

MINUTES of the open portion of the regular meeting of the OAK BAY POLICE BOARD held in Council Chambers, Oak Bay Municipal Hall, 2167 Oak Bay Avenue, Oak Bay, BC, on Tuesday, September 30, 2014 at 3:00 p.m.

PRESENT:	Board Members:	Nils Jensen, Chair Sandra Waddington Brian Rendell Bronwen Campbell
	Board Secretary/CAO:	Helen Koning
	Chief Constable:	Andy Brinton
	Deputy Chief Constable:	Kent Thom
	Executive Assistant/Scribe:	Laura Lang
ABSENT:	Board Member:	Wendy Brown

The Chair called the meeting to order at 3:02 p.m., welcomed the new board members, Brian Rendell and Bronwen Campbell and provided them with a few procedural items in relation to the running of the meetings.

ADOPTION OF MINUTES:

RESOLVED that minutes of the open portion of the regular meeting of the Oak Bay Police Board held on Tuesday, June 24, 2014 be adopted.

DEPARTMENT REPORTS:

Financial Report (August 31, 2014)

Discussion ensued regarding the level of detail that is provided on a monthly basis and the need to regularly report on everything, especially the smaller amounts over which the police have very little operational control.

It was decided that any further discussions regarding the finer details of reporting would be tabled until the budget meeting in October.

Overtime Report (June, July, August 2014)

Chief Brinton provided an overview of the various types of overtime captured in this report and the reasons for it for the benefit of the newer board members. Deputy Chief Thom provided a brief history on the current form used, which was designed specifically for Police Board use by a previous board member. Discussion ensued about the practice of banking overtime, the liability this poses to the municipality and the processes currently in place to allow for these costs.

Chief Constable's Monthly Update (July/August, 2014)

Chief Brinton has spent a considerable amount of time in the past few months in getting to know and network with some of the police support services, such as Police Victim Services, advocacy groups and other police executive groups, such as the BC Association of Chiefs of Police, the Canadian Association of Chiefs of Police and the Area Chiefs. The department is currently working to fill the position vacated by the loss of the Oak Bay Restorative Justice Program.

Discussion held regarding the Capital Regional 9-1-1 Working Group. The aim of this group is to work toward an amalgamated dispatch centre for the Capital Region. Police Services Division of

the Ministry of Justice has shown interest in pursuing a more amalgamated model of dispatch centres throughout the entire province. There are currently 27 dispatch centres in the province and the desire is to amalgamate these centres down to possibly 7. The Regional District may hold off on any further discussions on this topic, to prevent the duplication of work that may be done at the provincial level.

Community Liaison Report (June, July, August, 2014)

Training & Conferences Report (January-June, 2014)

Scheduling training in a small department can be problematic while trying to maintain minimum staffing levels around vacation time as well as working shift work. There has been an increase in the amount of provincially mandated training, such as Use of Force, which has become so significant that it impacts other standard operational courses. De-escalation training will soon require annual recertification. The department is attempting to schedule as much local training as possible, such as the Conservation Officer who provided a very informative session to all of the platoons. Annual firearms qualification and training is provided by Saanich Police Department.

High Visibility Report (January-June, 2014)

Deputy Chief Thom provided an overview of the various high visibility initiatives covered in the report. The Chair encourages the use of the "Police Post" sandwich board when parked and available to the public.

RESOLVED that the Department Reports be received.

COMMUNICATIONS:

1. PB2014-27 ORDERS OF LIEUTENANT GOVERNOR IN COUNCIL, June 20 & July 25, 2014
Re Board Appointments of Brian Rendell & Bronwen Campbell

The Chair welcomed Brian Rendell and Bronwen Campbell as the two newly appointed Police Board members.

RESOLVED that the Orders in Council for the board appointments be received.

2. PB2014-28 DIRECTOR OF POLICE SERVICES, MINISTRY OF JUSTICE, June 25, 2014
Re CRD Integrated Police Teams Review

Oak Bay currently contributes to seven integrated units, aside from other secondment opportunities. This review captures the current status and funding formulas. There is an initiative by the Deputy Chief's committee to standardize funding formulas for all integrated units. While it is important to maintain the positive work done by the various units, civilian governance and oversight remains an ongoing issue.

RESOLVED that the CRD Integrated Police Teams Review be received.

3. PB2014-29 CHIEF CONSTABLE BRINTON, July 2014
Re 2013 Crime Severity Index, Statistics Canada

Chief Constable Brinton explained the principles of “weighting” crime types and providing a severity number for the purpose of this report. Oak Bay has a very low crime severity index, with decreases shown in both violent and non-violent crime types from 2012 to 2013. This report provides statistics on crime severity only and does not reflect the level of service, crime prevention initiatives, call load, nor the amount of time spent on calls.

RESOLVED that the 2013 Crime Severity Index be received.

4. PB2014-30 POLICE SERVICES, MINISTRY OF JUSTICE, July 14, 2014
Re Strategic Community Investment Fund

RESOLVED that the correspondence regarding the Strategic Community Investment Fund be received.

5. PB2014-31 DIRECTOR OF POLICE SERVICES, MINISTRY OF JUSTICE, July 8, 2014
Re OPCC Jurisdiction over Special Municipal Constables

The OPCC currently has no jurisdiction to oversee the investigation and adjudication of complaints made against Special Municipal Constables and is requesting input on this topic as they explore the possibility of applying for amendments to the *Police Act* to have this changed. No action will be required from Oak Bay as there are no Special Municipal Constables within the municipality.

RESOLVED that the correspondence regarding the OPCC jurisdiction over Special Municipal Constables be received.

6. PB2014-32 TOWN OF VIEW ROYAL, July 15, 2014
Re Reply to Oak Bay correspondence regarding Regional Crime Unit

The Chief Constable provided background information on the Regional Crime Unit structure and disbandment, how it affects Oak Bay directly and the reason for sending the correspondence to all area Mayors for the benefit of the newly appointed members. The current goal is to continue to share information and intelligence with Saanich & Victoria Police departments.

In June, the Oak Bay Police Board sent a letter to all of the Mayors and Police Boards in the Greater Victoria area encouraging the various boards and councils to work together to find a way that inter-agency focus can be maintained so that the prolific offenders and the crimes they commit can continue to be proactively targeted. The Chair requests that copies of the original letter be distributed to the board for information.

Oak Bay will continue to liaise and share intelligence with other area police departments in continuing to target these known local offenders.

RESOLVED that the correspondence from the Town of View Royal regarding the Regional Crime Unit be received.

7. PB2014-33 CHIEF CONSTABLE BRINTON, September 18, 2014
Re Quarterly Report, Oak Bay Police Department 2013-2017 Strategic Plan

Background provided on creation of plan and gathering of data, which was provided by community groups and the citizens of Oak Bay. The four strategic initiatives will be revisited in 2015 in consultation with the police membership. In 2017 the Board will go back to the community for follow up. Chief Brinton feels that most initiatives are being met.

RESOLVED that the Quarterly Report on the 2013-2017 Strategic Plan be received.

NEW BUSINESS:

1. Discussion held regarding the format and presentation of the agenda to the Board members. It was unanimous that we continue with the electronic distribution, with a request that the agenda include page numbers of each correspondence item as well as containing hyper-links to the associated correspondence. Council will be starting to use new software for compiling, distributing and publishing agendas and minutes. This may be put into use, when available. The 2015 budget will increase slightly to allow for the purchase of iPads or tablets for board members use.
2. Sandra Waddington reported on several issues that had arisen from the recent BC Association of Police Boards (BCAPB) meeting. They are requesting topics for strategic directions, such as mental health, the cost of policing, integration, board evaluations. Input from the Oak Bay Police Board is requested on what is seen as a priority. To be put on the October agenda for discussion and consensus.

E-access to the Canadian Association of Police Governance (CAPG) will be provided to all board members by Sandra Waddington.

Discussions were held regarding Board policy development. They would like to look at policies that affect all municipal police boards. Two items – expense reimbursements for board members and file management of correspondence via email. Guidance is needed in determining what should be retained under the *Freedom of Information Act*. Joint meetings may be held early next year to discuss this issue further.

The next BCAPB annual general meeting & conference will be held in Whistler from April 30-May 2, 2015. Police Services Division will distribute registration and accommodation information directly to Oak Bay Police Department executive assistant, who will register attendees.

ADJOURNMENT:

In Camera Resolution:

That the open portion of the Police Board 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 4:55 p.m.

Certified Correct:

Secretary, Oak Bay Police Board

Chair, Oak Bay Police Board