offences have been cleared. Fraud offences have increased in 2016, compared to 2015 largely in part to the Canada Revenue scam that has been making its way around Victoria.

Support Services Monthly Report (Sgt Smith - September, 2016)

Oak Bay & Saanich Police reserves are being invited to this year's Volunteer Appreciation dinner in recognition of and as a thank you for their service. The current group of Reserve Constables work with Community Policing initiatives and are a fairly active group.

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

CARRIED

COMMUNICATIONS:

8. BC Association of Police Boards Resolutions

MOVED and seconded: That the Board approve Sandra Waddington to act as the Oak Bay Police Board representative and vote in support of Resolution #2016-1 regarding Investigative Standards for the Independent Investigations Office.

CARRIED

MOVED and seconded: That the Board approve Sandra Waddington to act as the Oak Bay Police Board representative and vote in support of Resolution #2016-2 regarding DNA Costing Shift to Local Municipal Governments.

CARRIED

MOVED and seconded: That the Board approve Sandra Waddington to act as the Oak Bay Police Board representative and vote in support of Resolution #2016-3 to Revise the Building Code in Order to Require New Multi-Residential Construction to Allow Emergency Access for

Police and Emergency Services During Exigent Situations as Part of the Minimum Safety Requirements for Multi-Residential Construction.

CARRIED

A point was made after the motions by the Police Board Secretary and CAO that the Police Board should advise the Oak Bay Building & Planning staff in regards to Resolution #2016-3.

9. Law of Policing Conference – November 22-23, 2016

Discussion held regarding the conference. It was noted that the cost for the conference was quite high. The BC Association of Police Boards (BCAPB) are still debating as to whether they wish to join The Canadian Institute as a contra marketing partner as outlined in the correspondence. Sandra Waddington will bring back more information on this from the next BCAPB meeting.

MOVED and seconded: That the correspondence from The Canadian Institute regarding the Law of Policing Conference be received.

CARRIED

10. Victoria Area Police Foundation Proposal – Discussion topic

Area Chiefs have had discussions in regards to forming a Greater Victoria Area Police Foundation. There could be involvement from the area Police Boards as well, if there is any interest. This would be a charitable organization, involving fundraising and allow for community involvement. It is still in the very early stages of discussion to see if there is an appetite for something of this nature.

Questions were raised by the board as to the purpose of the foundation and concerns that police departments would be utilizing the foundation and fund raising for operational needs. It was suggested that perhaps the Police Association should be more of a driving force behind such a foundation, rather than the Police Boards. There could be a use for such a foundation for community based charitable events, but the Board doesn't feel there should be any tie to the Police Board. Chief Brinton wanted to share this with Board for information only at this time.

CHIEF'S ORDERS: (Policy Changes)

- OB 340 – Passports

This policy has not been updated since 2007. The primary change in OB 340 is that police no longer enter stolen/lost Canadian passports onto the CPIC (Canadian Police Information Centre) system. The entry onto CPIC is now done by the Passport Office. Police still enter lost and stolen foreign passports onto CPIC. There are also a few changes to phone numbers and points of contact.

- OE 040 – DNA Post-Conviction Samples

This policy contains a few legal changes. There is a new mechanism to now obtain DNA samples post-conviction. Prior to the legal changes, if DNA was not obtained in the first instance before court, there was nothing in place to allow samples to be demanded post-conviction. There were

also some procedural changes made to the policy as we now deal with Saanich Police Forensics, rather than Victoria Police.

MOVED and seconded: That the memo and policies OB 340 and OE 040 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 5:58 p.m.

Certified Correct:

Secretary, Oak Bay Police Board

Chair, Oak Bay Police Board

**Statement of Expenditures – September 30, 2016
(75.00%)**

Police Board	111.86%	The purchase of the iPads as well as several unplanned training sessions, have caused this account to exceed budget amounts.
Conferences & Meetings	42.02%	The International Association of Chiefs of Police Conference was not attended. Travel costs in general for meetings, lower than anticipated.
Overtime – Protective	136.89%	Numerous extended sick & Worksafe absences have caused the overtime account to exceed the annual budget.
Radio	47.14%	New equipment has been budgeted for, but likely will not be received this year.
Clothing	59.87%	More kit & clothing items to be ordered in the next few months
Repairs & Supplies	53.49%	Most items in this account are for replacement, repair or contingency. A few more items to be purchased later in theyear.
Computer – Protective	57.62%	CPIC 2-Factor Authentication has been budgeted for, likely won't occur in 2016. A few more purchases later in the year.
Replacement Small Equipment	94.84%	The largest part of this budget was for new computers, that were purchased in March.
IT Services	35.27%	No contingency expenses to date. CCTV maintenance costs still owing for the remainder of the year.
Training	44.19%	More training scheduled for later in the year.
Sundry Auto Expenses	100.00%	Entries done by the Finance Department for ICBC insurance fees are causing this account to appear high. Reversing entries pending.
Car #71 (Patrol car)	70.14%	Fuel consumption is lower than projected. Unplanned body repair work done to left front door & fender have caused repairs to be higher than anticipated.
Car #72 (Patrol supervisor's car)	109.27%	Fuel is slightly higher than projected for YTD. Four new tires, front brake pads & rotors & wheel alignment needed, in addition to the gun rack that was purchased earlier in the year.
Car #73 (Detective car)	92.24%	New light package installed in Detective car earlier in year was not budgeted for.
Car #74 (Patrol car)	98.05%	Conversion costs for the new #74 done in August.
Community Program	49.32%	Restorative Justice Victoria fees not yet paid and the Block Watch Volunteer Recognition dinner will be held in November. Some contingency items also not needed.
Other Expenses	29.66%	Only the Regional Domestic Violence Unit expense has been paid, others will be invoiced closer to the end of the year.
Overall Operational Budget	70.18%	Slightly below the projected 75% target YTD.

**THE CORPORATION OF THE DISTRICT OF OAK BAY
POLICE DEPARTMENT**

STATEMENT OF EXPENDITURES AS AT: 30-Sep-16 75.00%

			Year to Date	Budget	%	Variance
10221100	5900	POLICE BOARD SUNDRY	\$13,423	\$12,000	111.86%	-\$1,423
		TOTAL POLICE BOARD	\$13,423	\$12,000	111.86%	-\$1,423
		ADMINISTRATION				
10221200	1101	SALARIES FULL TIME	\$332,387	\$454,474	73.14%	\$122,087
10221200	1201	BENEFITS	\$22,985	\$35,000	65.67%	\$12,015
10221200	2001	LEGAL FEES	\$661	\$15,000	4.41%	\$14,339
10221200	2100	CAR ALLOWANCE/TRAVEL	\$28	\$400	7.00%	\$372
10221200	2101	CONFERENCES/MEETINGS	\$7,339	\$17,465	42.02%	\$10,126
10221200	3300	OFFICE SUPPLIES	\$8,344	\$10,700	77.98%	\$2,356
10221200	5900	SUNDRY	\$7,003	\$8,827	79.34%	\$1,824
10221200	9999	RECOVERIES	-\$13,826	-\$20,000	69.13%	-\$6,174
		TOTAL ADMINISTRATION	\$364,921	\$521,866	69.93%	\$156,945
		PROTECTIVE SERVICES				
10221300	1101	SALARIES FULL TIME	\$1,810,593	\$2,581,679	70.13%	\$771,086
10221300	1103	OVERTIME - MANAGEABLE	\$136,572	\$99,766	136.89%	-\$36,806
10221300	1106	OVERTIME - STAT. HOLIDAYS	\$39,973	\$67,716	59.03%	\$27,743
10221300	1107	OVERTIME - RECOVERABLE	\$5,616			-\$5,616
10221300	1201	BENEFITS FULL TIME-PROTECTIV	-\$26,012			\$26,012
10221300	1906	E.I.	\$30,738	\$30,500	100.78%	-\$238
10221300	1907	C.P.P.	\$64,103	\$62,500	102.56%	-\$1,603
10221300	1908	SUPERANNUATION	\$378,221	\$486,500	77.74%	\$108,279
10221300	1909	GROUP INSURANCE	\$3,561	\$5,000	71.22%	\$1,439
10221300	1931	DENTAL	\$29,462	\$40,500	72.75%	\$11,038
10221300	1934	UNIFORM CLEAN ALL'CE	\$8,585	\$9,080	94.55%	\$495
10221300	1935	W.C.B. ASSESSMENTS	\$40,108	\$38,000	105.55%	-\$2,108
10221300	1936	W.C.B. REIMBURSEMENT	-\$61,510			\$61,510
10221300	1939	EHB	\$25,487	\$34,100	74.74%	\$8,613
10221300	3500	RADIO	\$22,204	\$47,100	47.14%	\$24,896
10221300	3700	CLOTHING, UNIFORMS ETC	\$22,027	\$36,790	59.87%	\$14,763
10221300	3800	TELEPHONE	\$20,733	\$28,960	71.59%	\$8,227
10221300	4200	REPAIRS & SUPPLIES	\$20,621	\$38,550	53.49%	\$17,929
10221300	4500	COMPUTER - PRIME	\$22,932	\$39,802	57.62%	\$16,870
10221300	4602	SMALL EQUIPMENT REPLACEMENT	\$27,457	\$28,950	94.84%	\$1,493
10221300	5901	SAANICH GEN SERV. CONTRACT	\$142,992	\$190,655	75.00%	\$47,663
10221300	5907	SAANICH DISPATCH	\$105,817	\$142,799	74.10%	\$36,982
10221300	6001	RETIREMENT RESERVE	\$0	\$18,500	0.00%	\$18,500
10221300	6650	IT SERVICES	\$2,407	\$6,825	35.27%	\$4,418
10221300	8800	CAPITAL REPLACEMENT	\$20,000	\$20,000	100.00%	\$0
10221300	8815	OLD MAJOR CRIMES RESERVE	\$0	\$20,000	0.00%	\$20,000
10221300	9999	RECOVERIES	-\$101,639	-\$202,835	50.11%	-\$101,196
		TOTAL PROTECTIVE SERVICES	\$2,791,048	\$3,871,437	72.09%	\$1,080,389
		TRAINING				
10221500	5904	TRAINING EXPENSES	\$12,925	\$29,250	44.19%	\$16,325
		TOTAL TRAINING	\$12,925	\$29,250	44.19%	\$16,325

**THE CORPORATION OF THE DISTRICT OF OAK BAY
POLICE DEPARTMENT**

STATEMENT OF EXPENDITURES AS AT: 30-Sep-16 75.00%

		Year to Date	Budget	%	Variance	
BLDG EXPENSES						
10221600	1102	WAGES HRLY FULL TIME	\$270	\$2,278	11.85%	\$2,008
10221600	1202	BENEFITS HRLY FULL TIME	\$153	\$1,253	12.21%	\$1,100
10221600	3900	ELECTRICITY	\$4,558	\$8,560	53.25%	\$4,002
10221600	4000	WATER	\$912	\$1,000	91.20%	\$88
10221600	4100	NATURAL GAS	\$267	\$1,000	26.70%	\$733
10221600	4200	REPAIRS & SUPPLIES	\$13,367	\$14,000	95.48%	\$633
10221600	5600	CUSTODIAL SUPPLIES	\$3,704	\$5,000	74.08%	\$1,296
10221600	5601	JANITOR SERVICES	\$8,969	\$16,247	55.20%	\$7,278
		TOTAL BLDG EXPENSES	\$32,200	\$49,338	65.26%	\$17,138
SUNDRY AUTO EQUIPMENT (bike maintenance, car washing, etc.)						
10221730	4201	GAS & OIL FOR EQUIPMT	\$150	\$150	100.00%	\$0
10221730	4202	EQUIP'T PARTS SUPPLIES	\$2,700	\$2,700	100.00%	\$0
		TOTAL SUNDRY AUTO EQUIP.	\$2,850	\$2,850	100.00%	\$0
AUTO EQUIPMENT # 71 (2014 Ford Taurus Police Interceptor)						
10221731	4201	GAS & OIL FOR EQUIPMT	\$3,294	\$6,900	47.74%	\$3,606
10221731	4202	REPAIRS, INSURANCE	\$5,356	\$5,432	98.60%	\$76
		TOTAL AUTO EQUIPMENT # 71	\$8,650	\$12,332	70.14%	\$3,682
AUTO EQUIPMENT # 72 (2015 Ford Explorer)						
10221732	4201	GAS & OIL FOR EQUIPMT	\$4,050	\$4,600	88.04%	\$550
10221732	4202	REPAIRS, INSURANCE	\$5,518	\$4,156	132.77%	-\$1,362
		TOTAL AUTO EQUIPMENT # 72	\$9,568	\$8,756	109.27%	-\$812
AUTO EQUIPMENT # 73 (2008 Toyota Camry Hybrid)						
10221733	4201	GAS & OIL FOR EQUIPMT	\$130	\$1,150	11.30%	\$1,020
10221733	4202	REPAIRS, INSURANCE	\$3,995	\$3,322	120.26%	-\$673
		TOTAL AUTO EQUIPMENT # 73	\$4,125	\$4,472	92.24%	\$347
AUTO EQUIPMENT # 74 (2016 Ford Explorer)						
10221734	4201	GAS & OIL FOR EQUIPMT	\$3,443	\$6,900	49.90%	\$3,457
10221734	4202	REPAIRS, INSURANCE	\$28,565	\$25,745	110.95%	-\$2,820
		TOTAL AUTO EQUIPMENT # 74	\$32,008	\$32,645	98.05%	\$637
AUTO EQUIPMENT # 75 (2014 Ford Taurus Police Interceptor)						
10221735	4201	GAS & OIL FOR EQUIPMT	\$2,600	\$6,900	37.68%	\$4,300
10221735	4202	REPAIRS, INSURANCE	\$4,378	\$5,832	75.07%	\$1,454
		TOTAL AUTO EQUIPMENT # 75	\$6,978	\$12,732	54.81%	\$5,754

**OAK BAY POLICE DEPARTMENT
MONTHLY OVERTIME REPORT**

Month of: June, 2016

AMENDED

Overtime Type	Overtime hours worked	Year to Date (hours)	Previous YTD (hours)
Investigation	4	32	54
Court	8	30	54
Sick Relief	142.5	811	448.25
WCB Relief	40	40	30
Shift Coverage	0	22.5	58
Special Duty	0	12	0
Training	0	110	47.5
Meetings	16.5	54.5	78
Total	211	1,112	769.75
Hours Banked	109	446.5	326
OT Bank balance (hours)	n/a	1,022	1,023

OT Hours Paid	Current \$ Amt	Year to Date \$ Amount	Previous Year to Date \$ Amount
102	\$10,557.84	\$65,284.50	\$43,720.55

**OAK BAY POLICE DEPARTMENT
MONTHLY OVERTIME REPORT**

Month of: July, 2016

AMENDED

Overtime Type	Overtime hours worked	Year to Date (hours)	Previous YTD (hours)
Investigation	8.5	40.5	56.25
Court	-	30	54
Sick Relief	175	986	529.75
WCB Relief	-	40	30
Shift Coverage	-	22.5	73
Special Duty *	7	19	7
Training	-	110	47.5
Meetings	35.5	90	82
Total	226	1,338	879.5
Hours Banked	109.5	556	343.25
OT Bank balance (hours)	n/a	1,243	996

OT Hours Paid	Current \$ Amt	Year to Date \$ Amount	Previous Year to Date \$ Amount
116.5	\$11,306.48	\$76,590.98	\$52,145.68

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

AMENDED

Overtime Type	Overtime hours worked	Year to Date (hours)	Previous YTD (hours)
Investigation	-	40.5	76
Court	-	30	78
Sick Relief	341	1,327	599.75
WCB Relief	-	40	30
Shift Coverage	-	22.5	74
Special Duty *	-	19	7
Training	-	110	56.5
Meetings	4.5	94.5	90.5
Total	345.5	1,683.5	1,011.75
Hours Banked	105.5	661.5	377.25
OT Bank balance (hours)	n/a	1,289	949

OT Hours Paid	Current \$ Amt	Year to Date \$ Amount	Previous Year to Date \$ Amount
240	\$23,539.92	\$100,130.90	\$62,303.80

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

Overtime Type	Overtime hours worked	Year to Date (hours)	Previous YTD (hours)
Investigation	3	43.5	76.5
Court	-	30	90
Sick Relief	335	1,662	670.25
WCB Relief	-	40	30
Shift Coverage	1	23.5	83
Special Duty *	-	19	7
Training	10	120	56.5
Meetings	9	103.5	113
Total	358	2,041.5	1,126.25
Hours Banked	78	739.5	421.25
OT Bank balance (hours)	n/a	1,309	1,016

OT Hours Paid	Current \$ Amt	Year to Date \$ Amount	Previous Year to Date \$ Amount
280	\$33,031.26	\$133,162.16	\$68,563.87



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: October 11, 2016
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: Chief's Monthly Update – September 2016

2017 Budget Process

A number of budget discussions and costing analysis took place this month towards the development of the 2017 budget submission.

South Island Dispatch Centre Steering Committee

This committee of local police leaders are working with the Capital Regional District and potential service providers towards the development of service agreements for a consolidated dispatch centre on the South Island. There were 2 meetings held this month towards that end.

CREST

CREST is currently moving ahead with the implementation of the new 700 mhz radio system. I attended a meeting with Victoria PD and CREST to discuss any coverage concerns, in particular along the high bank waterfront areas. CREST was able to provide information on their modeling and testing thus far.

Area Chiefs

The Area Chiefs met for the first time since the summer break. This was a good opportunity to reconnect on some of the issues already discussed in this report. A significant part of the meeting was the presentation of the budget for the Integrated Units. The budgets were approved and will form part of the individual department's 2017 budgets.

INSET Joint Management Team Meeting

These meetings will be held every 2 months with 2 of them held on Vancouver Island to accommodate the local agencies. This was an opportunity to meet the leadership team for INSET and be briefed on some of the work they are doing in BC. The final aspects of the Secondment Agreements were also discussed.

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. We were given some insight into the upcoming priority session by Council.

Greater Victoria Labour Relations Association

I met with the new Executive Director of the GVLRA. She provided information on their new structure and I explained some of the current labour matters we are involved in. We also briefly discussed the upcoming collective bargaining.

BC Law Enforcement Memorial Service

I attended the BCLEM event held in Vancouver this year. Oak Bay had 3 members attend with one member taking part in the ceremony.

Oak Bay / Saanich PD Service Agreement

I have done some prep work and met with Saanich PD to complete the final updates to the Service Agreement renewal. An agreement proposal will be presented to the Police Board for consideration.

Oak Bay High School Cops for Cancer Event

Deputy Thom and myself attended an event at the high school during the lunch period where a number of students volunteered to have their head shaved or pies in the face to raise money for the Tour de Rock. The event was a great success and it was great to see high level of commitment this school has towards this cause.

Andy Brinton,
Chief Constable

Quarterly Report – September 2016

Oak Bay Police Department

2013–2017 Strategic Plan

Strategic Direction #1 Reduce Crime and Enhance Public Safety: Elder Crime Prevention

Initiative	Action	Status
1.1.1 Crime Prevention Presentations For Seniors	<p>Scooter Safety Rodeo</p> <p>Participation in the World Elder Abuse Awareness Day</p> <p>Presentation to Seniors on personal Safety at Senior Centers and Assisted Living Centers</p> <p>Relevant contributions to the Oak Bay Volunteer Newsletters</p>	<p>Because of vacancy in Community Liaison Officer (CLO) position and unavailability of stakeholders to assist in putting on the event this fall, this has been rescheduled for May 2017.</p> <p>Due to vacancy in CLO position, the annual WEAAD was missed.</p> <p>No sessions held thus far in 2016. Will be a priority when CLO position filled</p> <p>Photograph and Biography of Cst Eric Payne (Oak Bay volunteer) published in most recent Newsletter. Police contributions to continue with upcoming Newsletters.</p>

<p>1.1.2 In-Service Elder Abuse Awareness Training For Other Service Providers</p>	<p>BCCPA sponsored Abuse of Older Adult presentation to Service Providers</p> <p>Involvement on Regional Coordination of Initiatives on Elder Abuse</p>	<p>Workshop hosted at the Municipal Hall. Saanich and Central Saanich PD attended along with other service agencies.</p> <p>Attendance at regular Community Resource Network meetings focusing on dementia.</p> <p>The Community Liaison Member presented to Paramedics, North Saanich Fire, and RCMP. Additional programs to be planned when CLO position filled</p>
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Strategic Direction #1 Reduce Crime and Enhance Public Safety: Traffic Safety and Enforcement

Initiative	Action	Status
<p>1.2.1 Speed Watch Program</p>	<p>The Oak Bay Police Department Reserve Program to conduct Speed Watch sessions.</p>	<p>Reserves unavailable for Speed Watch Sessions during this quarter as a total of 227.5 hours were committed to several events including Windsor Park bike race, Pride Parade, Fire Dept fund raiser (sausage fest), 3 Summer Markets, Oak Bay Ave Car Show, Tour de Victoria (bike event), and educating local businesses on counterfeit currency trends.</p> <p>A total of 7 hours committed to Cell Watch (distracted driving enforcement and education).</p> <p>A total of 21 ½ spent assisting Patrol Division in various patrol duties..</p>

1.2.2 Active Transportation to Schools

The School Liaison Officer to coordinate the department's involvement in a series of school bicycle events such as bike rodeos and bike trains.

School Resource Officer, Cst Lueder, was assisted by parent volunteers in organizing a bike rodeo for Grade 5 students at Willow's school.

Cst Lueder also organized and delivered a bike rodeo at Glenlyon Norfolk School with assistance from school staff.

A Bike Train to Willows School took place on May 4 with 5 police officers, 1 police Reserve, the Mayor and two municipal councilors involved. Dozens of students and numerous parents involved as well.

School Zone Safety: Cst Lueder conducts school zone enforcement and education at various Oak Bay schools each morning and afternoon of each school day.

Static Speed Reader Boards placed strategically at arterial routes that impact area schools.

1.2.3 Road Safety

The B.C. Association of Chiefs of Police identifies a Provincial Enforcement Campaign each year. Oak Bay PD has adopted five of the proposed campaigns due to their relevance to this jurisdiction.

March 01 to 31 - Distracted Drivers Campaign / Occupant Restraint Campaign

May 01 to 31 - High Risk Driving Campaign

July 01 to 31 - Summer Impaired Driving Campaign (Alcohol/Drug)

September 01 to 31 Distracted Drivers Campaign / Occupant Restraint Campaign

December 01 to 31 - Winter Impaired Driving Campaign (Alcohol/Drug)

The third campaign was the Summer Impaired Driving Campaign that ran from July 01-31. A summary of that campaign follows:

Total hours committed = 25 hours

Violation tickets issued = 7

Written warnings = 11

One 90 day Immediate Roadside Prohibition

Two 3 day Immediate Roadside Prohibitions

The fourth campaign was the Distracted Driver Campaign/Occupant Restraint Campaign that ran from September 1-30. A summary of that campaign follows:

Total hours committed = 30.5 hrs

Violation tickets issued = 21

Written warnings = 36

Strategic Direction #1 Reduce Crime and Enhance Public Safety: Youth Crime Prevention

Initiative	Action	Status
1.3.1 Engage with Elementary School Aged Students	<p>Delivery of WITS (Walk away, Ignore, Talk about it, Seek help) program</p> <p>Deliver ERASE (Expect Respect and A Safe Education) Bullying program</p>	<p>Contact has been made with Glenlyon Norfolk School to deliver a WITS class later this fall. Other area schools have also been offered both the WITS and ERASE programs. No specific dates have been set as yet for presentations of these programs at other area schools.</p>
1.3.2 Engage with High School Aged Students	<p>Delivery of PARTY (Prevent Alcohol and Risk Related Trauma In Youth) program to Grade 10 students</p> <p>Deliver other presentations to students focused on relevant issues during the school year</p>	<p>Cst Lueder is scheduled to participate in the delivery of the P.A.R.T.Y. program on October 12 and again in November.</p> <p>Cst Lueder partnering with OB Fire in providing Halloween safety tips to kids at various Oak Bay schools.</p> <p>Cst Lueder has attended school councilor meetings weekly and specifically reaches out to kids identified as troubled. This involves subtle coffee sessions and meets with select <u>kids needing support</u>.</p>
1.3.3 Student Safety	<p>Work with school staff to update the SAFE Plans (School Action For Emergencies) for area schools</p>	<p>There has been significant work in obtaining floor plans and compiling photographs from all area schools. These are organized in an electronic file. Further work is being done including member familiarization.</p>

Strategic Direction #1 Reduce Crime and Enhance Public Safety – Police Visibility

Initiative	Action	Status
1.4.1 Police Post and High Visibility Policing	For the 3rd quarter of 2016: Police Post: 104.5 hrs Bike Patrols: 37 hrs Foot patrols: 213 hrs Marine Patrols; 32.5 hrs Static Traffic Enforcement: 117.5 hrs Total: 504.5 hrs	Ongoing
1.4.2 Mountain Bike Training	To seek out a Police Bike Training Course in 2016.	There have been no training sessions announced in the region as of yet. In progress
1.4.3 Police-Student Sporting Event	To identify a youth bases sporting event.	Several OBPD and OBFD members participated in a Dodge Ball competition at Monterey school on April 27,2016. Cst Lueder attempting to arrange another event for later this fall.

Strategic Direction #2 Integration – Leveraging Area Expertise and Sharing Resources

Initiative	Action	Status
2.1.0 Explore short term secondment opportunities	Seek out opportunities in 2016	OBPD member, Cst Grekul, to be assigned to new Federal policing Integrated Unit (E-INSET) expected to take place in November.
2.2.0 Ensure all members have current Crisis Intervention and De Escalation training	CID Training Requalification for members	Completed - All members have been re-certified for another 3 years.
2.3.0 Integrated Team Familiarization	Presentation to Oak Bay members by one area Integrated Unit.	S/Sgt Andy Walsh and S/Sgt Liz Wipper of the Saanich PD Detective Office attended musters to discuss specialized investigative services that SPD provides OBPD through the service contract.

Strategic Direction #3 Community Engagement

Initiative	Action	Status
3.1.0 Building upgrade/replacement planning	To continue the building assessment and facility renewal process with the District of Oak Bay	Ongoing Phase II of Building Assessment-Options discussion took place on June 7.
3.2.0 Media Relations	<p>The Community Liaison Officer to regularly publish to one local publication.</p> <p>In-service training sessions on Media Relations</p> <p>Social Media program</p>	<p>No articles submitted. Will start up again when CLO position is filled.</p> <p>All OBPD members received muster training in Media Presentation and Familiarization.</p> <p>Approved and implemented Policy on Social Media in Department policy manual (AF-120). The OBPD currently has Twitter account sending regular “tweets” highlighting noteworthy news and events. Sgt Craib attended social media conference.</p>
3.3.0 Publish overview page on municipal website to inform public of integrated policing involvement	A description of the Integrated Policing Units within the Capital Regional District is currently on the website. To update with the 2016 numbers.	To be completed

3.4.0 School Liaison Officer will meet with the school based Parent Advisory Committees	The School Liaison Officer will continue with the PAC meeting for the 2016/2017 school year.	The SLO attended a PAC meeting at Willows School this quarter. PAC meetings scheduled for OB High School later this fall and will be scheduled for other area schools as needed/required.
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Strategic Direction #4 Developing Our Employees

Initiative	Action	Status
4.1.0 Member wellness	Deliver the Road to Mental Readiness (R2MR) Program	2 local members trained as trainers in the Road to Mental Readiness program. Training of all OBPD staff and Reserves planned for November.
4.2.0 In-house Expertise	Develop subject matter expertise and in-house instructor capacity, i.e. Use of Force Training	<p>Second OBPD member received certification in Standard Use of Force Instructor Course. This member has already been involved in providing Use of Force training to 2016 class of reserves (1 OBPD reserve trained), and regular police officers.</p> <p>All OBPD members began mandatory Use of Force Training in March. Most members trained as of the end of September.</p>

<p>4.3.0 Develop integrated training opportunities with other agencies</p>	<p>To seek out training opportunities in 2016 and deliver training at Oak Bay Police Dept. musters.</p>	<p>Cst Klein-Beekman was recognized by the JIBC as a Standard Field Sobriety Test instructor, He provided week long training for Vancouver Island officers in February, and is scheduled to lecture at the BCJI in October.</p> <p>Cst Sheri Lucas assisted the Justice Institute staff in training police recruits in the Police Records Information Management Environment (PRIME) database.</p> <p>Staff from PACIFICA Housing conducted muster presentations to familiarize members with the Greater Victoria Streets to Homes Program.</p>
<p>4.4.0 Develop in-house training sessions for Reserve Constables</p>	<p>The Support Services Sergeant to organize training for the department's Reserve Constables and to seek out training opportunities with the neighbouring agencies.</p>	<p>One new Reserve Constable has graduated following the five month (220 hour) Special Municipal Constable training as hosted by the Saanich Police Department.</p> <p>Reserve Constables to participate in Road to Mental Readiness training this fall.</p> <p>One Reserve is fully qualified in Crime Prevention Through Environmental Design (CPTED) and we hope to be using him for home security checks in the future.</p>

Oak Bay Police Department
2015-2016 Statistics

Reportable to Stats Canada

Offence	2014 Total	2015 Total	2015 Jan-June	2016 Jan-June
Robbery	4	1	0	0
Assaults/Sex Assaults	30	26	14	14
Utter Threats	14	10	8	3
B&E – business	7	8	5	4
B&E – residence	17	45	25	25
B&E – other	4	17	11	8
Theft of Motor Vehicle	6	3	2	5
Theft from Motor Vehicle	86	88	47	47
Theft under \$5,000	91	89	41	46
Fraud	33	38	15	26
Mischief	117	127	77	78
Cause Disturbance	11	8	5	8
Counterfeit Currency	1	2	0	1
Trespass at Night	1	3	1	2
Breach/Bail violations	7	10	6	1
Drug Possession	48	34	18	9
Impaired Drivers (CC and 90 day IRP)	31	35	14	8
Fail to Stop (Provincial)	26	19	6	5

Non-Reportable to Stats Canada

Category

Bylaws	227	198	104	112
Parking Violations	118	133	64	62
Collisions	156	189	84	68
Assist Public	620	620	308	374
Lost and Found	252	297	147	160
Suspicious Persons	477	522	255	223
False Alarms	460	458	242	227
Liquor Offences	72	57	34	13
Property Check Program	262	245	110	88
Violation Tickets/Warnings Issued	1,543	1,205	651	701
TOTAL FILE COUNT	4,606	4,671	2,271	2,313



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: October 18, 2015
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: Oak Bay Police Department Provisional 2017 Budget

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

The following outlines any significant variations or points of interest within each Account. Upcoming collective bargaining could impact those areas tied to pay and benefits.

OPERATIONAL FUND

Police Board

The Police Board account will remain at \$12,000

Administration

The Administration Account will show a \$3,282 increase.

Conferences and Meetings:

The International Association of Chiefs of Police has been eliminated for 2017, however one trip relating to committee work within the Canadian Association of Chiefs of Police has been added. The BC Association of Chiefs of Police sponsors a Leadership Conference every second year and we will be sending four members in 2017.

Other:

Certain adjustments have been made within the existing line objects to minimize the effects of areas seeing an increase. Of note, there is a \$2,000 increase in Media/Communications and Community Engagement to support the Strategic Planning process in 2017.

Protective Services

The Protective Services account will show a \$19,412 increase.

Salaries: This line object will show an \$85,882 increase in salaries. This is due to an increase of one position to fill our INSET secondment. This salary is recovered later in the account as it is a Federal funded position. Overall there will be a net decrease in salaries as the department will see the retirement of four senior members with the hiring of new members at lower pay rates.

Overtime:

The total overtime hours have not been changed.

Radio:

There is a \$5,567 decrease as the CREST costs were provided at a reduced level in 2017.

Repairs and Supplies:

There will be a \$4,708 increase. Much of this is due to a \$4,000 cost of outfitting our members with Naloxone kits as a first aid measure for Fentanyl overdoses. There is a high risk of exposure by our staff and possible interventions during situations they may encounter on the street.

We have been able to make adjustments in other line objects to minimize the effects of any other increases within this account.

Computers General:

There will be a \$9,812 increase. Most of the items in this line object relate to information technology and the need for ever-greening of equipment or upgrades to the network. We work with our IT support and the municipal finance staff to set the amounts in this part of the budget each year.

Computer / Small Equipment Replacement:

There will be an \$18,920 reduction which helps offset the increase in the Computers General line object. Much of this reduction is due to a major computer update last year that caused high costs in 2016.

Contract Saanich General Services:

The Service Agreement with Saanich PD will expire at the end of 2016. While a renewal is still being developed there will be certain changes. Some highlights are the removal of the Homicide portion of the service agreement, an increase to the remaining services provided, and the movement of the firearm training Saanich PD provides into the service agreement with a net overall decrease of \$70,155.

Sundry Contracts:

There is an increase to the dispatch contract as Saanich PD has built in an anticipated negotiated pay increase by the Saanich Dispatch staff.

Beginning in 2017 we will be a direct partner in the Vancouver Island Integrated Mayor Crime Unit (VIIMCU). Our contribution will now show as a new cost of \$90,541 rather than form part of the Service agreement with Saanich PD.

Reserve for Retirement Contribution:

There is a reserve in place as a funding source for retirement gratuities as per the Collective Agreement with an annual contribution to ensure there are adequate funding levels. There was an \$8,500 reduction in the contribution in 2017 as we see some of our senior members depart.

IT Services:

This account is for maintenance of the department's IT systems outside those associated to the network including the Intranet and CCTV system. It was recommended that an IT Audit be conducted of the systems due to their age and complexity. This area will see a \$2,675 increase.

Capital Replacement – Computers:

This account represents an annual contribution to a reserve for computer equipment that meets the criteria for capital purchases. We work with our IT support and the municipal finance staff to set this amount in anticipation of future needs. There is no change from last year's contribution.

Reserve for Major Crimes:

There has been a \$20,000 contribution to a reserve account for any potential major crime investigation outside the parameters of the service agreement with Saanich PD. Now that homicide investigations have been removed from that agreement the contribution has been increased to \$50,000 to grow this reserve at a greater rate as a contingency against extraordinary costs associated to a major crime investigation.

Training

The Training account will show a \$1,770 reduction.

The cost for basic firearm training has been moved to the Saanich PD Service Agreement resulting in a \$3,120 reduction to this account. Other training priorities have increased with the net reduction of \$1,770.

Building Expenses

This area included utilities and building maintenance. There will be a \$6,309 increase due primarily to plans to paint the exterior wood and metal work on the building.

Auto Equipment

The Auto Equipment account will show an \$18,566 reduction.

Much of this reduction is due to no vehicle replacement in 2017 so the typical \$20,000 outfitting cost will not be required.

There will still be a \$35,000 contribution to the Vehicle Replacement Reserve in anticipate of replacing vehicles in future years.

There have been some adjustments within the other line objects with no real impact on the funding level otherwise.

Community Program

The Community Program account will show a \$8,587 reduction.

The Crimestoppers contribution has been moved to the Integrated Units area as the budget development and invoicing is managed by the area Deputy Chief's Joint Management Team along with the other integrated units. This causes a \$7,637 decrease in this account.

There have been some adjustments within the other line objects resulting in the overall decrease.

There has been a small increase in Volunteer Recognition and an honorarium to the Saanich PD Reserve Unit added due to their significant work on our behalf.

Integrated Units

This area will show a \$19,194 increase.

The Deputy Chief's Joint Management Team (JMT) develops the budgets for the area's integrated units. There have been some minor changes approved by the Area Chiefs. These increases are related to training, equipment and anticipated salary increases. Of note:

Greater Victoria Crimestoppers:

Our contribution is being moved from the Community Program Account as mentioned. There is a \$229 increase approved by the Area Chiefs to show a \$7,866 total addition to this line object.

BC Municipal Undercover Unit:

There will be a \$1,514 increase due to a significant training initiative in 2017. It will normalize in 2018.

Emergency Response Team (ERT):

There will be a \$7,712 increase.

Area Chiefs have approved the purchase of an Armoured Rescue Vehicle representing an annual increase of \$43,800 to the total ERT budget until the required loan is paid off. In addition to this there will be a \$47,362 increase in Training Wages due to anticipated salary increases after bargaining, and a \$12,000 cost for ERT's portion of the new CREST radio system.

The total ERT budget for 2017 is \$544,784 with the Oak Bay portion at \$36,882.

Other:

Increases to the remaining integrated units are minimal.

CAPITAL EXPENSES

Capital Expenditures will show a \$93,000 total reduction from 2016.

New Equipment – Office: \$10,100

This will show a \$1,900 decrease in purchases from 2016.

There is a need to replace an existing Radar Unit and a Laser Unit to assist with speed enforcement.

A business case was approved last year to purchase 2 Patrol Carbines in 2016 and a 3rd in 2017. The 2017 purchase will move ahead.

New Equipment – Cars: \$0.00

There will be a \$43,000 decrease in this line over 2016.

There are no plans to replace a car in 2017.

New Equipment – Computer: \$58,700

There will be a \$28,500 increase in this line over 2016.

There is a need for software and data storage upgrades. The department is also budgeting for a Smart Board for the Community Services Muster Room.

Police Department Building Renovations: \$0.00

The most significant portion of this account in 2016 was related to washroom/locker room renovations which are now completed.

SUMMARY

Operating Fund	\$4,728,092	(+0.4%)
Capital Purchases	\$68,800	(-57%)
Total Provisional Budget	\$4,791,392	(-1.5%)

Andy Brinton
Chief Constable

		2016 Budget	Projected 2016 Actual	2017 Budget	<u>Unusual, one time changes expected in the following years:</u>			
					2018 Budget	2019 Budget	2020 Budget	2021 Budget
POLICE PROTECTION								
POLICE BOARD								
10221100	5900	SUNDRY	12,000	12,000	12,000			
		TOTAL POLICE BOARD	12,000	12,000	12,000			
		% CHANGE		0.00%	0.00%			
ADMINISTRATION								
10221200	1101	SALARIES FULL TIME	454,474	454,474	454,474			
10221200	1201	BENEFITS	35,000	35,000	32,429			
10221200	2001	LEGAL FEES	15,000	4,000	15,000			
10221200	2100	CAR ALLOWANCE/TRAVEL	400	30	200			
10221200	2101	CONFERENCES/MEETINGS	17,465	10,500	21,545			
10221200	3300	OFFICE SUPPLIES	10,700	10,700	11,000			
10221200	5900	SUNDRY	8,827	8,827	9,000			
10221200	9999	RECOVERIES	(20,000)	(20,000)	(20,000)			
		TOTAL ADMINISTRATION	521,866	503,531	523,648			
		% CHANGE		-3.51%	0.34%			

		2016 Budget	Projected 2016 Actual	2017 Budget	<u>Unusual, one time changes expected in the following years:</u>			
					2018 Budget	2019 Budget	2020 Budget	2021 Budget
POLICE PROTECTION								
"A"								
PROTECTIVE SERVICES								
10221300	1101	SALARIES FULL TIME	2,581,679	2,511,000	2,667,561			
10221300	1103	OVERTIME - MANAGEABLE	99,766	150,000	99,766			
10221300	1106	OVERTIME - STAT. HOLIDAYS	67,716	60,000	67,716			
10221300	1906	E.I.	30,500	30,500	30,500			
10221300	1907	C.P.P.	62,500	62,500	62,500			
10221300	1908	SUPERANNUATION	486,500	486,500	486,500			
10221300	1909	GROUP INSURANCE	5,000	5,000	5,000			
10221300	1931	DENTAL	40,500	40,500	40,500			
10221300	1934	UNIFORM CLEAN ALL'CE	9,080	9,080	9,080			
10221300	1935	WORKSAFE BC ASSESSMENTS	38,000	38,000	38,000			
10221300	1936	WORKSAFE BC REIMBURSEMENTS		(73,675)				
10221300	1939	EHB	34,100	34,100	34,100			
10221300	3500	RADIO	47,100	35,000	41,533			
10221300	3700	CLOTHING,UNIFORMS ETC	36,790	30,000	36,790			
10221300	3800	TELEPHONE	28,960	28,960	30,005			
10221300	4200	REPAIRS & SUPPLIES	38,550	28,000	43,258			
10221300	4500	COMPUTER - PRIME, SOFTWARE, ETC.	39,802	30,000	49,614			
10221300	4602	SMALL EQUIP. REPLACE	28,950	28,950	10,030			
10221300	5901	CONTRACT - SAANICH GEN. SERVICE	190,655	190,655	120,500			
10221300	5907	CONTRACT - SAANICH DISPATCH	142,799	142,799	146,017	250,000	250,000	250,000
		CONTRACT - VIIMCU	-	-	90,541			
10221300	6001	TRANSFER TO RES. FOR RETIREMENT	18,500	18,500	10,000			
10221300	6650	IT SERVICES	6,825	4,815	10,200			
10221300	8800	CAPITAL REPLACEMENT - COMPUTERS	20,000	20,000	20,000			
10221300	8815	RESERVE FOR MAJOR CRIMES	20,000	20,000	50,000			
10221300	9999	RECOVERIES	(202,835)	(202,835)	(308,862)			
		TOTAL PROTECTIVE SERVICES	3,871,437	3,728,349	3,890,849			
		% CHANGE		-3.70%	0.50%			

			2016 Budget	Projected 2016 Actual	2017 Budget	<u>Unusual, one time changes expected in the following years:</u>			
						2018 Budget	2019 Budget	2020 Budget	2021 Budget
POLICE PROTECTION									
TRAINING									
10221500	5904	TRAINING EXPENSES	29,250	20,000	23,480				
TOTAL TRAINING			29,250	20,000	23,480				
% CHANGE				-31.62%	-19.73%				
BLDG EXPENSES									
10221600	1102	WAGES HRLY FULL TIME	2,278	1,500	2,278				
10221600	1202	BENEFITS HRLY FULL TIME	1,253	825	1,253				
10221600	3900	ELECTRICITY	8,560	7,000	7,645				
10221600	4000	WATER	1,000	1,400	1,500				
10221600	4100	NATURAL GAS	1,000	400	650				
10221600	4200	REPAIRS & SUPPLIES	14,000	21,000	20,500				
10221600	5600	CUSTODIAL SUPPLIES	5,000	5,000	5,000				
10221600	5601	JANITOR SERVICES	16,247	16,247	16,821				
TOTAL BLDG EXPENSES			49,338	53,372	55,647				
% CHANGE				8.18%	12.79%				
POLICE AUTOMOBILES									
SUNDRY AUTO EQUIPMENT (ICBC Van, Ferry reservations, bicycle program, car washing, etc.)									
10221730	4201	GAS & OIL FOR EQUIPM'T	150	150	150				
10221730	4202	EQUIP'T PARTS SUPPLIES	2,700	2,700	4,835				
TOTAL SUNDRY AUTO EQUIPMENT			2,850	2,850	4,985				
% CHANGE				0.00%	74.91%				
AUTO EQUIPMENT # 71 (2014 Ford Taurus)									
10221731	4201	GAS & OIL FOR EQUIPM'T	6,900	6,000	5,500				
10221731	4202	EQUIP'T PARTS SUPPLIS	5,432	4,000	5,180				

		2016 Budget	Projected 2016 Actual	2017 Budget	<u>Unusual, one time changes expected in the following years:</u>			
					2018 Budget	2019 Budget	2020 Budget	2021 Budget
POLICE PROTECTION								
"A"								
TOTAL AUTO EQUIPMENT # 71		12,332	10,000	10,680				
% CHANGE			-18.91%	-13.40%				
AUTO EQUIPMENT # 72 (2009 Ford Escape hybrid)								
10221732	4201	GAS & OIL FOR EQUIPM'T	4,600	6,000	5,500			
10221732	4202	EQUIP'T PARTS SUPPLIES	4,156	3,500	6,648			
TOTAL AUTO EQUIPMENT # 72		8,756	9,500	12,148				
% CHANGE			8.50%	38.74%				
AUTO EQUIPMENT # 73 (2008 Toyota Camry Hybrid)								
10221733	4201	GAS & OIL FOR EQUIPM'T	1,150	500	750			
10221733	4202	EQUIP'T PARTS SUPPLIES	3,322	3,000	2,919			
TOTAL AUTO EQUIPMENT # 73		4,472	3,500	3,669				
% CHANGE			-21.74%	-17.96%				
AUTO EQUIPMENT # 74 (2011 Ford Crown Victoria)								
10221734	4201	GAS & OIL FOR EQUIPM'T	6,900	5,500	6,000			
10221734	4202	EQUIP'T PARTS SUPPLIES	25,745	22,000	6,210			
TOTAL AUTO EQUIPMENT # 74		32,645	27,500	12,210				
% CHANGE			-15.76%	-62.60%				
AUTO EQUIPMENT # 75 (2014 Ford Police Interceptor)								
10221735	4201	GAS & OIL FOR EQUIPM'T	6,900	4,000	5,500			
10221735	4202	EQUIP'T PARTS SUPPLIES	5,832	4,000	4,570			
TOTAL AUTO EQUIPMENT # 75		12,732	8,000	10,070				
% CHANGE			-37.17%	-20.91%				
AUTO EQUIPMENT # 76 (2007 Toyota Camry)								

			2016 Budget	Projected 2016 Actual	2017 Budget	<u>Unusual, one time changes expected in the following years:</u>			
						2018 Budget	2019 Budget	2020 Budget	2021 Budget
POLICE PROTECTION									
10221736	4201	GAS & OIL FOR EQUIPM'T	1,380	600	1,000				
10221736	4202	EQUIP'T PARTS SUPPLIES	2,665	1,800	3,853				
TOTAL AUTO EQUIPMENT # 76			4,045	2,400	4,853				
% CHANGE				-40.67%	19.98%				
AUTO EQUIPMENT # 79 (2011 Mazda 3)									
10221739	4201	GAS & OIL FOR EQUIPM'T	1,150	300	1,000				
10221739	4202	EQUIP'T PARTS SUPPLIES	2,215	1,000	3,016				
TOTAL AUTO EQUIPMENT # 79			3,365	1,300	4,016				
% CHANGE				-61.37%	19.35%				
10282191	6217	TRANS RESERVE POLICE CAR	35,000	35,000	35,000				
TOTAL POLICE AUTOMOBILES			116,197	100,050	97,631				
COMMUNITY PROGRAM									
10221800	5900	SUNDRY	20,937	18,000	12,350				
TOTAL COMMUNITY PROGRAM			20,937	18,000	12,350				
% CHANGE				-14.03%	-41.01%				
MOBILE YOUTH SERVICES TEAM									
10221850	1101	SALARIES FULL TIME	98,708	98,708	101,669				
10221850	1201	BENEFITS FULL TIME	23,690	23,690	24,401				
10221850	1103	OVERTIME	1,000	1,000	1,000				
10221850	2101	CONFERENCES	2,000	2,000	2,000				
10221850	3700	CLOTHING	1,070	1,070	1,070				
10221850	3800	PHONE	1,000	1,000	1,000				
10221850	3805	SURPLUS CONTRIBUTIONS TO RESERVE	5,000	5,000	5,000				
10221850	4201	GAS & OIL FOR EQUIPM'T	3,500	3,500	3,500				

			2016 Budget	Projected 2016 Actual	2017 Budget	Unusual, one time changes expected in the following years:			
						2018 Budget	2019 Budget	2020 Budget	2021 Budget
POLICE PROTECTION									
10221850	5900	SUNDRY EXPENSES	700	700	700				
10221850	9999	RECOVERIES - OTHER MUNICIPALITIES	(129,944)	-129,944	-133,403				
TOTAL MOBILE YOUTH SERVICES TEAM			6,724	6,724	6,937				
OTHER EXPENSES									
10221900	5706	DOMESTIC VIOLENCE UNIT	22,739	22,739	23,342				
10221900	5900	SUNDRY	2,400	2,400	3,000				
10221900	5901	CROWD MANAGEMENT UNIT	2,965	2,965	3,175				
10221900	5903	EMERGENCY RESPONSE TEAM	32,713	32,713	40,207				
10221900	5914	MOBILE CRISIS RESPONSE TEAM	14,660	14,660	15,084				
10221900	5919	UNDERCOVER POLICING UNIT	5,469	5,469	6,983				
10221900		GREATER VICTORIA CRIMESTOPPERS	-	-	7,866				
10221900		GR.VICTORIA DIVERSITY ADVISORY	-	-	393				
TOTAL OTHER EXPENSES			80,946	80,946	100,050				
% CHANGE				0.00%	23.60%				
TOTAL POLICE DEPARTMENT			4,708,695	4,522,972	4,722,592				
				-3.94%	0.30%				
POLICE TEA PARTY EXPENSE									
10299152	1101	WAGES	7,500	6,286	7,500				
TOTAL POLICE TEA PARTY EXPENSE			7,500	6,286	7,500				
				-16.19%	0.00%				

Instructions: List capital projects that you plan to put forward over the next 5 years.

Indicate the estimated cost in the appropriate column, and, if the funding is to come from sources other than property taxes, show the source in the next column. If only part of the funding is to come from non-taxes, show the amount and the source.

Examples of main non-tax funding sources are: grants, reserves, water revenue and sewer revenue.

POLICE

Capital Project	2017		2018		2019		2020		2021	
	Cost	Funding	Cost	Funding	Cost	Funding	Cost	Funding	Cost	Funding
Radar unit	\$ 3,500	taxes								
Hand-held laser unit	\$ 3,000	taxes								
Carbine	\$ 3,600	taxes								
New server implementation	\$ 12,000	CF from 2016								
Software Exchange upgrade	\$ 12,000	Cap Wks Res.								
Shared storage device	\$ 25,000	Taxes								
Smart Board - muster room	\$ 3,500	Taxes								
Net Motion licence & server	\$ 6,200	Taxes								
Total Capital	\$ 68,800									
From Reserves	\$ 12,000									
CF from 2016	\$ 12,000									
Taxes	\$ 44,800									

Update from BCAPB – Sandra Waddington

1. Proposed dates for the 2017 Conference in Vancouver.
2. Responses to question of Police Boards participation in grievance process.
3. Proposed dates for the 2017 Police Board orientation.
4. Results of vote on resolutions from AGM 2016.
5. CAPG proposal to develop a national training program for Police Boards.



Fair Independent Principled

Office of the Police
Complaint Commissioner
British Columbia, Canada

Information Bulletin #12-Amended

To: All Municipal Police Chief Constables

And to: All Professional Standards Officers

And to: All Chairs, Municipal Police Boards

From: Office of the Police Complaint Commissioner

Date: August 10, 2016

Re: Determining Public Trust vs. Internal Discipline Matter

PURPOSE

This revised Information Bulletin is intended to provide guidance to police agencies regarding notification of the OPCC of potential public trust incidents and to explain the OPCC's approach to determining whether a matter should be dealt with by way of a public trust investigation or internal disciplinary matter. This Information Bulletin will replace the previous version dated April 12, 2013.

LEGISLATION - RELEVANT PROVISIONS OF THE *POLICE ACT* (THE "ACT")

Section 177(1)

The police complaint commissioner is generally responsible for overseeing and monitoring complaints, investigations and the administration of discipline and proceeding under this Part, and ensuring that the purposes of this Part are achieved.

Section 93(1)

Regardless of whether a complaint is made or registered under section 78, if at any time information comes to the attention of the police complaint commissioner concerning the conduct of a person who, at the time of the conduct, was a member of a municipal police department and that conduct would, if substantiated, constitute misconduct, the police complaint commissioner may

- a) order an investigation into the conduct of the member or former member,

Section 76

"**internal discipline matter**" means a matter concerning the conduct or deportment of a member that

- a) is not the subject of an admissible complaint or an investigation under Division 3 [*Process Respecting Alleged Misconduct*], and
- b) does not directly involve or affect the public;

Sections 77(1) - (3)

(1) In this Part, "**misconduct**" means

- a) conduct that constitutes a public trust offence described in subsection (2), or
- b) conduct that constitutes
 - i. an offence under section 86 [*offence to harass, coerce or intimidate anyone questioning or reporting police conduct or making complaint*] or 106 [*offence to hinder, delay, obstruct or interfere with investigating officer*], or
 - ii. a disciplinary breach of public trust described in subsection (3) of this section.

(2) A public trust offence is an offence under an enactment of Canada, or of any province or territory in Canada, a conviction in respect of which does or would likely

- a) render a member unfit to perform her or his duties as a member, or
- b) discredit the reputation of the municipal police department with which the member is employed.

(3) Subject to subsection (4), any of the conduct described in the following paragraphs constitutes a disciplinary breach of public trust, when committed by a member (see APPENDIX FOR LIST).

DISCUSSION

Historically, transgressions involving conduct or deportment of a relatively minor nature were the subject of the internal disciplinary process, as in most cases they related to the nature of a member's employment. Examples of these types of transgressions include: being constantly late for duty, abuse of sick time, unsatisfactory dress and deportment, poor performance, failure to meet expected standards to be a police officer such as failing an annual firearm qualification.

The provisions of the *Act* must be interpreted in light of the purposes of the *Act* and the responsibilities and duties of the police complaint commissioner. Importantly, the courts have recognized that the 2010 amendments to the *Act* introduced the objectives of improving transparency, accountability and public confidence in the police and police oversight process.

The proper categorization of police conduct or department is an important oversight function intended to maintain public confidence in policing. It is a function which should be correctly determined at the outset, as opposed to an *ex post facto* discovery, in the interests of preserving the best evidence available and the timely determination of a matter for the member.

Entrenched in the *Act* is the inclusion of the public interest in the legislative scheme generally, and in some instances, specifically in certain provisions. In determining whether a matter should be dealt with as a disciplinary breach of public trust or an internal disciplinary matter, a number of factors must be considered.

FACTORS

The factors which should be examined to determine whether the conduct or the department of a member is a disciplinary breach of public trust or internal disciplinary matter include, but are not limited to the following:

- Whether or not the conduct or department of a member is the subject of an admissible complaint [s.82].
- Whether or not the conduct or department of a member is the subject of an investigation pursuant to Division 3, which includes conduct that if substantiated, would constitute misconduct [s.93(1)].
- Whether the conduct falls within that described in subsection 77(3). If so, then further consideration should be given to the following:
 - Whether the conduct or department of the member directly “involve(s) or affect(s) the public”. In determining whether the public is involved or affected, it is important to consider those disciplinary breaches of public trust which include a “public interest” component in their determination. For example,
 - Public trust offences include an offence under a federal or provincial statute which would “discredit the reputation of the municipal police department with which the member is employed” [s. 77(2)].
 - A disciplinary breach of public trust includes “discreditable conduct” which occurs when a member, on or off duty, conducts him or herself in a manner that the member knows, or ought to know, would be likely to bring discredit on the municipal police department [s. 77(3)(h)].

- Whether or not there is an overriding public interest in having the conduct investigated as an alleged disciplinary breach of public trust in order to preserve or restore public confidence in the investigation of alleged misconduct or the administration of police discipline.

GUIDANCE AND PROCESS

Whenever an issue arises, by way of complaint or information, as to whether the conduct or deportment of a member, if proven, should be addressed as a disciplinary breach of public trust or an internal discipline matter, the police agency should engage in the following:

- Presumptively deal with the matter as a disciplinary breach of public trust and notify/seek direction from the OPCC in relation to the matter. It is important that the OPCC engage in this determination to preserve public confidence in the police and the handling of complaints.
- Provide the OPCC with all the information and documentation in related to the so that an assessment can be made pursuant to s. 93 as to whether the Commissioner will order an investigation into the matter.
- Potential areas of uncertainty which should always be forwarded to the OPCC for assessment include, but are not limited to:
 - Matters related to Federal legislation including potential contravention of the Criminal Code on and off duty.
 - Matters related to Provincial legislation including potential contravention of the *Motor Vehicle Act* provisions, both on and off duty, such as Immediate Roadside Prohibitions, driving prohibitions, unauthorized pursuits and all on-duty vehicle collisions and off-duty vehicle collisions where there are serious injuries or the member is charged with an offence.

In accordance with case law, the legislature intended the *Act* to constitute a complete code for dealing with disciplinary matters involving municipal police in this province. The existence of other mechanisms for review of police conduct and deportment cannot supersede the guidelines set out in the *Act*. While the findings of the review boards such as the Accident Review Panel and Pursuit Review Panel may be beneficial in the gathering of evidence for a public trust investigation pursuant to the *Act*, they must not serve as an alternative mechanism to handle the matter outside of the *Act*.

PROCESS – INTERNAL DISCIPLINE MATTERS

Once a matter has been determined to proceed by way of internal discipline, departments must adhere to the processes laid out in Division 6 of the *Police Act*. This includes, but is not limited to, the following:

- Advising our office of the outcome of an internal discipline investigation including any disciplinary/corrective measures imposed;
- Ensuring that the member's service record of discipline has been updated to include any disciplinary/corrective measures flowing from an internal discipline investigation;
- Providing our office with any additional information or records respecting an internal discipline matter relating to the investigation (upon request); and
- Ensuring that the delegation of Internal Discipline Authority responsibilities by the Chief Constable are in writing and provided to this office and the member concerned for each internal discipline matter.

Also, departments must establish procedures for dealing with internal discipline matters that are not inconsistent with the *Police Act*. These procedures are not in effect until the board of the municipal police department approves the procedures and a copy of the procedures have been filed with this office. Departments are encouraged to review their internal discipline procedures to ensure they are current, are not inconsistent with the Act, are approved by the police board and filed with this office.



Stan T. Lowe
Police Complaint Commissioner

cc: OPCC Staff

Appendix:
Section 77(3) of the *Police Act*

Office of the
Police Complaint Commissioner

British Columbia, Canada

5

Defining Misconduct

77 (3) Subject to subsection (4), any of the conduct described in the following paragraphs constitutes a disciplinary breach of public trust, when committed by a member:

- (a) "abuse of authority", which is oppressive conduct towards a member of the public, including, without limitation,
 - (i) intentionally or recklessly making an arrest without good and sufficient cause,
 - (ii) in the performance, or purported performance, of duties, intentionally or recklessly
 - (A) using unnecessary force on any person, or
 - (B) detaining or searching any person without good and sufficient cause, or
 - (iii) when on duty, or off duty but in uniform, using profane, abusive or insulting language to any person including, without limitation, language that tends to demean or show disrespect to the person on the basis of that person's race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age or economic and social status;
- (b) "accessory to misconduct", which is knowingly being an accessory to any conduct set out in this subsection, including, without limitation, aiding, abetting, counselling or being an accessory after the fact;
- (c) "corrupt practice", which is
 - (i) without lawful excuse, failing to make a prompt and true return of, or misappropriating, any money or property received in the performance of duties as a member,
 - (ii) agreeing or allowing to be under a pecuniary or other obligation to any person in a manner that would likely be seen to affect the member's ability to properly perform the duties of a member,

Defining Misconduct

- (iii) using or attempting to use one's position as a member for personal gain or other purposes unrelated to the proper performance of duties as a member, or
 - (iv) using or attempting to use any equipment or facilities of a municipal police department, or any other police force or law enforcement agency, for purposes unrelated to the performance of duties as a member;
- (d) "damage to police property", which is
- (i) intentionally or recklessly misusing, losing or damaging
 - (A) any police property, or
 - (B) any property that is in police custody or the care of which has been entrusted to the member in the performance of duties as a member, or
 - (ii) without lawful excuse, failing to report any loss or destruction of, or any damage to, any property referred to in subparagraph (i), however caused;
- (e) "damage to property of others", which is
- (i) when on duty, or off duty but in uniform, intentionally or recklessly damaging any property belonging to a member of the public, or
 - (ii) without lawful excuse, failing to report any such damage, however caused;
- (f) "deceit", which is any of the following:
- (i) in the capacity of a member, making or procuring the making of
 - (A) any oral or written statement, or
 - (B) any entry in an official document or record,that, to the member's knowledge, is false or misleading;
 - (ii) doing any of the following with an intent to deceive any person:
 - (A) destroying, mutilating or concealing all or any part of an official record;

Defining Misconduct

- (B) altering or erasing, or adding to, any entry in an official record;
- (iii) attempting to do any of the things described in subparagraph (i) or (ii);
- (g) "discourtesy", which is failing to behave with courtesy due in the circumstances towards a member of the public in the performance of duties as a member;
- (h) "discreditable conduct", which is, when on or off duty, conducting oneself in a manner that the member knows, or ought to know, would be likely to bring discredit on the municipal police department, including, without limitation, doing any of the following:
 - (i) acting in a disorderly manner that is prejudicial to the maintenance of discipline in the municipal police department;
 - (ii) contravening a provision of this Act or a regulation, rule or guideline made under this Act;
 - (iii) without lawful excuse, failing to report to a peace officer whose duty it is to receive the report, or to a Crown counsel, any information or evidence, either for or against any prisoner or defendant, that is material to an alleged offence under an enactment of British Columbia or Canada;
- (i) "improper disclosure of information", which is intentionally or recklessly
 - (i) disclosing, or attempting to disclose, information that is acquired by the member in the performance of duties as a member, or
 - (ii) removing or copying, or attempting to remove or copy, a record of a municipal police department or any other police force or law enforcement agency;
- (j) "improper off-duty conduct", which is, when off duty, asserting or purporting to assert authority as a member, an officer or a member of the Royal Canadian Mounted Police and conducting oneself in a

Defining Misconduct

manner that would constitute a disciplinary breach of trust if the member were on duty as a member;

(k) "improper use or care of firearms", which is failing to use or care for a firearm in accordance with standards or requirements established by law;

(l) "misuse of intoxicants", which is

(i) owing to the effects of intoxicating liquor or any drug, or any combination of them, being unfit for duty when on duty or reporting for duty, or

(ii) without proper authority, making use of or accepting from any other person intoxicating liquor when on duty or when off duty but in uniform in a public place;

(m) "neglect of duty", which is neglecting, without good or sufficient cause, to do any of the following:

(i) properly account for money or property received in one's capacity as a member;

(ii) promptly and diligently do anything that it is one's duty as a member to do;

(iii) promptly and diligently obey a lawful order of a supervisor.