

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, February 23, 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 2:57 p.m.

Chief Brinton introduces newly hired member, Brett Stewart, who started with the Oak Bay Police Department on January 6, 2016 and has had twelve years of previous experience with the Victoria Police Department. The Chair and Board welcome Constable Stewart to Oak Bay.

PRESENTATIONS:

Exemplary Service bars for 30 years of exemplary police service were presented to Sergeant Ian Craib and Constable Rick Anthony.

APPROVAL OF AGENDA:

Agenda approved.

ADOPTION OF MINUTES:

The Chair requests that the Police Board Secretary send a letter to the other Police Board Secretaries within the CRD advising of the motion that was passed under New Business at the January 19, 2016 meeting regarding the governance project for the Integrated Units within the Capital Regional District.

RESOLVED that minutes of the open portion of the regular meeting of the Oak Bay Police Board, held on Tuesday, January 19, 2016, be adopted.

DEPARTMENT REPORTS:

Chief Brinton advises that there is no Financial Report this month as the 2015 year-end figures are not yet finalized and there was very little to report regarding the budget year to date for January. We should have some year-end figures available for the March meeting.

Overtime Report (January, 2016)

Chief Constable's Monthly Report (February 10, 2016)

The legal training that Chief Brinton refers to in his memorandum is in relation to Section 25.1 of the Criminal Code, which provides authority for the police to commit an offence during the course of undercover operations. This type of authorization requires the approval of a senior

officer. Administrative officers within the CRD have been provided with this training by two full time members of the British Columbia Municipal Undercover Team.

A CREST update has been provided to the Area Chiefs regarding the new 700 mhz radio system, which should be operational soon. The system will be implemented in three stages over three years, with Oak Bay, Victoria & Saanich Police Departments being implemented within the first stage.

There have been business bylaw discussions regarding medicinal marihuana dispensaries within the municipality of Oak Bay. The Chair advises that Oak Bay bylaw does not currently allow business licences to be issued that would allow this illegal activity. There will be no change to the municipal bylaw position, unless the Federal laws change to allow it.

Support Services Monthly Report (Sgt Smith, February 11, 2016)

Sergeant Smith has provided the January Support Services report, which combines the School Liaison and Community Liaison activities . This new reporting format will be submitted monthly by Sergeant Rob Smith, who is the Support Services Administrative Sergeant.

Mobile Youth Services Team (MYST) Monthly Report (Cst Gibbs, February 11, 2016)

Deputy Chief Thom reported on the positive work that Constable Gibbs is doing as the sole member of the Mobile Youth Services Team. She has had close involvement with Victoria Police Department regarding vulnerable youth living within “Tent City” next to the Victoria Court House.

The Chair suggests that future Support Services monthly reports also include MYST.

RESOLVED that all of the Department Reports be received.

COMMUNICATIONS:

7. 2016 Police Board Meetings & Conferences Schedule

MOVED and seconded: That authorization be given to all Board members to attend the BC Association of Police Board (BCAPB) Conference & AGM in Nelson, May 26-28, 2016.

CARRIED

All members will be attending with the exception of Brian Rendell.

MOVED and seconded: That authorization be given to Sandra Waddington & Chair Jensen to attend the Canadian Association of Police Governance (CAPG) conference in Ottawa, August 12-14, 2016.

CARRIED

MOVED and seconded: That the dates of the March and May meetings be changed as follows:

Tuesday, March 22 meeting changed to Thursday, March 31, 2016 at 3:00 pm

Tuesday, May 24 meeting changed to Tuesday, May 17, 2016 at 3:00 pm

CARRIED

8. 2016 Workshops - Access to Information for Local Government

Chief Brinton recommends that two police support staff attend this one day training session as there would be value in knowing what information can and cannot be released as it relates to the Police Board. This would be handled internally by the Police Department.

RESOLVED that the correspondence regarding the 2016 Workshops regarding Access to Information for Local Government be received.

9. Re Downloading DNA Costs to Police Departments

Chief Brinton feels that there may not be any billing of these costs in 2016, as most police departments 2016 budgets have already been set. We would have to allow for these costs for the 2017 budget. Billing will be based on the previous year's usage. As Saanich Police, under the umbrella of the current service agreement, had included all Oak Bay forensics requests along with the Saanich requests, there is no previous separation to define potential costs. BC Chiefs have attempted to push back against this downloading of costs, to no avail.

Discussion held regarding the renewal of the Oak Bay/Saanich Service Agreement, which expires at the end of 2016. Initial discussion between the two departments will likely start mid-March. As the agreement is between the District of Oak Bay and the District of Saanich, it is ultimately the Councils of both municipalities that will sign the agreement based on the Board's recommendation. A working group comprised of Chief Brinton and two board members will be formed to formulate some financial strategies prior to full discussions with Saanich Police. Any discussions to be held in camera. Chief Brinton to report back with a structure proposal regarding the working group.

RESOLVED that all correspondence regarding the downloading of DNA costs to Police Departments be received.

10. Police/ER/Mental Health Subcommittee – 2015 Review

This committee which was spearheaded by Victoria Police Department and Island Health, consists of senior administrative officers from the CRD municipal police departments as well as the RCMP. The committee was struck to deal with the admission & release of mental health patients to the hospital emergency departments. Deputy Chief Thom advises that the points that most directly affect Oak Bay are points number (2), the Emergency Department Intake Record/Police Procedure and (3), Development of streamlined Section 28 processes.

A form has been created identifying necessary information required by the triage nurse in admissions when mental health patients are taken in. The information is provided by the attending police officer and assists the hospital staff in determining the urgency of the patient's

mental state. Hospital staff retains the original, and the police departments keep a copy, which is eventually added to the operational police file.

The key issue for all police agencies is the amount of time and police resources consumed when escorting mental health patients through this process. Oak Bay has experienced more progress in this process than some of the larger departments. Form 21 warrants for apprehension remains one of the more significantly time consuming issues. Island Health is aiming to roll out this process being used at the Royal Jubilee Hospital and implement it in the lower mainland and perhaps eventually, the rest of the province.

RESOLVED that the correspondence regarding the 2015 Review of the Police/ER/Mental Health Subcommittee be received.

11. Police Officer Commissions - Public Safety & Solicitor General, January 29, 2016

Chair Jensen congratulates Deputy Chief Kent Thom who was one of 71 police officers to receive a Police Officer Commission under the authorization of the Lieutenant Governor. Each police agency must determine how and when they would like these commissions to be formally presented. Chief Brinton to follow up on the formal presentation.

RESOLVED that the correspondence regarding the Police Officer Commissions be received.

12. BC Association of Police Boards – 2016 AGM

Discussion held regarding resolutions that may want to be put forward for the upcoming AGM. May 2, 2016 is the deadline for all resolutions to be forwarded to the BCAPB.

RESOLVED that the correspondence regarding the BCAPB 2016 AGM and Call for Resolutions be received.

13. Oak Bay Police Board Manual – Draft, January 2016

A suggestion for an updated Mission Statement that focuses more on the Police Board will be circulated for modification. All changes will be coordinated by Sandra Waddington and forwarded to the police department to update the manual. Next draft to be submitted for the April meeting.

RESOLVED that the draft copy of the Oak Bay Police Board Manual be received.

14. March meeting date – Topic for Discussion and to determine new date

March meeting to be on the 31st, as determined earlier in the meeting, under item #7, 2016 Meetings & Conference Schedule.

CHIEF'S ORDERS: (Policy Changes)

- OB 180 – Missing Persons

The new Missing Persons policy has been formed around the new provincial policing standards put forth by Police Services regarding missing persons investigations. A recommendation was made for a process to be implemented for review of all policy starting with high priority and oldest pieces of policy. All sections of policy that are updated should bear the amendment date and a system put into place for regular review.

Chief Brinton advises that Police Services Division is striking a committee to provide police standards on some high risk areas of policy throughout the entire province.

MOVED and seconded: That Policy OB 180 be approved as presented.

CARRIED

NEW BUSINESS:

Chair Jensen would like to host a joint Police Board meeting with Council sometime in March, with a further plan to hold one annually. After discussion it was determined that the joint meeting would be held Monday, March 21 at 5:30 p.m. in Council Chambers, prior to the Committee of the Whole meeting. Sandra Waddington to be the Acting Chair for the meeting as Chair Jensen will be away. Items to be on the agenda include the Strategic Plan specific to the Police Board and the budget process.

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 4:38 p.m.

Deputy Chief Thom left the meeting.

Certified Correct:

Secretary, Oak Bay Police Board

Chairman, Oak Bay Police Board