

MINUTES of the open portion of the regular meeting of the OAK BAY POLICE BOARD held in the Committee Room of Oak Bay Municipal Hall, 2167 Oak Bay Ave, Oak Bay, BC, on Tuesday, October 27, 2015 at 4:00 p.m.

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

The Chair called the meeting to order at 4:02 p.m.

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, September 29, 2015 be adopted.

DEPARTMENT REPORTS:

Financial Reports (September, 2015)

Overtime Report (September, 2015)

Chief Constable's Monthly Update (October 13, 2015)

Strategic Plan Quarterly Report (September, 2015)

The wrong date appears on the top of the Strategic Plan Quarterly Report. It should read September, 2015 rather than June, 2015. All content is correct. Date to be corrected prior to posting to the municipal website.

School Liaison Report (September, 2015)

Community Liaison Report (June-September, 2015)

RESOLVED that all of the Department Reports be received.

COMMUNICATIONS:

1. PB2015-27 CHIEF CONSTABLE BRINTON, October 21, 2015
Re 2016 Provisional Budget

There is not a lot of substantial change to the 2016 Budget. Chief Brinton's memorandum touched on areas of the budget where there were any noted changes.

Within the Administration area of the budget, there was no amount put forward for Consulting for a Needs Assessment. All departments in the municipality will be included in a municipal building needs assessment, which will help the Police Department formulate a five year plan for building needs analysis and costs. The Assessment Report should be ready by February, 2016. All buildings will be rated and prioritized after review. This will assist the municipality with their financial asset management program. The CAO and Treasurer will determine whether funds would come from the Police Budget or municipal funding for both assessment & construction.

The 2016 budget for CREST radio costs is not much of an increase from 2015. There is a five year forecast for funding to upgrade the entire system and equipment.

There has been an increase in the conversion costs of equipping the new vehicle in 2016, which a good portion of will cover labour costs. The purchase price of the vehicle has also increase by \$3,000 for 2016.

The unused funds for building renovations that were budgeted for in 2015, will be carried forward to 2016 for completion of the renovations.

The overall budget is just under a 1% increase from 2015.

The Police Board budget amount will remain the same as 2015. Projected 2015 costs are low as conferences that were budgeted for were not attended. The Canadian Association of Police Governance conference will be held in Ottawa in August of 2016 and it is felt that one member, perhaps two, should attend. The 2016 meeting will overlap with the Canadian Association of Police Chiefs conference. The BC Association of Police Boards AGM and conference will be held in Nelson in 2016 at the Prestige Lakeside Resort. Five rooms to be set aside for those that will be attending.

The training budget will be increasing slightly to allow several different training sessions not previously available. One is Critical Incident Response training for supervisors who are first on the scene of a large scale crime or disaster and the other is training for the use of new carbines. 2015 training expenses will be lower than budgeted as two members who were scheduled for a two week long senior police administrative course were unable to attend as well as the cancellation of other courses.

The over-run for electricity for 2015 is due to BC Hydro not billing for the last portion of 2014 until early 2015.

Chief Brinton's memorandum regarding the Patrol Carbine Program provides background information regarding the proposed purchase of these firearms. Although there is potential for concerns regarding the optics of this type of use of force, carbines have become a standard for most police agencies within Canada when responding to calls of a serious nature that pose a risk to the public.

There is a high standard of training and re-qualification for members prior to deployment. Not all members will be trained, but the goal is to have twelve members trained over the course of the next few years; two members on each platoon and members in other support sections. This is currently the practice of other area police departments. The carbines will be used in conjunction with current use of force options. There will be a sign-out process involved for those who are qualified for use. Funds have been allocated for 2016 to cover the cost of the weapon and required training.

MOVED by Wendy Brown, seconded by Brian Rendell: that the 2016 Provisional Police Budget be approved as presented.

CARRIED

MOTION by Brian Rendell, seconded by Wendy Brown: to approve the purchase, training and deployment of the carbines as outlined in Appendix B of the 2016 Provisional Police Budget.

CARRIED

2. -- BC ASSOCIATION OF POLICE BOARDS – Verbal Update, Sandra Waddington
Re Police Board Orientation Session at JIBC, New Westminster

The Police Board Orientation session is being held on January 23, 2016. Sandra Waddington recommends that this is a good session for any Board members who have not previously attended.

RESOLVED that the update regarding the Police Board Orientation session at the Justice Institute be received.

3. -- BC ASSOCIATION OF POLICE BOARDS – Verbal Update, Sandra Waddington
Re 2016 Conference & AGM

As discussed earlier in the Budget portion of the meeting, the BC Association of Police Boards (BCAPB) 2016 AGM and conference is being held in Nelson on May 26 & 27, with accommodations at the Prestige Lakeside Resort. It was recommended by the Chair that five rooms be blocked off to accommodate all that may want to attend.

RESOLVED that the update regarding the 2016 BCAPB AGM and conference be received.

4. -- MUNICIPAL POLICE BOARDS WORKING GROUP – Sandra Waddington
Re Update on progress of the working group

The working group has had their first meeting and the second meeting is planned for Monday, November 2. The terms of reference and the principles for the working group should be completed at the next meeting and ready for the December 2 meeting. Good progress is being made. The Chair also wanted it noted that the CRD Municipal Mayors will be meeting on Wednesday, October 28 and he will update them on the progress of the working group.

RESOLVED that the update regarding the Municipal Police Boards Working Group be received.

NEW BUSINESS:

No new business.

ADJOURNMENT:

The open portion of the meeting adjourned at 5:15 p.m.

Certified Correct:

Secretary, Oak Bay Police Board

Chair, Oak Bay Police Board

**Statement of Expenditures as at October 31, 2015
(83.33%)**

Administration Benefits	94.18%	Budget amount was set before new 2015 rates were applied.
Overtime	55.56%	Members using leave from banked overtime causes numbers to remain low as Finance Department credits this account with the dollar value attributed to the banked time taken either as time off or as pay. There has been an increase in the number of members who choose to bank time than take it in pay.
EI CPP	99.56% 99.51%	These will be high due to the payout of the retroactive pay. Will level off towards the end of the year.
Uniform Cleaning Allowance	95.00%	Drycleaning allowance is paid in full to the Police Association at the beginning of the year and administered by the Association. Will be reduced as recoveries for the seconded units are applied throughout the year.
WCB Assessments	103.42%	WCB assessments are also front-end loaded, like CPP & EI. New rate for 2015 is 31% of both Operational & Administrative salaries.
Clothing & Uniforms	28.52%	Waiting on the arrival of a large order of uniform clothing.
Repairs & Supplies	50.89%	Several items within this account are budgeted in the event we need them, but are not always required.
Replacement-Small Equipment	31.74%	None of the \$2,000 contingency in this account has yet been required.
Training	34.80%	A few courses scheduled early in the year have been cancelled by the JIBC. Further training will take place in the latter part of the year.
Building Expenses	58.47%	Although the electricity account has exceeded budget amounts (128.39%), due to delayed billing late in the 2014 year, this account is below budget targets.
Repairs & Insurance – car #72	187.96%	Wages & benefits for the conversion of new car #72 cause this figure to currently run high. Only \$2,000 was carried forward to 2015 from excess 2014 budget for conversion costs.
Repairs & Insurance-car #74	33.07%	Original budget figure of \$19,000 for this account was to cover conversion fees for the new vehicle. Decision has been made to replace one of the other vehicles in the fleet, journal entry pending to transfer the funds.
Community Program	50.00%	Two members and two reserves attended the BC Crime Prevention Symposium in November. Volunteer recognition dinner was also held in November.
MYST Total	280.94%	Still waiting on recovery costs from a few police agencies. Conferences are over budget due to unplanned courses & conferences.

GL Department Report



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Page : 1

Date :

Time : 4:03 pm

Year : 2015

Period : 10

Budget : 83.33%

Account No.	Description	Year To Date	Committed	Budget	Variance	% Used
POLICE DEPARTMENT						
EXPENSES						
POLICE						
21100 POLICE BOARD						
10-2-21100-5900	SUNDRY-POLICE BOARD	5,933.76	0.00	12,000.00	6,066.24	49.45
	21100 POLICE BOARD	5,933.76	0.00	12,000.00	6,066.24	49.45
21200 ADMINISTRATION						
10-2-21200-1101	SALARIES FULL TIME-POL ADM	368,936.05	0.00	446,030.00	77,093.95	82.72
10-2-21200-1201	BENEFITS FULL TIME-POL ADM	27,491.79	0.00	29,190.00	1,698.21	94.18
10-2-21200-2001	LEGAL FEES-POL ADMIN	8,702.29	0.00	10,000.00	1,297.71	87.02
10-2-21200-2003	CONSULTING - POLICE ADMIN.	0.00	0.00	12,500.00	12,500.00	
10-2-21200-2100	CAR ALLOW'CE/TRAVEL-POLA	38.91	0.00	400.00	361.09	9.73
10-2-21200-2101	CONFERENCES/MEETINGS-PO	12,700.03	0.00	22,990.00	10,289.97	55.24
10-2-21200-3300	OFFICE SUPPLIES-POL ADMIN	7,529.61	0.33	10,700.00	3,170.06	70.37
10-2-21200-5900	SUNDRY-POL ADMIN	3,113.10	0.37	9,251.00	6,137.53	33.66
10-2-21200-9999	RECOVERIES-POL ADMIN	-15,850.60	0.00	-20,000.00	-4,149.40	79.25
	21200 ADMINISTRATION	412,661.18	0.70	521,061.00	108,399.12	79.20
21300 PROTECTIVE SERVICES						
10-2-21300-1101	SALARIES FULL TIME-PROTEC	2,054,373.26	0.00	2,585,645.00	531,271.74	79.45
10-2-21300-1103	OVERTIME-PROTECTIVE	55,434.63	0.20	99,776.00	44,341.17	55.56
10-2-21300-1106	OVERTIME - STAT HOLIDAYS - F	33,117.92	0.00	67,724.00	34,606.08	48.90
10-2-21300-1107	OVERTIME - RECOVERABLE - F	1,098.59	0.00	0.00	-1,098.59	
10-2-21300-1201	BENEFITS FULL TIME-PROTEC	0.00	0.00	0.00	0.00	
10-2-21300-1906	E.I.-PROECTIVE	30,061.45	0.00	30,500.00	438.55	98.56
10-2-21300-1907	C.P.P.-PROTECTIVE	61,592.78	0.00	62,500.00	907.22	98.55
10-2-21300-1908	SUPERANNUATION-PROTECTI	410,517.14	0.00	486,500.00	75,982.86	84.38
10-2-21300-1909	GROUP INSURANCE-PROTECT	3,684.96	0.00	5,000.00	1,315.04	73.70
10-2-21300-1931	DENTAL POLICE-PROTECTIVE	31,282.93	0.00	40,500.00	9,217.07	77.24
10-2-21300-1934	UNIFORM CLEAN ALLCE-PROT	8,625.86	0.00	9,080.00	454.14	95.00
10-2-21300-1935	W.C.B. ASSESSMENTS-PROTEI	39,299.34	0.00	38,000.00	-1,299.34	103.42
10-2-21300-1936	W.C.B. REIMBURSEMENTS-PR	-292.91	0.00	0.00	292.91	
10-2-21300-1939	POLICE EHB -PROTECTIVE	26,107.33	0.00	34,100.00	7,992.67	76.56
10-2-21300-3500	RADIO-PROTECTIVE	27,820.23	1.00	46,500.00	18,678.77	59.83
10-2-21300-3700	CLOTHING, UNIFORMS ETC.-PF	10,490.95	0.70	36,790.00	26,298.35	28.52
10-2-21300-3800	TELEPHONE-PROTECTIVE	22,561.70	4.00	28,960.00	6,394.30	77.92
10-2-21300-4200	REPAIRS & SUPPLIES-PROTEC	18,617.72	34.21	36,650.00	17,998.07	50.89
10-2-21300-4500	COMPUTER-PROTECTIVE	34,047.17	0.50	39,013.00	4,965.33	87.27
10-2-21300-4602	REPL SMALL EQUIPMENT - PR	936.25	0.00	2,950.00	2,013.75	31.74
10-2-21300-5901	CONTRACT - SAANICH GEN. SE	158,878.90	1.00	190,655.00	31,775.10	83.33
10-2-21300-5907	SUNDRY CONTRACTS-PROTEC	115,269.20	0.50	145,250.00	29,980.30	79.36
10-2-21300-6001	RESERVE FOR RETIREMENT-P	13,000.00	0.00	13,000.00	0.00	100.00
10-2-21300-6650	IT SERVICES-PROTECTIVE	4,815.00	0.50	4,825.00	9.50	99.80
10-2-21300-8800	CAPITAL REPLACEMENT-PROT	20,000.00	0.00	20,000.00	0.00	100.00
10-2-21300-8815	OLD MAJOR CRIMES RESERVE	20,000.00	0.00	20,000.00	0.00	100.00
10-2-21300-9999	RECOVERIES	-111,381.65	0.00	-202,848.00	-91,466.35	54.91
	21300 PROTECTIVE SERVICES	3,089,958.75	42.61	3,841,070.00	751,068.64	80.45
21500 TRAINING						
10-2-21500-5904	TRAINING EXPENSES	8,838.24	0.20	25,400.00	16,561.56	34.80

GL Department Report



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Page : 2

Date :

Time : 4:03 pm

Year : 2015
Period : 10

Budget : 83.33%

Account No.	Description	Year To Date	Committed	Budget	Variance	% Used
POLICE DEPARTMENT						
21500 TRAINING		8,838.24	0.20	25,400.00	16,561.56	34.80
21600 BLDG EXPENSES						
10-2-21600-1102	WAGES HRLY FULL TIME-BLDG	274.34	0.00	2,233.00	1,958.66	12.29
10-2-21600-1202	BENEFITS HRLY FULL TIME-BLI	150.89	0.00	1,228.00	1,077.11	12.29
10-2-21600-3900	ELECTRICITY-BLDG EXP	8,216.82	0.10	6,400.00	-1,816.92	128.39
10-2-21600-4000	WATER-BLDG EXP	835.75	0.00	1,297.00	461.25	64.44
10-2-21600-4100	NATURAL GAS-BLDG EXP	413.83	0.33	1,578.00	1,163.84	26.25
10-2-21600-4200	REPAIRS & SUPPLIES-BLDG E)	4,989.41	1.50	14,000.00	9,009.09	35.65
10-2-21600-5600	CUSTODIAL SUPPLIES-BLDG E	2,845.60	2.00	5,000.00	2,152.40	56.95
10-2-21600-5601	JANITOR SERVICES-BLDG EXP	10,002.72	0.50	15,698.00	5,694.78	63.72
21600 BLDG EXPENSES		27,729.36	4.43	47,434.00	19,700.21	58.47
21730 SUNDRY AUTO EXPENSES						
10-2-21730-4200	REPAIRS & SUPPLIES-SUNDRY	1,637.39	0.09	0.00	-1,637.48	
10-2-21730-4201	GAS & OIL FOR EQUIP'T-SUNDI	0.00	0.00	150.00	150.00	
10-2-21730-4202	EQUIP'T PARTS SUPPLIES-SUN	0.00	0.00	2,700.00	2,700.00	
10-2-21730-4700	INSURANCE	-64.00	0.00	0.00	64.00	
21730 SUNDRY AUTO EXPENSES		1,573.39	0.09	2,850.00	1,276.52	55.21
21731 AUTO EQUIPMENT # 71						
10-2-21731-1102	WAGES HRLY FULL TIME-AUTC	725.04	0.00	0.00	-725.04	
10-2-21731-1202	BENEFITS HRLY FULL TIME-AU	398.77	0.00	0.00	-398.77	
10-2-21731-4200	REPAIRS & SUPPLIES-AUTO E)	2,415.80	0.09	0.00	-2,415.89	
10-2-21731-4201	GAS & OIL FOR EQUIP'T-AUTO	3,701.46	0.00	8,125.00	4,423.54	45.56
10-2-21731-4202	EQUIP'T PARTS SUPPLIES-AUT	0.00	0.00	4,501.00	4,501.00	
10-2-21731-4700	INSURANCE-AUTO EQUIP 71	1,232.00	0.00	0.00	-1,232.00	
21731 AUTO EQUIPMENT # 71		8,473.07	0.09	12,626.00	4,152.84	67.11
21732 AUTO EQUIPMENT # 72						
10-2-21732-1102	WAGES HRLY FULL TIME-AUTC	5,838.22	0.00	0.00	-5,838.22	
10-2-21732-1202	BENEFITS HRLY FULL TIME-AU	3,211.02	0.00	0.00	-3,211.02	
10-2-21732-4200	REPAIRS & SUPPLIES-AUTO E)	3,400.27	450.09	0.00	-3,850.36	
10-2-21732-4201	GAS & OIL FOR EQUIP'T-AUTO	4,091.36	0.00	4,375.00	283.64	93.52
10-2-21732-4202	EQUIP'T PARTS SUPPLIES-AUT	0.00	0.00	5,533.00	5,533.00	
10-2-21732-4700	INSURANCE-AUTO EQUIP 72	1,632.00	0.00	0.00	-1,632.00	
21732 AUTO EQUIPMENT # 72		18,172.87	450.09	9,908.00	-8,714.96	187.96
21733 AUTO EQUIPMENT # 73						
10-2-21733-1102	WAGES HRLY FULL TIME-AUTC	319.86	0.00	0.00	-319.86	
10-2-21733-1202	BENEFITS HRLY FULL TIME-AU	175.91	0.00	0.00	-175.91	
10-2-21733-4200	REPAIRS & SUPPLIES-AUTO E)	28.68	0.09	0.00	-28.77	
10-2-21733-4201	GAS & OIL FOR EQUIP'T-AUTO	409.18	0.00	1,250.00	840.82	32.73
10-2-21733-4202	EQUIP'T PARTS SUPPLIES-AUT	0.00	0.00	3,131.00	3,131.00	
10-2-21733-4700	INSURANCE-AUTO EQUIP 73	1,122.00	0.00	0.00	-1,122.00	
21733 AUTO EQUIPMENT # 73		2,055.63	0.09	4,381.00	2,325.28	46.92
21734 AUTO EQUIPMENT # 74						
10-2-21734-1102	WAGES HRLY FULL TIME-AUTC	869.90	0.00	0.00	-869.90	

DISTRICT OF OAK BAY
GL Department Report



GL5330

Page : 3

Date :

Time : 4:03 pm

Year : 2015
 Period : 10

Budget : 83.33 %

Account No.	Description	Year To Date	Committed	Budget	Variance	% Used
POLICE DEPARTMENT						
10-2-21734-1202	BENEFITS HRLY FULL TIME-AU	478.42	0.00	0.00	-478.42	
10-2-21734-4200	REPAIRS & SUPPLIES-AUTO E	1,737.63	0.09	0.00	-1,737.72	
10-2-21734-4201	GAS & OIL FOR EQUIP'T-AUTO	4,640.32	0.00	8,125.00	3,484.68	57.11
10-2-21734-4202	EQUIP'T PARTS SUPPLIES-AUT	0.00	0.00	19,001.00	19,001.00	
10-2-21734-4700	INSURANCE-AUTO EQUIP 74	1,245.00	0.00	0.00	-1,245.00	
21734 AUTO EQUIPMENT # 74		8,971.27	0.09	27,126.00	18,154.64	33.07
21735 AUTO EQUIPMENT # 75						
10-2-21735-1102	WAGES HRLY FULL TIME-AUTC	802.04	0.00	0.00	-802.04	
10-2-21735-1202	BENEFITS HRLY FULL TIME-AU	441.12	0.00	0.00	-441.12	
10-2-21735-4200	REPAIRS & SUPPLIES-AUTO E	916.65	0.09	0.00	-916.74	
10-2-21735-4201	GAS & OIL FOR EQUIP'T-AUTO	3,644.37	0.00	8,125.00	4,480.63	44.85
10-2-21735-4202	EQUIP'T PARTS SUPPLIES	0.00	0.00	4,501.00	4,501.00	
10-2-21735-4700	INSURANCE-AUTO EQUIP 75	1,232.00	0.00	0.00	-1,232.00	
21735 AUTO EQUIPMENT # 75		7,036.18	0.09	12,626.00	5,589.73	55.73
21736 AUTO EXPENSE # 76						
10-2-21736-1102	WAGES HRLY FULL TIME-AUTC	576.66	0.00	0.00	-576.66	
10-2-21736-1202	BENEFITS HRLY FULL TIME-AU	317.16	0.00	0.00	-317.16	
10-2-21736-4200	REPAIRS & SUPPLIES-AUTO E)	325.41	0.09	0.00	-325.50	
10-2-21736-4201	GAS & OIL FOR EQUIPMT-AUTC	1,020.40	0.00	1,500.00	479.60	68.03
10-2-21736-4202	EQUIP'T PARTS SUPPLIES-AUT	0.00	0.00	2,479.00	2,479.00	
10-2-21736-4700	INSURANCE-AUTO EXP 76	1,065.00	0.00	0.00	-1,065.00	
21736 AUTO EXPENSE # 76		3,304.63	0.09	3,979.00	674.28	83.05
21739 AUTO EQUIPMENT # 79						
10-2-21739-1102	WAGES HRLY FULL TIME- AUTC	377.72	0.00	0.00	-377.72	
10-2-21739-1202	BENEFITS HRLY FULL TIM -AU	207.76	0.00	0.00	-207.76	
10-2-21739-4200	REPAIRS & SUPPLIES-AUTO E)	32.82	0.09	0.00	-32.91	
10-2-21739-4201	GAS & OIL FOR EQUIP'T-AUTO	357.75	0.00	1,250.00	892.25	28.62
10-2-21739-4202	EQUIP'T PARTS SUPPLIES-AUT	0.00	0.00	2,023.00	2,023.00	
10-2-21739-4700	INSURANCE-AUTO EXP 79	1,114.00	0.00	0.00	-1,114.00	
21739 AUTO EQUIPMENT # 79		2,090.05	0.09	3,273.00	1,182.86	63.86
21800 COMMUNITY PROGRAM						
10-2-21800-5900	SUNDRY-COMMUNITY PROGR/	10,552.43	0.00	21,104.00	10,551.57	50.00
21800 COMMUNITY PROGRAM		10,552.43	0.00	21,104.00	10,551.57	50.00
21850 MOBILE YOUTH SERVICES TEAM						
10-2-21850-1101	SALARIES FULL TIME - MYST	81,079.57	0.00	96,768.00	15,688.43	83.79
10-2-21850-1103	OVERTIME - MYST	0.00	0.00	1,000.00	1,000.00	
10-2-21850-1201	BENEFITS FULL TIME - MYST	19,282.94	0.00	24,740.00	5,457.06	77.94
10-2-21850-2101	CONFERENCES - MYST	1,780.30	0.00	1,500.00	-280.30	118.69
10-2-21850-3700	CLOTHING - MYST	1,070.04	0.00	1,070.00	-0.04	100.00
10-2-21850-3800	TELEPHONE - MYST	749.61	0.00	1,000.00	250.39	74.96
10-2-21850-4201	GAS & OIL FOR EQUIP'T - MYS	935.64	0.00	3,500.00	2,564.36	26.73
10-2-21850-4250	U CAN DO IT PROGRAM - MYSI	173.66	0.00	0.00	-173.66	
10-2-21850-5900	SUNDRY - MYST	-816.77	0.00	350.00	1,166.77	
10-2-21850-8800	CAPITAL REPLACEMENT - MYS	0.00	0.00	5,000.00	5,000.00	
10-2-21850-9999	RECOVERIES - MYST	-125,452.00	0.00	-127,383.00	-1,931.00	98.48

GL Department Report



GL5330

Page : 4

Date :

Time : 4:03 pm

Year : 2015

Period : 10

Budget : 83,339.00

Account No.	Description	Year To Date	Committed	Budget	Variance	% Used
POLICE DEPARTMENT						
	21850 MOBILE YOUTH SERVICES TE	-21,197.01	0.00	7,545.00	28,742.01	280.94
21900 OTHER EXPENSES						
10-2-21900-5706	DOMESTIC VIOLENCE UNIT	22,328.00	0.00	22,328.00	0.00	100.00
10-2-21900-5900	SUNDRY-OTHER EXPENSES	991.68	0.00	2,400.00	1,408.32	41.32
10-2-21900-5901	CROWD MANAGEMENT UNIT-C	0.00	0.00	3,183.00	3,183.00	
10-2-21900-5903	EMERGENCY RESPONSE TM-C	0.00	0.00	31,379.00	31,379.00	
10-2-21900-5914	MOBILE CRISIS RESPONSE TE	0.00	0.00	14,430.00	14,430.00	
10-2-21900-5919	UNDERCOVER POLICING UNIT	0.00	0.00	5,160.00	5,160.00	
	21900 OTHER EXPENSES	23,319.68	0.00	78,880.00	55,560.32	29.56
	POLICE DEPARTMENT	3,609,473.48	498.66	4,631,263.00	1,021,290.86	77.95

**OAK BAY POLICE DEPARTMENT
MONTHLY OVERTIME REPORT
Month of: October, 2015**

Overtime	Overtime worked	Year to Date	Previous Year to Date
Investigation	4	80.5	91
Court	-	90	66
Sick Relief	58	758.25	743
WCB Relief	-	30	39.5
Shift Coverage	24	107	183.5
Special Duty	-	7	27
Training	4	60.5	54.5
Meetings *	66.5	179.5	198.5
Total	156.5	1,282.75	1,403
Hours banked (this month)	50	471.25	566.25
OT Owing	964	964	778.25

* New line item as of April, 2014. This category was created to capture banked overtime earned for attending various meetings. YTD total for April updated to include January-April total, although monthly amounts not provided on reports for January-March.

OT Hours Paid	Current \$ Amt	Year to Date \$ Amount	Previous Year to Date \$ Amount
106.5	\$10,417.90	\$78,981.77	\$73,250.75



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: 2015-11-09
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: Chief's Monthly Update - October

Joint Human Resource Training

I attended a Human Resource training session with the other municipal managers. The presenter covered topics relating to supervising within a union environment. This was a good opportunity to gain some knowledge on the topic and interact with the other Oak Bay management staff.

Oak Bay High School Grand Opening

I attended this event to demonstrate our commitment to the school. There were a number of government officials and other supporters present. Most of the student body was present so a good opportunity to show the police supporting their school.

Meeting with UVIC Security Management

I met with the head of UVIC Security and toured their facility. This allowed me to become familiar with the security department discuss some common issues. We also covered improved communications between our agencies including media releases.

Victoria Child Abuse Prevention & Counselling Centre

I attended a meeting where the new Sexual Assault Centre was unveiled. This is the location that has been set up for child based investigations and interventions. All departments and support agencies were represented. Funding is through a number of grants

Oak Bay PD Promotion Process

The round table session with the department's sergeants and the executive interviews were conducted this month. There were 6 candidates in the process this cycle.

BCACP Crime Prevention Committee

I have joined this subcommittee of the BCACP. We held our first teleconference to update all the members on the current status of the committee's work. I also took part in a teleconference with the provincial Crime Stoppers organization.

Oak Bay Strategic Planning Session

I attended this session with Council and department heads to discuss the municipalities' priorities for the upcoming year. This was good opportunity to determine priority work for all the departments and ensure the police department is aligned with these goals.

Budget Process

A great deal of time was put into the 2016 budget process this month.

Andy BRINTON
Chief Constable

Oak Bay Police Department Community Services Monthly Log

Member:

Cst. Eric Payne
School Liaison Officer

Month of:

October 2015

Program	Dates	Comments
WITS PARTY SBT PAC		Periodic WITS visits continue at GNS and WILLOWS W alk Away I gnore T alk it out S eek Help P revent A lcohol and risk R elated T rauma in Y outh S chool B ased T eam P arent A dvisory C ouncil
School/Parent Concerns	All month	Ongoing cougar concerns
School Visits		
Oak Bay High	Oct. 01 Oct. 01 Oct. 05 Oct. 06 Oct. 07 Oct. 08 Oct. 08 Oct, 13 Oct. 19 Oct. 20 Oct. 29 Oct. 29	Tour de Rock arrival ceremony Safe plan meetings with school Traffic enforcement Night time foot patrol around school resulting in discovery of youth in old half demolished school. File 15-3639 refers. Night time foot patrol around school. Meeting with Downs student regarding inappropriate behaviour. Fire drill assisted by patrol SBT meeting Meeting regarding false cougar report SBT meeting PARTY program at VGH done by Sgt Smith while Payne training with school district. Halloween dance
Monterey Middle	Oct. 19	Cougar talk regarding false cougar report from Monterey student

Oak Bay Police Department Community Services Monthly Log

Member:

**Cst. Eric Payne
School Liaison Officer**

Month of:

October 2015

Willows Elem.	Oct. 01	Musgrave Dalhousie intersection meeting with Wendy Holob and Dave Marshall
	Oct. 13	More cross walk discussions with school
	Oct. 30	Halloween presentations X 2
GNS Elem	Oct. 14	Kindergarten WITS presentations X 2
St. Mike's Elem.	Oct. 08	Meeting at Municipal Hall with area residents regarding parking changes
	Oct. 14	Traffic enforcement Victoria at Beaverbrooke
	Oct. 19	Traffic enforcement Victoria at Beaverbrooke
	Oct. 22	Traffic enforcement Victoria at Beaverbrooke
	Oct. 23	Traffic enforcement Victoria at Beaverbrooke
	Oct. 27	Halloween presentation done by Cst Anthony and Oak Bay Fire
Meetings/COURT	Month	Numerous including multiple meetings with Oak Bay Engineering regarding traffic issues at Willows and Monterey, and School Based Teams at OB High.
Police Files	Month	16 files
SHIFTS FOR PATROL	Month	5 full shifts
OTHER DUTIES	Foot patrols	2 x Oak Bay Village
	Fingerprints	X 8
	Training	Three day level one and two ERASE Bullying training with School District
	Use of force	One day active shooter training at Dunsmuir Lodge and one day requalification on bean bag shotgun

Oak Bay Police Department Community Services Monthly Log

Member:

Cst. Eric Payne
School Liaison Officer

Month of:

October 2015

TOUR DE ROCK 2015 AT OAK BAY HIGH





Community Liaison Officer

Monthly Activity Report

October, 2015

October 2015

The fall has brought about some new projects and programs but overall not much to report on as I was on holidays from Sept 15th to Oct 10th.

New Initiatives and community involvement (in progress and development)

- Camosun College Criminal Justice Program Advisory Committee
- Greater Victoria Police Victim Services committee
- Media Liaison familiarization for patrol officers – in-house training (scheduled for implementation in December 2015)
- **NEW!** An article about elder abuse and safety issues will be featured in a new local magazine called *YOUR Magazine* starting in November

Ongoing projects and files are as follow:

- High Visibility Residential Address project: A proposal to re-visit a 1948 bylaw that requires residents to have visible addresses for the purposes of emergency responders. This bylaw has not been revised or enforced in about 50 years. **ONGOING research**
- Operation Head Start: Ongoing bike helmet awareness and purchase program. 80% success rate to date - Tickets still being written under this initiative and maintaining an 80% compliance rate.
- Operation Lumiere: Bike lights awareness and purchase program. Ongoing initiative with 100% compliance to date.
- Retail Merchant emergency contact info updates (*will resume in the spring due to a shortage of Reserve Officer resources*)
- Marine Watch / “Dock It or Lose It” program
- Elder Abuse Recognition and Investigative Resource presentation: Ongoing project with further developments and presentations to be given. Re-vamping and adding to the current presentation for delivery to a civilian audience of elders and retirees with a focus on frauds against elders.
- Media Relations and news releases: News releases from previous week’s calls are reviewed, edited for content and sent out to media outlets every Monday morning.

The following is a synopsis of some of the projects and meetings for this month .

- October 14 Greater Victoria Police Diversity Advisory Committee monthly meeting
- October 26 Spoke to PROBUS Service Club regarding international policing and peace keeping mission to Kosovo
- October 27 Spoke to SMU students re: Halloween safety
Greater Victoria Police Victim Services Board monthly meeting
- October 28 Spoke to Willows students re: Halloween safety
Spoke to local condo strata and residents re: security and tenant's rights

October High visibility Policing

- No opportunity to conduct any high visibility presence in the community this month

Rick Anthony
Community Liaison Officer
Oak Bay Police

Cultural Diversity and Policing Forum

Strengthening Relationships & Identifying Emerging Priorities

January 26, 2016 from 8:30 to 4:30 at the Justice Institute of British Columbia

Please RSVP by November 30, 2015 to PSB@gov.bc.ca

Designed to stimulate thoughtful dialogue between community members, senior police officials, and subject matter experts, the Forum will support continued communication and engagement between community and law enforcement while building awareness and understanding.

FORUM TOPICS

POLICE-COMMUNITY RELATIONS

Are we meeting expectations?

Healthy police-community relations and open channels of communication are key to policing in a democratic society. This is an opportunity for you to identify challenges and opportunities to support improved communication and collaboration.

DOMESTIC VIOLENCE

Addressing the cause and consequences of underreporting

In many communities – despite initiatives to improve education, awareness, prevention, and police responses – incidents of domestic violence continue to occur. This is an opportunity for you to share information, contribute to an improved understanding of the context for domestic violence, and support effective police responses.

UNCONSCIOUS BIAS

Significance and impacts

Unconscious bias is a reality that can impact any interaction. This is an opportunity for you to learn about new research on the issue and discuss how unconscious bias relates to cultural diversity within policing and to police-community engagement.

RECRUITING

Strategies to increase the multicultural presence in policing

What are some of the successes and barriers related to law enforcement hiring practices? As community leaders, you can help identify and contribute solutions to recruiting challenges while helping to promote the acceptance of policing as a career of choice.

Oak Bay Police Board Orientation

Need to decide format [email or hardcopy] and who will deliver info to new board members [Chief Constable/Mayor]

1. 2016 Provisional Budget
2. Ceysens-Legal Aspects of Policing Chapter 4 [2007]
3. Graham Best Practices in Police Governance:
4. OB-Saanich Police Services Agreement
5. Integrated Teams Report: Police Services
6. OBPD Org Chart
7. Oak Bay policy regarding Ride along
- 8 Strategic Plan
9. Picture of Current Members and employees
10. BC Police Board Handbook: Available on line or we can get hard copies from Stacey/Linette at Police Services
11. Dates for BCAPB Orientation and Conference
12. Oath



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: November 09, 2015
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: OH 040 - Bean Bag Shot Gun Policy

Current Policy:

There is no current policy in place as this is a new use of force option to the Oak Bay Police Department.

Bean Bag Shotgun:

"Bean Bag" is defined as a conforming impact projectile that is deployed from the barrel of a shot gun. It is intended to cause muscle motor dysfunction in a subject with less potential for causing death or serious physical injury, when compared to conventional projectiles. It is considered an intermediate use of force weapon and approved by BC Police Services.

Policy Overview:

- Deployment of this weapon must comply with Oak Bay PD use of force policy (OH 020) and the National Use of Force Framework.
- The authority to use this weapon along with the qualification process is provided.
- The linkage to the use of force framework is established including confirming it as an intermediate use of force weapon.

- While depending on the training standards for the actual operation of the weapon, this policy also includes detailed procedures and criteria for usage.
- The use of force policy includes utilizing non intended items as a lethal weapon in exigent circumstances (weapon of opportunity). This is spoken to in this policy.
- Procedures post-deployment are provided including care of the subject and reporting requirements.
- Procedures on storage and signing out of the weapon are provided.

Andy Brinton
Chief Constable
Oak Bay Police Department

BEAN BAG SHOTGUN

OH 040	Effective Date: 2015.10.21 Review Date: By: Sgt R. Smith Last Update:
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Also See USE OF FORCE OH 020

1.0 POLICY

- 1.1 All members of the Oak Bay Police Department, who are appropriately trained to use the bean bag shotgun, shall consider using the bean bag shotgun as a 'use of force' option in situations involving violent individual(s) who are causing bodily harm to self or others or, where an officer has reasonable grounds to believe will imminently cause bodily harm to self or others. Deployment of the bean bag shotgun as a 'use of force' option should comply with OBPD policy and the National Use of Force Framework.
- 1.2 Only those members of Oak Bay Police Department who have been authorized by the Chief Constable may carry the bean bag shotgun.
- 1.3 Only those members Oak Bay Police Department who are trained and currently certified in the use of the bean bag shotgun are authorized to carry and use this weapon.
- 1.4 A subject's actions will govern the appropriate response by officers in accordance with the National Use of Force Framework.
- 1.5 Members shall receive re-training certification in force options on an annual basis.
- 1.6 Members trained and certified in force options shall carry applicable force options as duties require.
- 1.7 Bean bag shotguns are intermediate weapons when used as intended. This is notwithstanding that the projectiles are delivered

using a firearm. For the purposes of this policy and for the BC Policing Standards, bean bag shot guns, where used as intended, will be administered as intermediate weapons.

- 1.8 Where a bean bag shotgun is used as a lethal force option the investigation will be conducted in accordance with the BC Policing Standards on firearms discharges.
- 1.9 "Bean Bag" is defined as a conforming impact projectile that is deployed from the barrel of a shot gun. It is intended to cause muscle motor dysfunction in a subject with less potential for causing death or serious physical injury, when compared to conventional projectiles.

2.0 REASON FOR POLICY

- 2.1 To ensure the members of the members Oak Bay Police Department have the most appropriate tools to effectively deal with subjects displaying behavior as outlined in the National Use of Force Framework.
- 2.2 To ensure the bean bag shotgun is utilized in a safe and effective manner.
- 2.3 To ensure the OBPD complies with BC Policing Standards.

3.0 PROCEDURES

Qualification In The Bean Bag Shotgun

- 3.1 Members must complete the OBPD qualification for the bean bag shotgun annually.
- 3.2 A member who fails the qualification will no longer be authorized to carry the bean bag shotgun with immediate effect. That member should then be subject to remedial training as soon as possible.
- 3.3 Upon successful completion of the re-qualification the member will be authorized to carry the bean bag shotgun.

Storage and Access of the Bean Bag Shotgun

- 3.4 Members who are trained and currently certified in the use of the bean bag shotgun should consider having the weapon accessible to them while engaged in patrol activities
- 3.5 Members must sign the bean bag shotgun (BBSG) (and ammunition) out when taking the weapon out on duty. The BBSG must be locked in the gun racks affixed to the patrol vehicles. The bean bag shotgun will be stored with the action closed forward, the safety on and 4 rounds in the magazine tube. There will not be a round in the chamber.
- 3.6 When signed back in, the bean bag shotgun will be stored unloaded, with the action closed forward, in the firearm cabinet provided. Similarly, the beanbag ammunition will be signed back in and stored on the shelf in the locked cabinet. Any damaged, lost or deployed ammunition must be reported to the Use of Force coordinator for replacement.

Deployment of the Bean Bag Shotgun

- 3.7 The Oak Bay Police Department recognizes that in a deadly force situation where an officer needs to protect him/herself or other members of the public from grievous bodily harm or death, the appropriate force option shall be their firearm. At no time shall a bean bag shotgun be a replacement for a firearm in a deadly force encounter. The bean bag shotgun (intermediate weapon) is to be used as an option as outlined in the National Use of Force Framework.
- 3.8 The bean bag shot gun system may be used to control a subject in the following three ways:
 - (a) **As a Force Presence:** A member is permitted to use the bean bag shotgun by presenting it and verbally warning the subject that it would be used, therefore obtaining voluntary compliance from the subject.
 - (b) **To Cause a Motor Dysfunction:** If the force presence of the bean bag shotgun has failed, or was insufficient, the member may discharge the projectile at the subject that needs to be controlled, provided that the requirements of this policy are met.
 - (c) **As a lethal force option:** As with other weapon options available to members of the OBPB, the bean bag shotgun may be used as a lethal force option where the threat of death or grievous

bodily harm is met. Targeting of the head, throat, neck and genitalia shall only occur when this level of threat is presented.

- 3.9 If control of a subject is not obtained after the first contact of the impact projectile, the member should consider that the impact projectile either missed or was ineffective.
- 3.10 If control of the subject is not obtained with the impact projectile due to the fact that the projectile missed or was ineffective, the member should consider discharging further impact projectiles. Members shall consider that the kinetic energy delivered by the impact projectile intensifies as more projectiles are delivered.
- 3.11 If use of the impact projectiles has become ineffective at any time in controlling the subject, members should consider another appropriate force option to gain control.
- 3.12 Members should consider the use of multiple force options if the situation warrants to increase the likelihood of gaining control as quickly as possible.
- 3.13 Consideration should be given to having an ambulance on standby if reasonable and appropriate to do so.

Deployment Criteria

- 3.14 Consideration must be given to the following deployment criteria:
 - The bean bag shotgun is deployed as an “Intermediate Weapon”.
 - Presenting the bean bag shotgun, with the intent to change a subject’s behaviour, may be done when the “threat” of bodily harm can be articulated.
 - Before considering the deployment of the bean bag shotgun, officers must consider the subject’s behaviour and be prepared to articulate the behaviour.
 - A subject’s behaviour must meet the criteria as outlined in the training and at the same threshold as for the Conducted Energy Weapon; i.e. *Crisis Intervention De-escalation techniques have not or will not be effective; and that lesser force options will not be effective or reasonably available.*

- Issue a verbal warning unless such a warning increases the risk to any party. Members may discharge the bean bag shotgun against a person only when;
 - the person is causing bodily harm to self or others; or,
 - the officer has reasonable grounds to believe that the person will imminently cause bodily harm to self or others.
- As per the National Use of Force Framework, continuously Assessing, Planning and Acting is essential based on changing circumstances, the subject behaviour and surrounding environment.
- Secondary (back-up) officer with lethal force or appropriate force option as oversight where appropriate.
- Monitor the Subject's Behaviour as it changes.
- Good clear verbal commands directed at the subject are important.
- Before deploying the bean bag shotgun, the command of BEAN BAG READY should be given where appropriate.
- Areas to target with the bean bag shotgun are large muscle groups.
- A bean bag shotgun shall not be used on a handcuffed/ secure subject unless the subject is exhibiting assaultive behaviour that cannot be controlled in a lesser manner.
- A bean bag shotgun shall not be used in a manner that intentionally targets a subject's head, neck or genitalia, unless the subject's actions dictate a lethal response on the part of the member.
- A bean bag shotgun shall not be used when the subject is believed to be pregnant, is at the extremes of age or is physically disabled unless no other force option is appropriate.

Handling Subjects After Deployment

- 3.15 Once a subject is controlled using impact projectile(s), members should make every effort to do the following where appropriate and reasonable to do so:

- As soon as practicable handcuff the subject
- Inform the subject that they have been struck with an impact projectile and that the effects are only short term.

In all cases a member shall:

- Monitor the subject for the effects of the impact round(s) and administer first-aid as required. If deemed appropriate, request the attendance of Emergency Health Services (EHS). If EHS attends the member shall advise the paramedics that the subject was struck with an impact projectile, and that he/she is to be transported to hospital to be examined by a physician.

- 3.16 Any use of force deployment of the bean bag shotgun or presentation with intent to change behaviour, requires that an SBOR be completed as soon as is practical and the Use of Force Coordinator and/or Deputy Chief be informed.
- 3.17 Serious injury, proximal to a Bean Bag deployment, is reportable to the I.I.O. through the deputy chief as per department policy.

Practice on the Bean Bag Shotgun

- 3.18 Authorized members are encouraged to practice with the bean bag shotgun as much as possible to retain and enhance their weapon handling skills.
- 3.19 Those members are responsible for the cleaning of the bean bag shotgun after each practice session. They will not strip the weapon beyond the basic components as instructed in the bean bag shotgun training.
- 3.20 Any malfunctions or concerns about the bean bag shotgun must be reported to the OBPD armourer immediately.