

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, April 26, 2016 at 3:00 p.m.

PRESENT:	Board Members:	Nils Jensen, Chair
		Mary Kelly
		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

Chair called the meeting to order at 3:00 p.m.

APPROVAL OF AGENDA:

Agenda approved.

MOTION to move the meeting in camera to discuss personnel issues, which may be dealt with in private under the *Police Act*. Meeting moved in camera at 3:02 p.m.

Open portion of the meeting resumed at 4:07 p.m.

ADOPTION OF MINUTES:

RESOLVED that minutes of the open portion of the regular meeting of the Oak Bay Police Board, held on Thursday, March 31, 2016, be adopted.

Brian Rendell requests a correction to the minutes of the joint meeting of the Oak Bay Police Board and Municipal Council, held on Monday, March 21, 2016. Item #5, first paragraph of the minutes of the joint meeting, should read “what the public expects of a balanced, effective and fair police department”.

Chair requests that an item be placed on the November Police Board agenda for discussion regarding a date for a joint meeting of Police Board and municipal Council.

RESOLVED that the minutes of the joint meeting of the Oak Bay Police Board and Municipal Council, held on Monday, March 21, 2016 be adopted, after amended as above.

DEPARTMENT REPORTS:

Financial Report (2015 Year End)

Chief Brinton provided an overview of his memorandum regarding the 2015 year end. Chair questioned whether budget surplus amounts in the operational portion of the budget can be rolled forward from one year to the next within the same account. The municipal administrator advises that this is not a practice of the municipality. Chief Brinton reports that the Director of Finance advises that any surplus within operating portions of the budget may be used to offset over-runs in other areas of the overall municipal operational budget.

Financial Report (March, 2016)

Discussion held regarding the needed frequency of reporting the monthly financials to the Police Board. Consensus of the Board was reached that quarterly financial reporting would be sufficient. As the Director of Finance may be required to provide assistance within some areas of the budget, Chief Brinton will arrange a meeting with her to determine if her assistance on a quarterly basis would be reasonable.

Overtime Report (March, 2016)

The sick time is higher year-to-date than last year by one hundred hours and the first two months of this year have been higher than the last three years first two month period. Chief is currently reviewing the last five years of sick time and plans to investigate further and set priorities. The number of hours of sick time used has been fairly consistent over the past five years. Differences would be caused by having to call off-duty members out, rather than back-filling absences by changing shifts of members within other sections. With the recent retirement of the Community Services member, there will be one less person to call on to alter shifts and sick time may necessitate more callouts. Hiring a new member to fill the current vacancy will potentially take up to three months.

Chief Constable's Monthly Report (April 15, 2016)

The totem pole raising event at the Victoria Native Friendship Centre was quite an event, which happened to coincide with a large scale First Nations Youth event being held during the same week in Victoria. The raising ceremony was well attended with a large truck and rope hauling the pole into place.

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

Strategic Plan Quarterly Report

Some initiatives are in progress and some have already been met. The Support Services Sergeant and School Liaison will cover the gap left by the retirement of the Community Liaison Constable. Some Community Liaison functions may be absorbed by either the other Support Services staff or patrol. The Board feels that involving the patrol members in some of the initiatives is very worthwhile and Chief Brinton feels that the Reserve Constables may be able to assist in some areas.

Two officers have received the training to deliver the Road to Mental Readiness program to sworn members, which will take place in the fall.

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

CARRIED

COMMUNICATIONS:

CHIEF'S ORDERS: (Policy Changes)

- AC 000 – Use of Telephones and Cellular Telephones
- AF 100 – Intra/Internet and Voicemail Usage
- AF 120 – Social Media

AC000

There is still some concern regarding the consistency of the wording between employees, members and officers in all three pieces of policy on the agenda. Chief Brinton advises that there are some circumstances where policy would direct police staff and not all employees. All three policies have been kept as consistent as possible, but the use of more than one term in some cases will be unavoidable.

Section 3.1 of this policy raised some concerns about callers being directed to hang up and call 9-1-1. Discussion held regarding the redirection of emergency calls coming through on the non-emergency line. It was determined that the best wording would be that callers 'will be directed to 9-1-1'.

The question was also raised regarding the differences in the terminology between 'member', 'officer' and 'employee'. It was agreed by the Board

AF 100

Discussion held regarding proposed section 7.3, personal use of work email. Consensus amongst the Board that as section 7.2 addresses the misuse of work email for personal gain, section 7.3 should be removed completely.

AF 120

Further discussion was held regarding the clarity of wording regarding employees, members & officers. It was agreed upon by the Board that the differences should be captured using a definition section within the policy and wording of the policy changed accordingly.

MOVED and seconded: That all three pieces of policy be approved according to changes determined by the Board as above.

CARRIED

General discussion held regarding the level of involvement required for the Board to approved departmental policy. It was determined that the "Policy" and "Reason for Policy" sections of all pieces of departmental policy be approved by the Board and that minor changes to the "Procedure" sections of policy be at the Chief Constable's discretion. Chief Brinton recommends that Police Services be contacted to confirm the requirements for Police Boards around policy approval. Sandra Waddington to make the inquiry with Police Services.

OLD BUSINESS:

MOVED and seconded: That Sandra Waddington be appointed as the authorized representative to the BCAPB Executive Board and Brian Rendell be appointed as the alternate representative. Form to be completed and returned to Police Services.

CARRIED

NEW BUSINESS:

Sandra Waddington advises that the most recent version of the Police Board manual that was sent out to all Board members will require one slight change to the order of business. She will make the correction and send out the revised final version. Updated version of the Police Board manual to also be included in the Police Board Orientation Manual and also be placed on the May agenda for adoption. Next Police Board meeting to be held on May 17, 2016 in the Committee Room.

ADJOURNMENT:

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

The open portion of the meeting adjourned at 5:10 p.m.

Certified Correct:

Secretary, Oak Bay Police Board

Chair, Oak Bay Police Board