NOTICE OF THE REGULAR MEETING OF THE OAK BAY POLICE BOARD
DUE TO A GLOBAL PANDEMIC, THIS MEETING WILL BE HELD BY ZOOM VIDEO CONFERENCE

1. CALL TO ORDER:

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES:
   3.1. Regular Meeting
       Minutes - November 24, 2020 Regular-DRAFT

4. STANDING ITEMS:
   4.1. Strategic Plan - Wendy Zink
       Rpt. 1 - Terms of Reference for Consulting Services
   4.2. Accountability Report - Deputy Chief Fisher
       Rpt. 1 - Nov-Dec 2020 Accountability Report

5. DEPARTMENT REPORTS:
   5.1. Overtime Reports - Deputy Chief Fisher
       Rpt. 1 - OT October 2020
       Rpt. 2 - OT November 2020
       Rpt. 3 - OT December 2020
       Rpt. 4 - Salaries and Overtime Q4
   5.2. Chief's Monthly Update - Chief Bernoties
       • Building Renovations
       • Covid Update
       • Electric Vehicle Update
   5.3. Crime Trends and Statistics - Deputy Chief Fisher

6. COMMUNICATIONS:
   6.1. *Amendment* Police Board Appointment - Christine Hall
       OIC 019 - Jan 22, 2021
   6.2. For Information Only
       Corresp. 1 - Note of Thanks, Nov 12
6.3.  BCAPG Annual General Meeting, March 6, 2021

   Email. 1 - BCAPB, Dec 23 2020
   Attach. 1 - Notice of AGM
   Attach. 2 - Call for Resolutions
   Attach. 3 - BCAPB Resolutions Guidelines

6.4.  JIBC Recruit Training

   Corresp. 1 - JIBC, Nov 25 2020

7.  ADJOURNMENT:

   *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.*
MINUTES of the open portion of the regular meeting of the OAK BAY POLICE BOARD held by Zoom Video Conference on Tuesday, November 24, 2020 at 5:00 p.m.

PRESENT: Board Members: Kevin Murdoch, Chair
Blair Littler
Wendy Zink
Mary Kelly
Chief Constable Ray Bernoties
Deputy Chief Constable Mark Fisher
Police Board Secretary Barbara Sherman

CALL TO ORDER:

Chair called the meeting to order at 5:04 p.m.

APPROVAL OF AGENDA

MOVED and seconded: To adopt the agenda of the November 24, 2020 regular board meeting as circulated. (Item #4 Covid Update was later added to the agenda by consent)

CARRIED

ADOPTION OF MINUTES:

MOVED and seconded: That the Minutes from the open portion of the regular meeting of the Oak Bay Police Board, held on October 27, 2020 be adopted as circulated.

CARRIED

STANDING ITEM:

2. Police Board Strategic Plan – Wendy Zink

With a new police executive and a new board member expected to be appointed in the new year, Ms. Zink spoke to the timeliness of updating the operational statements for the next strategic plan. Brought forward from the previous meeting, values, vision and mission statements from several other police agencies were reviewed by the Board.

The desire for the incoming board member to be included in the process was confirmed. The Board would like to reach out to the indigenous community; Chair Murdoch will seek input from the Chief of the Songhees First Nation. Other community partners will also be sought out for engagement in the process, including the immigrant community.

A general discussion took place about the value of an external facilitator and it was agreed that it was important to identify the expectations of such a facilitator prior to engaging them. It was clarified that this strategic plan is being developed for the entire organization, not just the Board.
Action Item: Ms. Zink to bring forward a short, clear Terms of Reference to the next meeting, scheduled for January 26, 2021.

NEW BUSINESS

3. Policy Update – Deputy Chief Fisher

The new Saanich Service Agreement no longer includes police dog services. A contract has been entered into with the RCMP to provide police dog services. Policy changes reflect the new call-out procedures.

MOVED and seconded: To approve the amended Policy OK 060 Police Service Dogs. \textit{CARRIED} 

4. Covid Update - Chief Bernoties

Since the Provincial Health Officer has issued new orders due to an upsurge in Covid-19 cases in the province, Chief Bernoties has gone back to having some administration staff work from home on a rotational basis. The front counter remains open to the public with stringent covid protocols in place to maintain service to the community. Front counter staff are committed to providing a high level of service to the public while maintaining a safe environment for all.

In response to a question at the last Board meeting, Chief Bernoties has raised the issue of catastrophic illnesses effecting ability to resource personnel with the Area Chiefs. It was agreed that in order to ensure public safety, members from other agencies could be called out on overtime should all other internal options be exhausted. The overtime costs would be borne by the department that was served.

ADJOURNMENT:

MOVED and seconded: That the open portion of the meeting be adjourned and that a closed session be convened to discuss personnel issues, which may be deal with in private under the Police Act. \textit{CARRIED} 

The open portion of the meeting adjourned at 5:40 p.m.

Certified Correct:

________________________  __________________________
Secretary, Oak Bay Police Board  Chair, Oak Bay Police Board
Oak Bay Police Board - Terms of Reference for Consulting Services

The Oak Bay Police Board (OBPB) is seeking an experienced facilitator to assist it in updating the organization’s foundational statements: Values, Vision and Mission statements. The Board would like to complete this task in the first quarter of 2021 dependent on the method proposed to be used during COVID-19.

1. Background

The Oak Bay Police Board is established under the Police Act (Section 5) and as such is responsible for the Oak Bay Police Department. Every Police Board is tasked with (in consultation with the chief constable) determining (under Section 5.4) “the priorities, goals and objectives of the municipal police department,” considering also “the priorities, goals and objectives for policing and law enforcement in British Columbia established by the minister, and the priorities, goals and objectives of the council of the municipality.”

The OB Police Department’s current strategic plan focuses on the five-year period 2018-2022. It has been reviewed annually by the OBPB since its completion to assess the continued relevance of the three stated priorities: community engagement/visibility; property crime and traffic. The plan does not specifically reference a vision or mission in the document but does include values that appear to be shared with the BC Association of Police Boards: respect, compassion, professionalism, integrity, efficiency. The Oak Bay Police Board has decided to update the current foundational statements of the organization: Values, Vision and Mission—after undertaking a comparative review of same from other policing organizations across Canada. Sixteen police organizations from across Canada were reviewed with a primary focus on BC. The following Mission and Values of the Oak Bay Police are stated on the District’s website. There is no identified Vision statement for the organization.

Mission Statement
The members of the Oak Bay Police Department are committed to partnerships with the community, leading to the sharing in the delivery of police services. The Department pledges to treat all people equally and with respect, to uphold the Canadian Charter of Rights and Freedoms, to serve, protect and work with the community and other agencies to prevent and resolve problems that affect community safety and quality of life.

Value Statement
The Oak Bay Police Department is a community-based policing organization. The Department recognizes that investigation, detection and the apprehension of offenders is only part of the police function. The Oak Bay Police mandate is not limited or restricted to simply dealing with crime. Instead, the Department responsibilities are much broader in scope and include responding to social disorder and calls of a general assistance nature. Complaints and concerns involving bylaw enforcement, traffic safety, youth concerns, neighbourhood disputes, public education, substance abuse and issues regarding mental health are all part of the Department workload.

The Oak Bay Police Department advocates community partnerships with a multi-agency approach and collaboration as a means of achieving public safety and problem solving. It is through community policing and particularly problem oriented policing that the Oak Bay Police Department fulfills its role.
As the Oak Bay Police Department has a new Chief Constable and Deputy Chief as of September 1, 2020 and the OBPB will be welcoming a new member by the end of 2020 it has decided it is timely to update the organization’s foundational statements.

2. **Scope of Work**

The Board would like this facilitation process to be undertaken in the first quarter of 2021. The process should be inclusive, including up to six board members, the Chief, Deputy Chief, up to 2 union representative(s) and the District’s CAO. It should result in draft foundational statements to be reviewed by the entire department prior to being finalized by the Police Board. Information to inform discussions will include updated 2020 community survey results along with the comparative review of other police organization's foundational statements.

The facilitation process should result in the assembled group developing statements of inspiration and aspiration as they describe the values, vision and mission statements which are foundational to the OB Police – a future-oriented organization. It is intended that these updated foundational statements will be included in an updated strategic plan and will inform the organization’s brand, recruitment practices and retention of personnel.

a) **Required Qualifications**
   a. An experienced facilitator,
   b. An understanding of policing organizations, and
   c. Knowledgeable about the Oak Bay community including its demographics, socio-economic makeup and culture

b) **Costs**

The OBPB is seeking good value for money and believes this project can be completed in a timeframe of 35-37 hours. A clear explanation of costs and cost certainty is required within the established budget of $3000.00.

c) **Submission Requirements**
   a. Understanding of the assignment with a clear, succinct approach.
   b. Methodology explained with special reference to the COVID 19 virus.
   c. Resume of individual or proposed team including qualifications and experience.
   d. Proposed schedule for the process
   e. Cost breakdown for facilitation process

3. **Evaluation Criteria**

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<th>Weight</th>
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<tr>
<td>Project Team and Experience</td>
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<tr>
<td>Schedule and Budget</td>
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<td><strong>TOTAL</strong></td>
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ACCOUNTABILITY REPORT

Reporting Period: November - December 2020

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*Not accepted by OPCC and/or IIO

Mark Fisher
Deputy Chief Constable
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<th>Overtime Type</th>
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<th>Overtime Hours Banked</th>
<th>Year to Date Hours worked</th>
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## Monthly Overtime Report

**Month of: November 2020**

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<th>Overtime Type</th>
<th>Overtime Hours Worked</th>
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<td><strong>TOTAL</strong></td>
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<td><strong>37.0</strong></td>
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<td>Overtime Type</td>
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### SALARIES AND OVERTIME

**2020 Quarter 4**

**TARGET FOR THIS QUARTER:** 100%

Gray cells are calculated for you and generally should not be altered.

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<tr>
<th>Police Wages (Operational)</th>
<th>YTD Actuals</th>
<th>2019 YTD</th>
<th>YTD Targets</th>
<th>YTD Variance</th>
<th>2020 Budget</th>
<th>Percentage Used</th>
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<tr>
<td>Salaries</td>
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<td>$2,359,261</td>
<td>$2,913,900</td>
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<td>$2,360,543</td>
<td>$2,554,500</td>
<td>($623,912)</td>
<td>$2,554,500.00</td>
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On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that Christine Alison Hall, appointed as a member of the Oak Bay Police Board by the municipal council of the District of Oak Bay, holds office for a term ending December 31, 2021.
DEAR CONSTABLE COLWELL:
I WANT TO EXPRESS MY APPRECIATION AND GRATITUDE TO YOU AND THE MEMBERS OF THE OAK BAY POLICE DEPARTMENT. I HAD RECENTLY CONTACTED YOU TO CHECK ON THE WELL-BEING OF MY GOOD FRIEND [REDACTED]. YOUR CONCERN AND THE PROMPTNESS OF YOUR RESPONSE TO MY PHONE CALL WAS OF ENORMOUS RELIEF TO ME, ESPECIALLY AS OTHERS OF MY FRIENDS AND I HAD BEEN UNABLE TO ESTABLISH CONTACT WITH HIM FOR SOME TIME.
I ARRIVED IN OAK BAY EARLY THURSDAY AFTERNOON, [REDACTED], TOGETHER WITH A GOOD FRIEND OF HIS, WHO LIVES IN OAK BAY, WE WENT INTO HIS APARTMENT TO SEE HIM. I STAYED WITH HIM FOR 3 DAYS AND, ON SUNDAY, [REDACTED] I BROUGHT [REDACTED] WITH ME TO STAY AT MY PLACE IN [REDACTED] WHERE HE IS AT PRESENT. HE IS DOING O.K. AND EATING WELL. WE HAVE A PHONE CALL APPOINTMENT ARRANGED FOR MONDAY MORNING, [REDACTED] WITH [REDACTED] DOCTOR IN [REDACTED]. I HOPE FOR POSITIVE PROGRESS FOR HIM IN THE COMING WEEKS.
I THINK YOUR CHECK-ON-WELL-BEING PROGRAM IS A WONDERFUL THING AND I THANK YOU AND YOUR DEPARTMENT FOR WHAT YOU DID FOR MY GOOD FRIEND.
I WISH YOU WELL, CONSTABLE COLWELL, AND AGAIN, MY THANKS!

Sincerely,
[REDACTED]
Good morning,

Attached please find the “BCAPB Notice of the 2021 AGM” and the “BCAPB 2021 Call for Resolutions and Guidelines” document for the 2021 BCAPB AGM. Would you kindly distribute to your individual board members, noting that AGM agenda will follow in the near future.

Much appreciated.

Veronica Bandet
BCAPB Executive Assistant

Sending on behalf of Leah Zille

BCAPB Notice of Annual General Meeting
Saturday, March 6, 2021
Virtual Meeting

In accordance with the BC Association of Police Boards constitution and by-laws, notice is hereby given of the ANNUAL GENERAL MEETING. The Annual General Meeting is scheduled for Saturday, March 6, 2021, at 10:30 am. This will be a virtual AGM.

Attached is a call for resolutions along with information regarding submissions of resolutions for your consideration. Timelines are tight on the preparation of resolutions so we encourage Boards to circulate this item to all their Board members so that it can be on their January agenda. It requires immediate action.

Thank you and if you have any questions please contact me at 604-808-3809 or Veronica Bandet, Administrative Assistant at 250-216-1205.

Sincerely,

Leah Zille
President, BCAPB

Attachments
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Sincerely,

Leah Zille
President, BCAPB

Attachments
CALL FOR RESOLUTIONS

BRITISH COLUMBIA ASSOCIATION OF POLICE BOARDS
ANNUAL CONFERENCE AND MEETING

An important part of each Annual Meeting of the BCAPB is the consideration of Resolutions forwarded by member boards.

To ensure adequate time for review, the BCAPB Board of Directors has set a deadline of February 5, 2021 for all Resolutions to be forwarded to the BCAPB.

Following review by the Resolutions Committee, resolutions will be distributed to members in advance of the General Meeting.

Voting on the Resolutions will take place virtually at our AGM, scheduled for Saturday, March 6, 2021.

Please refer to the BCAPB Resolutions Guidelines for assistance in drafting proposed resolutions.

This is your chance to ensure your voice is heard!

Please forward your resolution(s) to Veronica Bandet at bcapbs@gmail.com
Resolutions

What is a Resolution?

A resolution is a formal way of stating an intended or desired action/direction/position by a group.

Guidelines for Resolution Writing

1. Choose a topic that is important, relevant and deserving of an official BCAPB position.
2. Identify your Board as the author of a resolution.
3. WHEREAS clauses are factual clauses to support your resolution; they should be concise and to the point. Resolutions that have a page or more of WHEREAS clauses only serve to make the reader less amenable to your idea if he or she has to sort through multiple WHEREAS clauses in order to determine your point. The entire resolution should be no longer than one page.
4. RESOLVED clauses state your proposed policy change or position. Internal resolutions should be directed to the BCAPB (resolved that the BCAPB); external resolutions should be directed to the appropriate level of government or Minister/Ministry. Internal and external intents may not exist within the same RESOLVED clause, rather, separate resolved clauses are necessary if you want the BCAPB to take an action separate from the government. RESOLVED clauses should be only one sentence in length and must be able to stand alone as they are the only part of the resolution that will be debated or considered.

Other helpful tips: If possible have financial implications information in your resolution. Factual information to support your resolution should be available or included as an attachment to your resolution.

Format for a Resolution

- The TITLE identifies the topic/problem or issue or its proposed solution.
- The AUTHOR names the Police Board putting forward the resolution.
- The PREAMBLE is used for factual information that is necessary to support the RESOLVED section. Each PREAMBLE clause should be written as a separate paragraph, beginning with the word Whereas. The first word should begin with a capital letter. The PREAMBLE, regardless of its length and number of paragraphs, should never contain a period. Each paragraph should close with a semi-colon. The next to the last paragraph should close with a semi-colon, after which a connecting phrase such as Therefore or Therefore Be It or Now Therefore, Be It is added.
- The RESOLVED section indicates what action is proposed. There may be more than one Resolved clauses, each stated separately. The word RESOLVED is printed in capital letters, followed by a comma and the word THAT. Each resolved clause must be a separate paragraph and may be ended with a period or a semi-colon and in the case of the next to the last clause, be followed by the word AND.
- If factual information is available it should be included as an attachment.
- Estimated cost of implementation if available should also be included.

Resolution Strategies

Here are some hints to help you get your resolution passed:
1. Be concise. The delegates will get copies of all resolutions and this means a lot of reading. If your resolution is too wordy, it will not get the attention it deserves. Try and limit your resolution to five "whereas" clauses: choose the strongest five facts and use the others in discussion and debate. Resolutions should not be longer than one page.

2. Be realistic. The resolved statements should include specific actions that are realistic and implementable. Resource availability (both human and financial) will affect the implementability of resolutions.

3. Be positive. A positive approach always works better than a negative one. Write positive statements, and address the issue positively when you are speaking to it.

4. Be knowledgeable. Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.

5. Gather support and assistance. Try to involve other members in supporting your resolution. Share your facts and ask others to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other members to get involved.

6. Use your time on the floor wisely, time is limited. As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses.

7. Be available. Make sure you are available to the Delegates to answer questions. Be on time for all meetings.

Have your documentation handy. Make sure you have at least two copies of your documentation with you – questions may be asked that need further clarification.
Date: November 25, 2020

To: British Columbia Association of Police Boards, and
British Columbia Association of Municipal Chiefs of Police

Re: JIBC Police Academy Recruit Training Program

Dear Police Board members and Police Chiefs,

I am writing further to my letter dated March 5, 2020 regarding consultation with BCAPB and BCAMCP on future police recruit tuition increases.

Specifically, we anticipate that any changes to tuition fees will not take effect until January of 2022. JIBC expects to start discussions in early 2021 once the results of a comprehensive financial analysis currently underway have been received and reviewed by Policing and Security Branch and the Ministry of Advanced Education, Skills and Training.

In addition, we will be requiring an annual 3-year projection of recruit training from police departments followed up by a confirmation of requirements in advance of each intake in order to better manage department training requirements. This confirmation will represent a financial commitment for departments. Should a department’s actual recruit numbers fall below their commitment, the departments themselves must pay the tuition amount unless JIBC is able to fill the seat(s) from another police agency. Please note we are working to optimize class sizes to meet department needs and we continue to value the in-kind contributions that departments are able to provide to the JIBC Police Academy.

JIBC is committed to providing high quality police recruit training and we appreciate your support in meeting this shared goal. I would be pleased to attend a future meeting of your respective Associations in order to respond to any questions as this process continues to evolve.

Respectfully Submitted,

Dr. Michel Tarko
CEO and President

cc. Ms. Brenda Butterworth-Carr, Assistant Deputy Minister and Director of Policing and Security Branch, PSSG
Mr. Kevin Brewster, Assistant Deputy Minister, Ministry of Advanced Education, Skills and Training,
Ms. Sandra Sajko, Executive Director and Deputy Director, Police Services, PSB, PSSG
Mr. Mike Proud, Vice President, Finance and Operations, JIBC
Ms. Colleen Vaughan, Vice President Academic, JIBC
Jina Lee, Deputy Chief Financial Officer, JIBC