

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, January 24, 2017 at 5:00 p.m.

PRESENT:	Board Members:	Nils Jensen, Chair
		Mary Kelly
		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

Prior to calling the meeting to order, the Chair acknowledged the upcoming retirement of Deputy Chief Thom who will be retiring on February 28, 2017. The Deputy Chief has had a career of thirty-seven and a half (37 ½) years of policing; twenty-five (25) years with the Edmonton Police Service and the final twelve and a half (12 ½ ) being with the Oak Bay Police Department. Congratulations Deputy Chief Thom.

Chair called the meeting to order at 5:02 p.m.

#### DELEGATIONS:

The Chair welcomed The Oak Bay Police Association Executive. Introductions were made and brief bios provided by each of the Executive.

All three positions are new to the Association Executive. The President is Sergeant Rob Smith, who has been with the department since June, 2000, following three years with the RCMP. The Vice-President is Constable Julie Chanin, who has been with the department since November, 2011, following eleven years with the RCMP and the Treasurer is Constable Sheri Lucas, who has been with the department for three years, following sixteen years with the West Vancouver Police Department.

Prior to the Police Association Executive departing, the Chair was able to present a framed Certificate to Sergeant Rob Smith for his “Certificate in Police Leadership” with a concentration in Administration that he obtained in 2016 from Dalhousie University.

#### PRESENTATIONS:

Eileen Grant, the Emergency Program Manager for the Municipality of Oak Bay attended to provide a presentation to the Board on the Emergency Response & Recovery Plan that the municipality has in place. As the plan is extensive and fills two large binders, the Board was presented with the index pages from the plan and a quick reference guide which outline the structure and operational deployment in the event of disaster response. There is also a checklist relating to the Police Branch Coordinator that outlines responsibilities and reporting protocols for the police department in the event of such an incident.

The Emergency Program Manager advised that in the event of a disaster police would be traffic, security, containment, evacuation and communication. Specially trained search and rescue staff would be responsible to entering any collapsed buildings. Currently all area municipalities are working together to create a regional disaster plan.

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, November 22, 2016, be adopted.

DEPARTMENT REPORTS:

***Financial Reports (estimate only as of December 31, 2016)***

The figures provided are an estimate only as the year-end financials will not be closed off until sometime in March. The most significant area that is over budget is the overtime. Chief Brinton will speak to this later in the meeting. The overall operational budget is shown at being \$180,000 under budget. This will change as there are still expenses that have not yet been accounted for.

***Overtime (October, 2016)***

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

Although not part of the agenda, the Chair wished to discuss municipal reserve accounts, which was a topic on the recent Council meeting. Regarding funding for "cold-case" major crimes, the Chair advises that most reserve accounts can only be accessed for the specific purposes that they were set up for initially. One source of funding would be current revenue with a second source being from taxes.

The current police reserve balance for major crime investigations is \$106,000.00.

***Oak Bay Police Strategic Plan 2013-2017***

Deputy Chief Thom stated that some initiatives within the Strategic Plan have not been fully met, due to staffing levels in the Support Services Section. The vacancy of the Community Liaison position since May and the School Liaison being temporarily re-deployed to cover patrol vacancies have been the contributing factor.

The Road to Mental Readiness training has been provided to almost the entire department, with the exception of those members on long term absences, who will be trained upon their return.

The Chair questioned initiative 3.3.0, regarding an overview being published on the municipal website regarding integrated policing involvement. Deputy Thom advises that the area Joint Management Team will determine the information that is to be published on the various police department websites in order for this to be completed. Having information on the website would provide information to the public that shows cooperation between municipalities.

During 2017, the process will begin for the next Strategic Planning period covering 2018-2022. It was suggested that more community groups be brought into the planning process.

***High Visibility Policing***

It is hoped that the hours of high visibility policing will increase when staffing levels return to normal. Although the hours devoted have been lower, there has been no obvious negative effect within the municipality, such as increases in crimes, violations or complaints.

***Support Services Report***

Chief Brinton advises that there has been a significant rebuilding of the Oak Bay Reserve Program. We currently have six reserves that are very enthusiastic.

The Oak Bay officer currently seconded to MYST will see her term with that unit end in May, at which time she will return to patrol. The CRD Deputy Chief's joint management team are currently reviewing applications for the position. There were no applicants from within Oak Bay, so it will be a member from one of the other police agencies. The oversight and financial management of the unit will be handed over to the department whose member is the successful candidate.

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

CARRIED

**COMMUNICATIONS:**

10. 2017 Meeting Schedule

Discussion held regarding the meeting dates. It was determined that the regular March meeting will be changed to Tuesday, March 14.

The joint meeting with Police Board & Council is scheduled for Monday, April 3 at 5:30 p.m. After discussing whether there is a need to discuss the police budget with Council at this meeting or wait until the Estimates Meeting on April 12, it was decided to clarify the meeting agenda with Deputy Director of Corporate Services and the Director of Finance.

The May meeting will be moved from the 23rd to the 16th, due to the Victoria Day long weekend and Council meeting being held on the 23rd.

The June meeting will be moved from the 27th to the 13th.

The September meeting will be held on the 19th due to the UBCM.

MOVED and seconded: That the 2017 Police Board Meeting Schedule be approved with the changes made above.

CARRIED

11. Police Board Orientation at JIBC, January 28, 2017 – Resolution Require for Travel Expenses

MOVED and seconded: That all Board members be approved to travel to the Police Board Orientation meeting at the JIBC on January 28, 2017.

CARRIED

12. Canadian Association of Police Governance (CAPG)

MOVED and seconded: That the correspondence from the Canadian Association of Police Governance (CAPG) be received.

CARRIED

Discussion held regarding the Canadian Association of Police Governance (CAPG) Conference being held in Montreal July 13-16, 2017 and how many members could attend as per previous budget discussions.

TABLED until the February meeting to determine whether funding will allow two or three Board members to attend.

13. BC Association of Police Boards – 2017 AGM & Conference, April 6-8

MOVED and seconded: That the correspondence from the British Columbia Association of Police Boards (BCAPB) regarding the 2017 AGM & Conference, being held April 6-8, 2017 be received.

CARRIED

TABLED until the February meeting to determine how many members the current budget will allow to attend.

14. Sponsorship Request – 2017 BCAPB AGM & Conference

MOVED and seconded: That the Board provide \$475 to sponsor a coffee break at the BCAPB AGM & Conference, April 6-8, 2017.

CARRIED

15. BC Association of Police Boards (BCAPB) – Appointment of Executive Board

A new representative from the Oak Bay Police Board is required to represent Oak Bay on the BCAPB Executive. The new appointment would be effective at the April AGM. The deadline to name the new representative is March 6, 2017.

MOVED and seconded: That the correspondence regarding the appointment to the BCAPB Executive Board be received.

CARRIED

TABLED until the February meeting to determine the Oak Bay representative for the BCAPB Executive.

CHIEF'S ORDERS:

- OH 010 – Department Issued Firearms DRAFT
- OD 240 – ViCLAS DRAFT

MOVED and seconded: That policies OH 010, Department Issued Firearms and OD 240 ViCLAS 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 6:44 p.m.

Certified Correct:

---

Secretary, Oak Bay Police Board

---

Chair, Oak Bay Police Board