



AGENDA

Regular Police Board Meeting

Tuesday, November 26, 2024 4:00 PM

Oak Bay Municipal Hall – Council Chambers

2167 Oak Bay Ave, Victoria, BC V8R 1G2

We acknowledge that the land on which we gather is the traditional territory of the Coast and Straits Salish Peoples, specifically we recognize the Lekwungen-speaking Peoples, known today as the Songhees and Esquimalt First Nations, and that their historic connections to these lands continue to this day.

Virtual Meeting Link

1. CALL TO ORDER

Commendations and Presentations:

- Cst Natalie Mishrigi: Chief Constable's Certificate of Recognition for her work on awareness and prevention of gang activities.
- Cst Dan Martin: Chief Constable's Commendation for Meritorious Service for his life saving efforts on July 3, 2024.

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

Regular Meeting of October 22, 2024

4. STANDING ITEMS

- 4.1. Report from the Chair (Chair Murdoch)
- 4.2. BC Association of Police Boards (BCAPB) Update (Chair Murdoch)
- 4.3. Approval of the Annual Meeting Schedule
- 4.4. Board Learning/Board Policy Review – Update of the Police Board Orientation Manual *(Modifications have been made to the Policy Manual based on Board feedback. The updated Policy Manual is provided for the Board's review and comments.)*

5. DEPARTMENT REPORTS:

- 5.1. Chief Constable's Monthly Update (CC Chanin)
- 5.2. Deputy Chief Constable's Monthly Update (DC Rice)
- 5.3. Accountability Report (DC Rice)

5.4. Overtime Report for October 2024 (DC Rice)

6. ONGOING BUSINESS (follow up on items from previous meeting(s))

6.1. School District 61

7. RISE AND REPORT

7.1. IT Access Policy

8. NEW BUSINESS

8.1. For Information – Communications

8.1.1. E-Comm November Update

9. ADJOURNMENT

Motion to adjourn the regular meeting of the Oak Bay Police Board and go In-Camera (closed meeting) where the Board will consider confidential matters that deal with personal or private information as outlined in the Police Act, Section 69(2)(b) a matter concerning a person's financial or personal affairs and (c) a matter concerning labour contract discussions, labour management relations, layoffs, or another personnel matter.

*** IN-CAMERA MEETING TO IMMEDIATELY FOLLOW ***



MINUTES

Police Board Meeting

Tuesday, October 22, 2024 - 4:00 PM
Oak Bay Municipal Hall – Council Chambers
2167 Oak Bay Ave, Victoria, BC V8R 1G2

PRESENT:	Mayor Kevin Murdoch, Chair Christine Hall <i>Bob Plecas (absent)</i> Ian Robertson	Heather Cochran <i>Lawrence Lewis (absent)</i> Robert Richards
STAFF:	Julie Chanin, Chief Constable Paula Kully, Board Secretary	Kris Rice, Deputy Chief Constable

1. CALL TO ORDER

The meeting was called to order by Chair Murdoch at 4:02 pm, followed by a territorial acknowledgment.

2. APPROVAL OF AGENDA

MOVED AND SECONDED; That the Regular Police Board Agenda for October 22, 2024, be approved as distributed.

CARRIED

3. ADOPTION OF MINUTES: REGULAR MEETING, SEPTEMBER 24, 2024

(Amendments to the September 24 minutes: Add Ian Robertson to those present and correct the spelling of Robert Richards name in the roll call.)

MOVED AND SECONDED; That the Regular Police Board Meeting Minutes of September 24, 2024, be approved as amended.

CARRIED

4. STANDING ITEMS

- 4.1. Report From the Chair
Chair Murdoch had nothing new to present.

5. DEPARTMENT REPORTS:

- 5.1. Chief Constable's Monthly Update (CC Chanin)

- In addition to the written report provided in the agenda package, Chief Chanin advised that the department recently completed 2 days of filming for a recruitment video.
- The Oak Bay Police Board and Area Chiefs have provided input to work with School District 61 on meeting the Ministerial Order date of November 15 to develop a Safety Plan for schools.

MOVED AND SECONDED; That the Chief Constable's Monthly Update be received.

CARRIED

5.2. Deputy Chief Constable's Monthly Update (DC Rice)

- The DC's Monthly Update is a proposed new approach of providing the Board with more detail on daily operations within the department.
- DC Rice provided details on the chart which highlights some of the file types and proactive work the members are doing.
- The Board suggested that some historical statistics for comparison purposes would be beneficial when available or relevant.
- There was discussion around hospital wait times, an issue that has been ongoing for several years. Police are working with the director of the Protective Services unit and trying to use what resources currently exist with the hospital program to expedite patients through the system when they're in the care of a police officer.
- DC Rice provided the rationale for retaining legal services to deal with Section 490 files of the Criminal Code, which has to do with seizure of exhibits. The current process for all municipal police agencies as well as RCMP is that we, require a private law firm to assist us with those matters. Oak Bay deals with very few such cases annually.

MOVED AND SECONDED; That the Deputy Chief Constable's Monthly Update be received.

CARRIED

5.3. Accountability Report (DC Rice)

- As requested, the Accountability Report was presented with historical data.

MOVED AND SECONDED; That the Accountability Report for September be received.

CARRIED

5.4. Overtime Report for September 2024

MOVED AND SECONDED; That the Overtime Report for September 2024 be received.

CARRIED

5.5. Quarterly Financial Report – Q3 July 1 to September 31, 2024 (CC Chanin)

- Chief Chanin noted that some of the Integrated Units bill later in the year.

- Training spending appears low as much of the training is completed in the fall.
- Computer expenditures are over budget due to a purchase that was covered by a grant which is reconciled at the end of the year.

MOVED AND SECONDED; That the Quarterly Financial Report for Q3, July 1 to September 31, 2024, be received.

CARRIED

5.6. 2025 Provisional Budget Presentation (CC Chanin)

- The Chair advised that the police budget makes up approximately a quarter of the municipal budget.
- There were questions around the increases for Integrated Units and Police Dog Services. Chair Murdoch advised that any concerns could be brought forward to the IPU-RGC.
- The question was raised as to whether this year's increase of 9% would be an anomaly or a trend. Chief Chanin noted that the 2025 budget includes a new officer and all the expenses that accompany that. Items that are out of the department's control are the Integrated Services, which have an increase of 45%.
- Chief Chanin acknowledged the increase in promotions which has been neglected in past years. Awards and recognition, and promotion of the department are considered important for recruitment, retention and recognition of the work the members are doing in the community.
- The cost and challenges of a fully electric fleet was discussed. Chief Chanin noted that a Ford Lightning has been budgeted for 2025. However, with the ongoing improvements to electric vehicles for police purposes, another option may be more suitable within a year.
- Cst Adam Goard, Use of Force Trainer, spoke to the rationale of the new red dot sights included in the budget.

MOVED AND SECONDED; That the 2025 Police Department Provisional Budget be approved as presented.

CARRIED

6. COMMUNICATIONS:

6.1. E-Comm October Update for Police and Local Government Partners

MOVED AND SECONDED; That E-Comm be invited to the January or February Police Board meeting to discuss costs associated with the 911 service.

CARRIED

7. ONGOING BUSINESS (follow up on items from previous meeting)

8. RISE AND REPORT

9. NEW BUSINESS

Swearing in of Cst Cheryl Goard as Special Municipal Constable

10. ADJOURNMENT

MOVED AND SECONDED; That the regular meeting of the Oak Bay Police Board be adjourned at 5:15 pm and that the Board go In-Camera (closed meeting) to consider confidential matters that deal with personal or private information as outlined in the Police Act, Section 69(2)(b) a matter concerning a person's financial or personal affairs, if the person's interest in the matter outweighs the public's interest in the matter; (c) a matter concerning labour contract discussions, labour management relations, layoffs, or another personnel matter.

*** IN-CAMERA MEETING TO IMMEDIATELY FOLLOW ***

Mayor Kevin Murdoch, Chair

Paula Kully, Police Board Secretary

Date



Oak Bay Police Board 2025 Meeting Schedule

Regular and In-Camera Police Board Meetings are held the **4th Tuesday** of the Month starting at **4:00 pm** in Council Chamber as the Oak Bay Municipal. Special Meetings are at the call of the Chair. Regular Meetings are open to the public, in-person and are accessible via Teams. The Team's link is published on each agenda.

Date and Time	Event
January 28 at 4:00 p.m.	Regular & In-Camera Police Board Meeting (Strategic Plan Review & Update) (Q4 Year-End Financial Report)
February 25 at 4:00 pm	Regular & In-Camera Police Board Meeting
March 25 at 4:00 p.m.	Regular & In-Camera Police Board Meeting
April 22 at 4:00 p.m.	Regular & In-Camera Police Board Meeting (Q1 Financial Report)
May 7 - 9	BCAPB Annual Conference (Delta)
May 27 at 4:00 p.m.	Regular & In-Camera Police Board Meeting
June 24 at 4:00 p.m.	Regular & In-Camera Police Board Meeting (Q2 Financial Report)
July 2023	<i>No regularly scheduled meeting</i>
August 2023	<i>No regularly scheduled meeting</i>
August 14-17	Canadian Association of Police Governance Annual Conference (Victoria)
September 23 at 4:00 p.m.	Regular & In-Camera Police Board Meeting (Preliminary Budget Report)
October 28 at 4:00 p.m.	Regular & In-Camera Police Board Meeting (Q3 Financial Report) (Provisional Budget Presentation)
November 25 at 4:00 p.m.	Regular & In-Camera Police Board Meeting (Approval of Annual Meeting Schedule)
December	<i>No regularly scheduled meeting</i>



OAK BAY POLICE BOARD

Policy & Procedures Manual



**Updated:
September 2024**



MISSION STATEMENT

The Oak Bay Police Board strives through good governance practices to maintain the safety and security of the Municipality of Oak Bay by ensuring that police services are delivered professionally, ethically and in partnership with the community.

Contents

PART 1	LEGISLATION, BOARD MANDATE AND GOVERNANCE.....	4
	Legislative Authority	4
	Governance and Oversight	7
	Independence and Jurisdiction Policy of Police Board.....	7
	Composition of Board, Selection and Appointments	8
	Oath of Office.....	8
PART 2	OAK BAY POLICE BOARD POLICIES & PROCEEDURES	10
(1)	Role of Board Members	10
(2)	Code of Conduct of Board Members	10
(3)	Conflict of Interest Guideline.....	12
(4)	Confidentiality	13
(5)	Role of the Chair.....	13
(6)	Quorum.....	14
(7)	Meeting Procedural Rules.....	14
(8)	Regular and In-Camera Meetings.....	15
(9)	Notice of Meetings	15
(10)	Special Meetings	15
(11)	Board Committees	16
(12)	Annual Board Planning Cycle	16
(13)	Board Member Orientation.....	16
(14)	Travel and Training.....	17
(15)	Execution of Documents and Production.....	17
(16)	Memberships	17
(17)	Board Assessment Process.....	17
(18)	Agenda	18
(19)	Delegations.....	19
(20)	Schedule and Location	20
(21)	Attendance at Meetings	20
(22)	Minutes	20
(23)	Community and Media Notification and Information	21
(24)	Amendments to the Manual	21
(25)	Conduct Complaints	21
(26)	Service or Policy Complaints	21
(27)	Board Member Suspension	21

(28)	Board Governance Style and Commitment.....	22
(29)	Performance Management – Chief Constable	23
(30)	Role of Chief Constable	23
(31)	Accountability of the Chief and Deputy Chief Constables	23
(32)	Delegation to and Relations with the Chief Constable	24
(33)	Role of Board Secretary.....	25
(34)	Consultation and Community Outreach	26
(35)	Internal Communications	26
(36)	Police Department Submissions to Municipal Council	26
(37)	Media and Public Relations	27
(38)	Municipal Council.....	28
(39)	Emergency Acquisition of Goods and Services	29
(40)	Succession Planning.....	29
(41)	Strategic Planning.....	29
(42)	Freedom Of Information.....	29
(43)	Records Management.....	30
	Appendix A – Travel and Expense Policy	31
	Appendix B - Chief Constable Performance Management Policy	1

PART 1 LEGISLATION, BOARD MANDATE AND GOVERNANCE

Legislative Authority

The Oak Bay Police Board is established as an independent and autonomous authority pursuant to the *Police Act*, RSBC 1996, c.367.

Part 5, s.23 through to s.29 of the *Police Act* establishes the mandate of a municipal police board as follows:

Police Act

Part 5 - Municipal Police Board

s.23 Municipal police board

- (1) If the council of a municipality is required to provide policing and law enforcement by the means referred to in section 3 (2) (a), the municipal police department must be governed by a municipal police board consisting of
 - (a) a member of the council appointed by the council,
 - (b) one person appointed by the council, and
 - (c) not more than 7 persons appointed, after consultation with the director, by the Lieutenant Governor in Council.
- (1.1) A person may not be appointed under subsection (1) (b) or (c) if
 - (a) the person is a councillor, or
 - (b) the person is not eligible to be elected as a councillor.
- (2) Subject to the approval of the minister, the councils of 2 or more municipalities may enter into an agreement to establish a joint municipal police board under subsection (1).
- (3) An agreement under subsection (2) must contain terms respecting the establishment of the municipal police board, membership on the municipal police board and division of expenditures.

s.24 Term of membership on municipal police board

- (1) In respect of a member of the council appointed under section 23 (1) (a) to a municipal police board, the council member's membership on the board is for the term that the council determines, subject to the following restrictions:
 - (a) the term must not be longer than 4 years;
 - (b) the term ends if the person ceases to be a member of the council.
- (2) In respect of a person appointed under section 23 (1) (b) or (c) to a municipal police board, the person's membership on the board is for the term, not longer than 4 years, that,
 - (a) in the case of an appointment under section 23 (1) (b), the council determines, or
 - (b) in the case of an appointment under section 23 (1) (c), the Lieutenant Governor in Council determines.
- (3) A person may be reappointed as a member of a municipal police board, but a person appointed under paragraph (b) or (c) of section 23 (1) must not, by way of appointments under either or both of those paragraphs, be an appointed member for a period of more than 6 consecutive years.

s.25 Chair and vice chair of municipal police board

- (1) Once every 2 calendar years, a municipal police board must elect one of its members as chair and another member as vice chair.
- (2) Despite subsection (1), if the office of the chair or vice chair becomes vacant, the municipal police board must elect a new chair or vice chair at the next meeting of the board after the vacancy occurs.
- (3) The vice chair must act as chair if the chair is absent or unable to act.
- (4) If both the chair and vice chair are absent or unable to act, the municipal police board members present at a meeting of the board must elect from among themselves a chair to preside at the meeting.
- (5) The chair is a non-voting member of the municipal police board, with the exception that if there is a tie vote at a meeting of the board, the chair must cast the deciding vote.

s.26 Board to establish municipal police department

- (1) A municipal police board must establish a municipal police department and appoint a chief constable and other constables and employees the municipal police board considers necessary to provide policing and law enforcement in the municipality.
- (1.1) If a municipality has entered into an agreement referred to in section 66.2 (1.1)(b) with a treaty first nation, or an agreement referred to in section 66.2 (1.11)(b) with the Nisga'a Nation, for the duration of the agreement, the reference in subsection (1) of this section to "municipality" must be read as including the treaty lands of the treaty first nation or Nisga'a Lands, as applicable.
- (2) The duties and functions of a municipal police department are, under the direction of the municipal police board, to
 - (a) enforce, in the municipality, municipal bylaws, the criminal law and the laws of British Columbia,
 - (b) generally maintain law and order in the municipality, and
 - (c) prevent crime.
- (3) Subject to a collective agreement as defined in the *Labour Relations Code*, the chief constable and every constable and employee of a municipal police department must be
 - (a) employees of the municipal police board,
 - (b) provided with the accommodation, equipment and supplies the municipal police board considers necessary for his or her duties and functions, and
 - (c) paid the remuneration the municipal police board determines.
- (4) In consultation with the chief constable, the municipal police board must determine the priorities, goals and objectives of the municipal police department.
- (4.1) In determining the priorities, goals and objectives of the municipal police department, the municipal police board must take into account
 - (a) the priorities, goals and objectives for policing and law enforcement in British Columbia established by the minister, and
 - (b) the priorities, goals and objectives of the council of the municipality.
- (4.2) The municipal police board must provide its priorities, goals and objectives and any changes to them to the director
 - (a) within 30 days after their establishment or change, and
 - (b) when requested to do so by the director.

- (5) The chief constable must report to the municipal police board each year on the implementation of programs and strategies to achieve the priorities, goals and objectives.

s. 27 Estimates and expenditures

- (1) On or before November 30 in each year, a municipal police board must prepare and submit to the council for its approval a provisional budget for the following year to provide policing and law enforcement in the municipality.
- (1.1) If a municipality has entered into an agreement referred to in section 66.2 (1.1)(b) with a treaty first nation, or an agreement referred to in section 66.2(1.11)(b) with the Nisga'a Nation, for the duration of the agreement, the reference in subsection (1) of this section to "municipality" must be read as including the treaty lands of the treaty first nation or Nisga'a Lands, as applicable
- (1.2) If a municipality is a specialized service provider, the reference in subsection (1) to "municipality" must be read as including areas within the specialized service area that are outside the municipality.
- (2) Any changes to the provisional budget under subsection (1) must be submitted to council on or before March 1 of the year to which the provisional budget relates.
- (3) If a council does not approve an item or amount in the provisional budget,
 - (a) the council must promptly notify the municipal police board, and
 - (b) the council or municipal police board may, at any time before May 15 of the year to which the provisional budget relates, request the director to determine whether the item or amount must be included in the budget.
- (3.1) If on May 15 of the year to which the provisional budget relates, there are items or amounts in the budget that have not yet been approved by the council,
 - (a) the council must promptly notify the municipal police board, and
 - (b) the council must request the director to determine whether the item or amount must be included in the budget.
- (3.2) After making a determination in respect of a request made under subsection (3) (b) or (3.1) (b), the director must notify the municipal police board, the council and the minister of the determination.
- (4) A council must include in its budget the costs in the provisional budget prepared by the municipal police board, as adjusted to reflect the following:
 - (a) changes agreed to by the council and the board;
 - (b) determinations made by the director under this section.
- (5) On certification by the municipal police board members that expenditure is within the board's budget, as adjusted under subsection (4), if applicable, the council must pay the amount of the expenditure.
- (6) Unless the council otherwise approves, a municipal police board must not make an expenditure, or enter an agreement to make an expenditure, that is not specified in the board's budget, as adjusted under subsection (4), if applicable.

s.28 Rules

- (1) A municipal police board must make rules consistent with this Act and the regulations respecting the following:

- (a) the standards, guidelines and policies for the administration of the municipal police department;
 - (b) the prevention of neglect and abuse by its municipal constables;
 - (c) the efficient discharge of duties and functions by the municipal police department and the municipal constables.
- (2) A rule under subsection (1) is enforceable against any person only after it is filed with the director.

s. 29 Studies by municipal police board

- (1) A municipal police board may study, investigate and prepare a report on matters concerning policing, law enforcement and crime prevention in its municipality.
- (2) A municipal police board must submit its report of a study under subsection (1),
 - (a) on request, to the director,
 - (b) if the report suggests a breach of discipline by any of its municipal constables, special municipal constables, bylaw enforcement officers or safety officers, to the chief constable, and
 - (c) if the report suggests criminal liability of any of its municipal constables, special municipal constables, bylaw enforcement officers or safety officers, to the minister.

Governance and Oversight

Under the legislated mandate, the Oak Bay Police Board must perform governance and oversight functions. Governance will provide the general direction for the department and be achieved through the establishment of a policy framework for the Police Department. Board monitoring practices will provide the oversight required to ensure that the legislated functions for the police department are carried out by the organization. If effective governance and oversight policies and practices are well established, implemented and routinely updated, the result will be an organization that constantly achieves peak performance and is accountable to the public it serves.

Independence and Jurisdiction Policy of Police Board

It is the position of the Oak Bay Police Board that there is judicial authority to support the proposition that the legislative intent behind the creation of a Police Board is to ensure that the Police Department remains a separate and independent body from the municipality. The Police Board has a unique relationship with the Municipal Council and it exists, in part, to insulate the Police Department from the political decision making process. The Police Board is responsible for ensuring that the police provide effective and efficient services. The Municipal Council provides the Police Department with an annual budget to achieve these objectives.

The work of the Police Department necessitates confidentiality and adherence to security protocols, and, to that end, the Police Board has adopted policies and procedures to closely restrict access to, and disclosure of, information under the authority of the Police Department. The Police Board's independent status is achieved by ensuring accountability for the management of the Police Department and its employees.

The Oak Bay Police Board is responsible for ensuring that the security and confidentiality interests of the Police Department, and the safety interests of the public and Department are protected. Advancing joint ventures or shared services with the Municipal Council, or any other agency, can only occur where the Board

is satisfied that confidentiality and security issues have been properly addressed.

Composition of Board, Selection and Appointments

The *Police Act*, Part 5, s.23, requires that the Board consist of a member of the Municipal Council appointed by the council, one person (who is not a councillor) appointed by the Municipal Council, and not more than seven persons appointed by the Lieutenant Governor in Council. The board must elect a chair and vice chair.

All members of the Oak Bay Police Board are appointed, and their terms of office set out in s. 24 of the *Police Act*. The Police Services Division indicated that Board members are chosen to reflect the demographics of the community, and to bring appropriate qualifications and demonstrated ability to act in the best interest of the community.

For the municipal appointee who is not a member of council, the municipality is expected to solicit and receive names of interested and suitable individuals and submit the name of the candidate selected by Municipal Council to the Police Services Division. The selected and qualified candidate from the municipality is then forwarded to the Attorney General and appointed by Cabinet.

Police Services Division has established a Board Member selection and reappointment process. The appointments are governed by the overriding principle of selection based on merit. This is an objective assessment of the fit between the skills and qualifications of the prospective candidate and the needs of the Board.

Prospective Board Members are to meet the following qualifications:

- Preferably are a resident and/or have business interest in the municipality served by the Board.
- Willingness to submit to a criminal record review and personal interview
- Knowledge about, and interest in, the community
- Ability to understand the complexities of policing
- Commitment to protecting fairness, avoiding conflict of interest and maintaining neutrality and objectivity
- Willingness, ability and availability to meet time commitments related to board duties
- Ability to work with a variety of situations, groups and people
- Ability to deal with difficult and complex interpersonal situations
- Willingness to contribute to consensual solutions.

Notwithstanding the above, Board members are appointed through an order-in-council for a period not to exceed six consecutive years. Appointments are staggered in order to have some continuity from year to year.

Oath of Office

In accordance with s.70(1)(c) of the *Police Act*, a person appointed to the Oak Bay Police Board must take an oath or affirmation in the prescribed form before assuming office and exercising any power or performing any duty or function as a member of the Oak Bay Police Board.

The oath or affirmation as specified in the *Police Oath/Solemn Affirmation Regulation* shall be made before

the Chair of the Oak Bay Police Board, or alternatively, before a Commissioner for taking affidavits for British Columbia. A copy of the signed oath/affirmation shall be filed with the Minister of Public Safety and Solicitor General, as designated in s.2 of the Police Oath / Solemn Affirmation Regulation.

PART 2 OAK BAY POLICE BOARD POLICIES & PROCEDURES

(1) Role of Board Members

A Member has a fundamental responsibility to assist the Board in making effective and informed decisions that promote the achievement of the mission of the Police Department.

A Member has a responsibility to become informed of the substantive issues impacting upon the Police Department and the community, and to participate in Board activities that will enhance and expand the knowledge required to be an effective Board Member.

A Member, as representative of the community and primarily representing the interests of the public, shall seek to foster a strong and positive relationship between the Police Department and the community.

A Member has no direct authority over members of the Police Department. All authority of the Board flows through the approved resolutions of the Board and is contained within approved Minutes of the Board.

A Member must be a full partner with the Chair and work with the other Members so that the Board functions as a unit. This does not mean that consensus needs to be reached on every issue. It should mean that there has been full debate and Members accept the decision of the majority.

A Member understands that the authority of the individual police officer to investigate crime, arrest suspects and lay information before the justice of the peace comes from the common law, Criminal Code and other statutory authority and must not be interfered with by any political or administrative body, including the Board.

(2) Code of Conduct of Board Members

Guidelines for Conduct

The Oak Bay Police Board (the “Board”) achieves effective governance by Board members fulfilling their roles and responsibilities with the highest standards of conduct. All board members must sign an annual acknowledgment that they have read and will comply with the following guidelines:

Integrity: Board members shall act in good faith and with honesty, impartiality and due diligence in accordance with the Police Act, any other Act and any regulation, rule or by-law as provided for in their oath or affirmation of office. Appointees must avoid any conflict of interest that might impair or impugn the independence, integrity or impartiality of the Board, and must avoid the perception of bias, based on what a reasonable person might perceive. Where a conflict of interest should arise, it is the duty of the Board member to notify the Board of the conflict and recuse themselves from any debate or decision making related to the conflict-of-interest matter.

Participation and Preparation: Board members shall regularly attend board meetings, adequately prepare for the duties expected of them, and use their knowledge and expertise when dealing with the affairs of the Oak Bay Police Department. Board members will engage in discussions constructively and must respect and give fair consideration to diverse and opposing views.

Non-interference: Board members shall not interfere with the Oak Bay Police Department's operational decisions and responsibilities or with the day-to-day operation of the department, including the recruitment and promotion of police officers.

Behaviour: Board members' conduct at the Board table and in public should reflect social standards of courtesy, respect and dignity; Board meetings must meet Respectful Workplace requirements, and their conduct and language must be free from any discrimination or harassment prohibited by the Human Rights Code and the Canadian Charter of Rights and Freedoms. Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the Oak Bay Police Department.

Confidentiality: Board members must not reveal or divulge confidential information received in the course of their duties, including any information disclosed or discussed at an in-camera meeting of the Board, as required under the oath or affirmation of office. Confidential information is that which cannot be obtained from other sources. Confidential information must not be used for any purpose outside that of undertaking the work of the Oak Bay Police Board.

Public Commentary: No Board member shall purport to speak on behalf of the Oak Bay Police Board unless they are authorized by the Board to do so. Board members acknowledge that the board speaks with a united voice and members who abstain or vote against a motion must adhere to the decision of the majority. A Board member who expresses disagreement with a decision of the Board shall make clear that they are expressing a personal opinion. Board members should refer to the Chair for guidance before making public comment on board matters.

Loyalty: Board members shall give their un-conflicted loyalty to the Oak Bay Police Board when acting on behalf of the Board in its role as civilian oversight and governing body. Board members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated.

Duty of Care: Board members shall act in a prudent and diligent manner, keeping informed as to the policies, business and affairs of the Oak Bay Police Department.

Skill: Board members shall use their level of knowledge and expertise effectively in dealing with the affairs of the Oak Bay Police Department. Board members shall undergo any training that may be required of them by the Ministry of Public Safety and Solicitor General.

Breaches

Members will be proactive in identifying and reporting any breach of these guidelines. Reporting can be made by any member of the Board, Police Department, or public. Reporting should be made to the Board Chair, or where the Chair is the subject of the Complaint, to the Vice Chair or a senior member of the Board. Where clarity is required, the complainant may seek the advice of the Police Chief.

If a Board member is determined to have contravened the provisions, spirit and intent of these guidelines, the Board has the ability, through the chair, to take action to address the behaviour, consisting of the following progressive steps: verbal notification; written warning; final written warning; and recommendation to the appointing body to revoke the appointment of the Board member. It is intended for actions to be taken progressively; however, the board may decide on the appropriateness of taking any

of the actions directly, depending on the nature of the contravention determined to have taken place. In the case of the Chair, where the Chair cannot be removed from the board, the board may recommend that another Board member act as Chair.

Acknowledgement

I acknowledge that I have read and understood the Oak Bay Police Board’s Guidelines for Conduct and agree to conduct myself in accordance with it.

Signature:	_____
Name:	_____
Date:	_____

(3) Conflict of Interest Guideline

Members are expected to perform duties conscientiously and in a manner that will not put their personal interests in conflict with the best interests of the Oak Bay Police Board and Police Department. A conflict of interest arises when a Member’s private interests supersede or compete with the Member’s dedication to the interests of the organization. This could arise from real, potential, or apparent conflict of interest:

- i) A “real” conflict of interest occurs when a Member exercises an official power or performs an official duty or function and, at the same time, knows that in the performance of that duty or function or in the exercise of power, there is the opportunity to further a private interest.
- ii) A “potential” conflict of interest occurs when there exists some private interest that could influence the performance of a Member’s duty or function or in the exercise of power, provided that he/she has not yet exercised that duty or function.
- iii) An “apparent” conflict of interest exists when there is a reasonable apprehension that a reasonably well-informed person could properly believe, that a real conflict of interest exists on the part of the Member.

A Member has an obligation to declare a conflict of interest and make a full disclosure prior to discussion of an issue. This enables the Board to resolve unclear situations and gives an opportunity to dispose of conflicting interests before any difficulty can arise.

Upon declaration of a conflict, the person recording the events of the meeting should duly note the declaration. The Member must absent themselves from the proceedings during discussion or voting on that particular matter, contract or arrangement.

Board Members concerned that another Member may have a conflict of interest must bring the matter to the attention of the Chair as soon as is practicable. In the case of a “conflict of interest” involving the Chair, the matter is to be brought to the attention of the Board Members. Conflicts brought to the attention of the Chair or the Board must be resolved in a manner that preserves and enhances public confidence and trust in the objectivity and impartiality of the Board.

(4) Confidentiality

Notwithstanding the need for Members to make informed decisions on issues before the Board by obtaining input from internal and external sources, Members are to ensure that information that is normally considered confidential (i.e. financial, legal and personnel issues) is not disclosed to any outside person unless authorized.

Municipal police departments and municipal police boards in British Columbia are subject to the *Freedom of Information and Protection of Privacy Act*. Members must avoid disclosing any verbal or written material that is meant to be confidential concerning the Department, its officers, staff members or clients.

Members must not disclose or use confidential information gained by virtue of their association with the Department for personal gain, or to benefit friends, relatives or associates.

(5) Role of the Chair

Under s.25 of the Police Act, the Board must elect one of its members as Chair and another as Vice Chair.

The Chair's primary role is to preserve the integrity of the Board's process and, secondarily, to represent the Board to outside parties. The Chair shall ensure that the Board operates consistently with its own policies, operates effectively, and meets its obligations and responsibilities.

The Chair ensures that meeting discussion content will only be those issues which, according to Board policy, clearly belong to the Board. Deliberations will be fair, open, and thorough, but also efficient, timely, orderly, and kept to the point. The Chair ensures that the mission of the Police Department is reflected in all discussions.

The Chair is the only Board Member authorized to speak for the Board (beyond simply reporting Board decisions), other than in specific instances, as authorized. The Chair shall consult with the Chief prior to speaking on operational issues.

The authority of the Chair consists of making decisions that adhere to Board policies. The Chair is authorized to use any reasonable interpretation of the provisions in these policies. The Chair may delegate this authority but remains accountable for its use.

The Chair shall chair the Board meetings in accordance with Robert's Rules of Order, current version.

While it is recognized that the Chair and the Chief need a good working relationship and ongoing dialogue, the Chair cannot independently supervise or direct the Chief. Only the Board as a whole has that authority.

The Chair has a responsibility to maintain a liaison and communication with all Members and Committee chairs, and to optimize the effectiveness of the Board and its committees.

The Chair must fulfill the role of the Discipline Authority for complaints lodged against the Chief and Deputy Chief Constables in accordance with Part 11 of the Police Act.

The Chair of the Board presides over meetings of the Board. Should the Chair not be present, or vacates the chair temporarily or permanently, the Vic Chair shall act as Chair.

The duties of the Chair with respect to the Board meetings shall include:

- (1) calling the meeting to order;
- (2) announcing items of business;
- (3) deciding, subject to appeal, all questions of order and procedure; and
- (4) preserving order and decorum.

(6) Quorum

A majority of Members of the Board holding office constitutes a quorum. A meeting of the Board, where notice has been given, and at which a quorum is present, is competent to exercise all or any of the authorities, powers and discretion vested in or exercisable by the Board generally.

The Chair shall call the meeting to order after the hour fixed for the meeting, once a quorum is present.

At the Chair's direction, but no sooner than one-half (1/2) hour after the fixed time for the meeting, should no quorum be present, the Board Secretary will call the roll and record the names of the Members present and the meeting shall be adjourned.

If a quorum should be lost during a meeting and is not regained within fifteen (15) minutes, the meeting must stand adjourned until the next meeting.

Whenever there is a matter of urgency which requires the immediate attention of the Board, the Chair may, via telephone conference and E-mail polling, video conferencing or Internet, solicit a motion from the Members dealing with the matter. The motion shall be valid and in effect if passed by a majority of the Board. It shall be recorded either in the Minutes of the next open or in-camera meeting of the Board as directed by the Chair.

(7) Meeting Procedural Rules

The Board shall adhere to the following meeting procedural rules:

- (1) Pursuant to s. 25(5) of the *Act*, in case of a tie vote at a meeting of the Board, the Chair may cast the deciding vote. Other than a tie vote, the Chair shall not vote.
- (2) Repealing, rescinding or altering any decision of the Board shall require 2/3 vote.
- (3) Corrections of the Minutes require a majority vote of the Board.
- (4) If a question of procedure should arise during the course of a meeting that is not specifically covered by these rules, it shall be determined by the Chair with reference to Robert's Rules of Order.
- (5) A direction to the Chief Constable shall be authorized by resolution of the majority of the Members present.
- (6) Actions to be pursued by the Board arising from the agenda shall be clearly identified at the meeting.

(8) Regular and In-Camera Meetings

Pursuant to s.69(1) of the Police Act, meetings and hearings of the Police Board shall be open to the public. The Board shall not exclude a person there from, except for improper conduct or public safety.

Pursuant to s.69(2) of the Police Act, the Board may hold meetings in absence of the public (in-Camera), if the subject matter being considered concerns:

- (a) A matter concerning public security, the disclosure of which could be reasonably expected to seriously impair effective policing or law enforcement.
- (b) A matter concerning a person's financial or personal affairs, if the person's interest in the matter outweighs the public interest in the matter.
- (c) A matter concerning labour contract discussions, labour management relations, layoffs or another personnel matter.
- (d) A matter concerning information that a person has requested that he or she is allowed to provide in private to the Board.

No person other than Board Members, the Board Secretary, Chief Constable Deputy Chief and other persons invited by the Board for specific agenda items shall attend In-Camera meetings. Persons shall leave the meetings if requested to do so by the Chair.

Attendance at the CLOSED In-Camera meetings of the Board is at the sole discretion of the Board.

Any and all information obtained at an In-Camera meeting shall be treated as confidential by any and all persons in attendance.

(9) Notice of Meetings

Notice of Regular or In-Camera meetings of the board shall be given at least five (5) calendar days prior to the meeting, accompanied by the proposed agenda and any supporting materials.

On an exigency basis, the notification period may be reduced by unanimous consent of the Board members. Otherwise 24hr notification is required.

(10) Special Meetings

The Chair, or authorized Board delegate may, at any time, call a special meeting of the Police Board and the Board Secretary may call a special meeting whenever requested by a majority of the Members of the Board.

Written notice of a special meeting shall be given to each Member of the Board at least 24 hours prior to the meeting, setting out the time and place of the meeting and the matters to be considered. The notice may be made by personal service, email, text message or by leaving a copy at the Member's recorded address as submitted by the Member.

A special meeting of the Board may be called by verbal notice provided that at least two-thirds (2/3) of the Board consent to the time, the place and the matter to be considered and that the decision to call the meeting is later ratified by the Board

Notice of a special meeting shall state the business to be considered and no business other than that stated shall be considered, except if all Members of the Board are present.

(11) Board Committees

The Board may establish standing or ad hoc committees to inquire into and report on any matter within the jurisdiction of the Board.

(12) Annual Board Planning Cycle

The Board is required under s. 26(4) of the Police Act to determine the priorities, goals and objectives of the Department each year, in consultation with the Chief Constable.

The Board shall annually determine, in consultation with the Chief the process to be followed for the next year in order for the Board to meet its obligations under s.26[4] of the Police Act.

(13) Board Member Orientation

It is imperative that all Board members receive orientation regarding their roles and responsibilities as Police Board Members. The Board Secretary shall arrange for swearing in and provide an initial orientation session as soon as is practicable after appointments.

Upon appointment, the Chief Constable shall contact the appointee and arrange a time for orientation.

BOARD MEMBER ORIENTATION CHECKLIST

1. Operational Orientation (facilitated by Chief Constable)
 - Meet with Chief Constable and Deputy Chief Constable
 - Tour of Police facility
 - Overview of the organizational structure overview of specialty units and CRD
 - integrated units. Overview of Service Agreements with other agencies.
 - Overview of Strategic Plan.
 - Overview of Budget and Budget process
 - Ride Along

2. Administrative Orientation
 - Meet with Mayor for overview of how the board functions and its relationship with Municipal Council.
 - Meet with Municipal Administrator to discuss her role as secretary to the Police Board and any other relevant topics including how expenses for travel are handled.
 - Meet with senior board member to review board policies and procedures, board packages and meeting structure and the role of the BCAPB and CAPG, including access to websites.

3. Other Training
 - Police Services Orientation
 - Other training provided by BCAPB and CAPG

(14) Travel and Training

Members are encouraged to participate in training sessions and conferences of the BC Association of Police Boards and Canadian Association of Police Governance, and to take advantage of other training opportunities that will increase their knowledge and capabilities as a Board Member.

Board Members are eligible to be reimbursed for expenses incurred while on Board business travel or attendance at training sessions outside the area of the Capital Regional District. Any travel or attendance to training sessions requiring reimbursement will be authorized by Board resolution.

A Member's expenses are reimbursed upon the submission of receipts and explanatory expense statements and must be in accordance with the travel guidelines of the District of Oak Bay. **(See Appendix A)** Board resolution is required in order to over-ride said travel policies.

The Oak Bay Police Board will reimburse the member appointed to the BCAPB Executive for travel to and from the quarterly regular meetings of the executive. Travel by the member on behalf of the BCAPB will be reimbursed by the Association.

(15) Execution of Documents and Production

When execution of documents in Board approved matters is required, the Chair and Vice Chair are authorized to sign documents in the name of the Board. In principle, all contracts, agreements and other documents intended to legally bind or commit the Board in any manner are to be executed by the Chair or Vice Chair.

(16) Memberships

The Board supports the purpose of the BC Association of Police Boards and Canadian Association of Police Governance, and shall be a member of both organizations, unless otherwise determined by the Board.

(17) Board Assessment Process

It is recommended that the board evaluate their performance both as individual members and as a whole. The evaluation will help to reinforce that board activities taking place are going well and draw attention to needed changes. Performance review of the board and its members should be based upon the board's planned actions and the subsequent results that have been achieved. It is recommended that performance reviews be conducted once a year.

The evaluation process should look at both the accomplishments and results of the goals and objectives and the process by which they were accomplished. What the board has accomplished should be stated in concrete, measurable terms. Evaluating how the goal was accomplished involves assessing the timelines and the resources used to accomplish the goal. It also involves assessing the information gathering techniques, problem-solving approaches and decision-making techniques used by the board in the process.

As part of the strategic planning for the Oak Bay Police Board a board assessment tool will be developed for use in the year 2017 and included in this manual and undertaken annually.

(18) Agenda

As a general rule, the Board shall deal with matters in the order established by the order of business and as shown on the agenda. The Chair may, at his/her discretion, alter the order established to facilitate the business of the meeting.

The general order of business for Board Meetings is as follows:

1. Call to Order
2. Adoption of Minutes
3. Delegations / Presentations
4. Departmental Reports
5. Communications
6. Chief's Orders [Policy Changes]
7. New Business
8. Adjournment

Prior to each meeting, the Board Secretary shall prepare a draft agenda of all business to be brought before the Board, decisions on the inclusion or exclusion of agenda items shall be made by the Chair of the Board or their designate, in consultation with the Chief Constable or their designate.

Wherever possible, Members shall give notice regarding a matter to be added to the agenda prior to the agenda review with the Chair.

Under New Business, a Member may introduce new business with the consent of the majority of the Members present at the meeting.

The Board Secretary shall be responsible for the initial placement of all items on either the Regular or In-Camera agenda. The placement may be adjusted following review by the Chair and Chief Constable in the agenda development process.

The Chief shall suggest on which agenda the reports prepared by Police Department staff or Department presentations should be placed.

Upon convening of the Regular Meeting, a Member may request an item be moved from the Regular to the In-Camera Agenda. During an In-Camera meeting the Board can, by motion, move any item from the In-Camera Agenda to the Regular Agenda. Should there be no Regular Agenda for that meeting, the Board may move that one be created for the item, or that the item be placed on the Regular Meeting Agenda at the next meeting of the board.

During consideration of an In-Camera item, the Board may direct that the decision on that item, or the item in its entirety, be reported back to the Regular Meeting.

Notwithstanding the above, the Board or any member thereof may request an item to be placed on the

agenda by forwarding the item to the Secretary one week prior to the meeting. The decision on the inclusion of the agenda item shall be decided by a majority vote of the Board

(19) Delegations

Any person or persons (a delegation), not being a Member or employee of the Board wishing to address the Oak Bay Police Board shall make a written request to the Board Chairperson indicating the topic or issue upon which the delegation wishes to address the Board and the estimated length of time for the presentation.

All requests must be received by the Board ten (10) business days prior to the next Board meeting for the request to be considered at that meeting.

The Board Chairperson in consultation with the Chief Constable shall determine if the request is within the mandate and scope of the Police Board as described in the Police Act, and if so place the request on the next meeting agenda for the Board. The Board, by majority vote at the meeting or by poll if the matter is of an urgent nature, agrees to hear the delegation at the next Board meeting.

The written submission by the delegation and a list of persons attending shall be filed with the Board Secretary for distribution with the meeting agenda.

Members shall not enter into debate with the delegation upon the completion of their presentation. Members should only ask questions for clarification and obtaining additional, relevant information.

No delegation at either a Regular Meeting or Special Meeting of the Board shall:

- (1) Speak disrespectfully of any person;
- (2) Use offensive words or un-parliamentary language;
- (3) Speak on any subject other than the subject for which they have received approval to address the Board; or
- (4) Disobey the rules of procedures or a decision of the Chair.

The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this policy and, where the Chair rules that the delegation is concluded, the delegation shall immediately withdraw.

Delegations are limited to five (5) minutes unless otherwise determined by the Board.

(20) Schedule and Location

Regular meetings of the Oak Bay Police Board will generally be held on the fourth Tuesday of each month, except for July and August, at the municipal hall and unless decided otherwise by the Board.

Notice of meetings will be posted on the Oak Bay Police Department's website at least five (5) days prior to the meetings.

(21) Attendance at Meetings

Board Members have a responsibility to attend meetings, participate in discussions and exercise voting rights. Should a Member be unable to attend a meeting, the Member is expected to advise the Board Secretary.

Should a Member be absent from three (3) consecutive meetings without reasonable cause, the Board may make recommendation to the Director of Police Services or Oak Bay Council in the case of the Municipal Appointee to revoke the appointment of the Board Member.

(22) Minutes

All Minutes of the Board shall be retained by the Board Secretary in a designated archive storage facility. The minutes of the open portion of the regular meeting of the Board will be posted to the Oak Bay Police Department website.

The Minutes of the Oak Bay Police Board meetings shall contain a record of the formal actions undertaken at the meeting. The Minutes of the Regular, In-Camera and Special Meetings of the Board shall be distributed to the Members of the Board prior to the next meeting, at which time they are considered for approval.

Any decision of the Board shall be by resolution of the Board and recorded in the Minutes. The Board is required by s.71 of the Police Act to keep minutes of its meetings and hearings, and records of its inquiries. Further, in accordance with s. 28(2) and s. 69(3) of the Police Act, the Board shall file copies of its approved Minutes with the Police Services Division of the Ministry of Justice and Attorney General.

(23) Community and Media Notification and Information

The public shall be notified of the time and place of the public Board meetings by the schedule posted on the Police Department website (www.oakbaypolice.org) and by notification included on the monthly meeting agenda.

Wherever possible, two (2) days preceding the day upon which the meeting is to be held, the Regular (public) Meeting Agenda shall be posted on the Police Department website. The complete Regular Meeting Agenda with supporting materials shall be available for pick-up and upon request, through the Board Secretary. Copies shall also be available at the Board meeting.

(24) Amendments to the Manual

The Board is responsible for designating one board member annually at the January meeting to review the manual. Any amendments will be brought to the Board for approval. The Chief Constable may submit amendment requests to the Board.

(25) Conduct Complaints

The Board will not hear any delegation concerning a conduct complaint against members of the Oak Bay Police Department. The delegation will be referred to the appropriate oversight body which is usually the Office of the Police Complaints Commissioner.

(26) Service or Policy Complaints

Under the Police Act, service or policy complaints are the responsibility of the Board, including complaints that arise at a discipline proceeding or public hearing.

The Board may do one or more of the following:

- request that the Chief Constable investigate and report to the Board,
- initiate a study,
- initiate an investigation,
- dismiss the complaint with reasons, and
- any other course of action the Board considers appropriate.

The Board must advise the Office of the Police Complaint Commissioner (OPCC) and the complainant of the results, including what course of action, if any, was taken and a summary of the results of any investigation or study.

Service or policy complaints are received by the Board through the OPCC.

(27) Board Member Suspension

Any Suspension of a Board member shall be done in accordance with s. (110) of the *British Columbia Police Act*.

(28) Board Governance Style and Commitment

As a statutory governance body, the Police Board must be seen to be:

- (1) always mindful of its civic trusteeship obligation to the public and accountability for the governance of the Police Department;
- (2) independent of Police Department administration and management, political affiliation and interest groups;
- (3) subject to the needs of confidentiality and security, open, transparent, and accessible to both the public and Police Department; and
- (4) responsive to the community.

Therefore, it is the policy of the Oak Bay Police Board that the Board shall govern collaboratively and in a way that emphasizes outward vision. It shall encourage strategic leadership rather than administrative detail and shall maintain a clear distinction between Board governance and the Chief Constable's role as Chief Executive Officer of the Police Department.

The Board and Chief Constable shall commit to the following guiding principles with respect to their relationship and responsibilities:

- (1) acknowledge the importance of goodwill between each other;
- (2) respect each other's roles, interests and accountabilities;
- (3) give each other the benefit of the doubt, accept honest mistakes and seek explanations before reacting;
- (4) recognize and respect each other's decision-making processes and lines of authority;
- (5) acknowledge that the Board's mandate is summarized as general oversight and setting of policing policy in accordance with the *Police Act*; and
- (6) recognize that the Chief Constable is responsible for daily policing and all operational matters as set out in the Police Act Part 7, s.34(1) and (2)

Communications between the Board and Chief shall:

- (1) promote common understanding
- (2) promote quick and effective resolution of issues, and
- (3) build stronger relationships.

Information shall be shared to the fullest extent possible and be undertaken in an atmosphere that promotes clarity, transparency, openness and trust.

The Board shall be responsible for excellence in governing. The Board itself shall be the initiator of policy, in addition to responding to policy initiatives from staff. The Board shall use the expertise of individual Board Members to enhance the performance of the Board as a body.

The Board shall direct, control and motivate the organization through the careful establishment of broad organization policies reflecting the community's values.

(29) Performance Management – Chief Constable

See Appendix B

(30) Role of Chief Constable

The Chief Constable shall operate under the direction of the Police Board and is responsible for the overall management and command of the Police Department on a day-to-day basis. The Chief Constable also shall perform other functions and duties assigned to him/her under the regulations or under any Act [Part 7, s.34(1), Police Act]. The Chief Constable is not a member of the Board.

The Chief Constable shall, in consultation with the Board be responsible for the development of annual priorities, goals and objectives for the Department. The Chief Constable must ensure that Departmental programs and strategies are designed in accordance with the Board-approved strategic plan and are reported to the Board annually.

The Chief Constable shall ensure that the Board's vision and direction are implemented and shall bring high-level policy issues to the attention of the Board.

The Chief Constable shall be proactive in presenting emerging issues (policing and community) to the Board, either through formal presentations to the Board or more informal channels to the Board as a whole.

(31) Accountability of the Chief and Deputy Chief Constables

The Board operates by delegating certain of its authorities to the Chief Constable and through him to the Management Team and by reserving certain powers to itself. These policies are prepared to assist the Board and the Chief Constable in clarifying responsibilities and ensuring effective communication between the Board and management.

The Chief Constable is the Board's link to the operational achievement and conduct of the Department. All authority and accountability of employees, as far as the Board is concerned, is considered the authority and accountability of the Chief Constable. Accordingly:

- (1) The Board will never give instructions to persons who report directly or indirectly to the Chief Constable.

- (2) The Board will not evaluate, either formally or informally, any employee other than the Chief Constable.
- (3) The Board will view the Chief Constable's performance as identical to organizational performance, so that organizational accomplishment and compliance with Board Policies will be viewed as successful Chief Constable performance.
- (4) When the OPCC refers a BC Police Act matter to the board in relation to the Chief or a Deputy Chief, the board will conduct an investigation in accordance with the Act.
- (5) In the case of discharge of firearm by Chief Constable, he or she is required to notify the Chair of the Board and the Chair will investigate in accordance with the BC *Police Act* Use of Force Regulation.

(32) Delegation to and Relations with the Chief Constable

The Chief Constable has command of the Police Department, subject to the policies and general supervision of the Police Board and is accountable to the Board acting as a body.

The Chief Constable has authority to make the operational and administrative decisions required to operate the Police Department. The Chief's legislative roles and duties are set forth in s.34 of the *Police Act*.

Board authority is delegated through the Chief Constable, so that all authority and accountability of staff/members, insofar as the Board is concerned, is considered to be the authority and accountability of the Chief Constable.

Only decisions of the Board acting as a body are binding upon the Chief:

- (1) Decisions or instructions of individual Board Members or committees are not binding on the Chief Constable except in those instances when the Board has specifically authorized such exercise of authority.
- (2) In the case of Board Members requesting information or assistance without Board authorization, the Chief Constable will bring such requests to the Board if, in the Chief Constable's judgment, a material amount of staff time or funds are required.

The Chief Constable shall ensure that his/her actions and those of the Police Department will not compromise the independence of the Police Board.

The Chief Constable may delegate authority to the extent that he/she considers appropriate but remains accountable for all activities of the Department.

(33) Role of Board Secretary

The Board will appoint a Board Secretary to satisfy secretarial and administrative requirements.

The Board may retain other professional advice or services as necessary, including clerical support to assist the Board Secretary.

The Board Secretary assists the Board in administering and coordinating its business to ensure efficiency of operations.

Responsibilities include:

- (1) Serves as administrative link between the Board, the Chief Constable, and committees of the Board,
- (2) Manages and organizes the flow of information and documentation.
- (3) Organizes meetings, creates the agenda in consultation with the Board Chair and Chief (or delegate), and through clerical support, ensures minutes, correspondence reflects Board decisions, and acts in a similar capacity for committees.
- (4) Ensures that an accurate archived record is kept of all Board proceedings and correspondence, and provides procedural, historical and policy information to the Board as required.
- (5) Maintains schedule of monitoring and other reports to be received by the Board and ensures that all Board members are kept fully informed on any developments upon which they may have to act.
- (6) Liaises with municipal and provincial government officials and with staff from other police boards.
- (7) Liaises with Oak Bay Police staff for the purposes of communicating FOIPPA access requests and Service and Policy complaints and coordinates related correspondence.
- (8) Receives and coordinates Board travel and expense claims for submission to the Director of Financial Services of the municipality.
- (9) Coordinates registration, travel arrangements and related logistical requirements for Board member attendance at various Board related conferences, retreats and meetings.

The Board Secretary must keep all matters before the Board in strict confidence, limiting discussion to members of the Board and those members of the Police Department required for the performance of their duties.

The Board Secretary must disclose to the Board Chair any pecuniary interest or conflict of interest in any matter before or likely to come before the Board as soon as is practicable.

(34) Consultation and Community Outreach

The Board's mandate includes initiating policies that reflect community need and enhance the effectiveness of the police service. The Board considers both the community and police viewpoints and needs and serves as a communication link to enhance understanding and working relationships amongst the Department, the public it serves and the Provincial Government. The Board operates within a highly public environment and recognizes that the actions of the Department have a significant public impact. Accordingly, the Board shall:

- (1) Provide opportunities for the community to give input on areas of interest or concern to them, via such mechanisms as public forums and designated meetings with the Board, and environmental scans.
- (2) Provide opportunities at Regular Meetings of the Board for a person or persons to appear as a delegation and present to the Board comments relevant to the agenda items.
- (3) Share crime statistical information and crime trends with Government, community organizations, businesses and members of the public, and ensure timely reporting of any other developments that have a significant and material effect on the Department.
- (4) Ensure that the financial performance of the Department is available to the public on a quarterly basis.
- (5) Build relationships with board members of other police services at the provincial and national levels and where possible, have a least one representative at meetings of the BC Association of Police Boards and special consultations with the Provincial Government.

(35) Internal Communications

The Chief shall take all reasonable steps to ensure that the Board is fully informed about all major issues that may be of concern to the community, as soon as is practicable.

The Chief shall direct that all official media releases be provided to the Board, as soon as is practicable following release.

As a general principle, Board Members acting in their capacity as Members of the Board and in the performance of their official duties shall have timely access to information under the control of the Oak Bay Police Department and shall direct all requests for such information and advice related thereto to the Office of the Chief Constable, or as otherwise determined in consultation with the Chief Constable.

The Chief shall attend regularly scheduled meetings of the Police Board and, as otherwise requested by the Board. Police staff attendance at In-Camera Board meetings shall be coordinated with the Chief and be at the request of the Board.

(36) Police Department Submissions to Municipal Council

In consideration of the Board's governance responsibility for the Police Department under the *Police Act*, all formal reports and information tabled with Municipal Council or any of its committees with respect to the budgetary requirements and operations of the Oak Bay Police Department shall be tabled with the Police Board first.

The Police Board must be notified, as soon as is practicable, of any request to the Police Department to make a formal presentation to Municipal Council, a Standing committee or other Municipal Department.

Police Act Part 4 s.15(1) and (2) s.17 (1)(2)(3) and (4) apply.

(37) Media and Public Relations

The Chair of the Board is the official spokesperson for the Board. Media requests for interviews shall be forwarded directly to the Chair or via the Board Secretary.

The Chair or Board may appoint a Board Member as a spokesperson for specific matters.

The Board spokesperson shall consult with the Board prior to responding to media requests for interviews on significant and sensitive matters, and as appropriate, consult with the Chief Constable.

When responding to media enquiries related to public complaints against the police or legal matters, the Board spokesperson shall be cognizant of the confidentiality and process provisions, including appeals, under the *Police Act* and the *Freedom of Information and Protection of Privacy Act*, and that the Chief Constable is the Discipline Authority for sworn members under the rank of Deputy Chief Constable. The Board may wish to seek legal advice in determining appropriate public comment for its spokesperson.

A Board spokesperson shall be careful to only speak on matters within the jurisdiction and mandate of the Board, and not interfere with the legislated authority of the Chief Constable.

Most news items regarding the Oak Bay Police Department are operational in nature and properly the domain of the Chief Constable and his staff. However, where operational matters may be likely to spark significant public interest or debate, the Chief Constable will inform Board members before a public statement is made. This may be done by email or telephone, or on the municipal website. The purpose of informing the Board is a courtesy, to ensure that Board members are aware of major occurrences.

On some occasions the matter may be of such significance or seriousness that consultation and discussion with the Board before information is released is justified. These occasions include, but are not limited to:

- Major financial expenditures that are outside the approved operating or capital budget;
- Departure from the *Police Act* or Board policy;
- The Oak Bay Police Department's public position being at odds with municipal, provincial or federal government, the Police Complaint Commissioner, or a court decision
- Release of information relating to public complaints that may cause the public or media to draw wider inferences about the Oak Bay Police Department's policies, objectivity or integrity.

The purpose of consultation with the Board is to provide the Chief Constable with advice and counsel on the format and tone of public releases, and to provide the Board with an early insight into the Chief Constable's strategy and follow-up plans.

In some cases, the Chief Constable may be uncertain as to whether the Board should be consulted or simply

informed. The Board will designate one of its members to provide guidance to the Chief Constable on the appropriate level of Board involvement. The Board designate and the Chief Constable will together decide upon the medium and timing of informing/consultation, considering the seriousness and urgency of the matter. The Board designate will inform the Board of advice given at an appropriate time.

Board media releases and information to media outlets shall be published on the Oak Bay municipal website.

The Board shall respond to media requests for information released at its public meetings and minutes of its public meetings shall be made available on the municipal website. The media shall be referred to the Department's media liaison person for response on issues within the authority of the Chief Constable.

(38) Municipal Council

Formal communication between the Board and the Council, or Board and Administration of The Corporation of Oak Bay, is conducted through the Chair and/or the Board Secretary, unless otherwise specified by the Board.

The Board shall pursue a positive and productive working relationship with Municipal Council and promote opportunities for dialogue between the Board and Council. It is suggested that the Board and Council meet annually.

The Board Chair will respond to information questions, where possible, and appropriate to the Board's mandate. Council requests concerning police operational matters shall be directed to the Chief Constable.

(39) Emergency Acquisition of Goods and Services

In order to provide the funds and resources required to satisfactorily resolve an emergency situation; and to provide the operational support required immediately where the time frame precludes prior approval in the normal manner, the Chief Constable, or his designate, will have the authority to purchase or rent equipment to adequately cover any emergency, disaster or life threatening incident where time, or other pressing factors, make it impossible to obtain prior approval.

In the event that emergency procurement of goods and services is required, the Chief Constable will provide details to the Board Chair at the earliest possible date, and subsequently to the full Board.

(40) Succession Planning

Succession planning is a timely and continuous process designed to ensure the ongoing effective performance of the Oak Bay Police Department by providing training and development for the replacement of key personnel that may be lost to the department.

The Chief Constable will develop, report and implement a succession plan on a yearly basis that will proactively ensure the continuity of leadership at all senior levels within the Oak Bay Police Department.

(41) Strategic Planning

To ensure a strong alignment between the mandate and mission of the Oak Bay Police Board and the allocation of publicly funded resources, the Oak Bay Police Department, under the leadership of the Chief Constable, will develop a long-term strategic plan for Board approval.

The plan will be based on an evaluation of the policing requirements of the Municipality of Oak Bay and will include:

1. Strategic Direction
2. Strategic Goals
3. Action plans
4. Timelines
5. Measurement tools
6. Resource allocation
7. Board specific Strategic Direction and Goals

The approved strategic plan for the Oak Bay Police Department will provide the framework under which annual financial plans will be developed. The approved strategic plan and the annual financial plan for the Oak Bay Police Department will be utilized by the Board in the performance assessment of the Chief Constable. The strategic plan will be reviewed regularly and updated as required.

(42) Freedom Of Information

Subject to the *Freedom of Information & Protection of Privacy Act*, R.S.B.C. 1996, c. 165, the board policy with respect to the authority for the release of information is as follows;

1. The Oak Bay Police Board Chair as the head of the Oak Bay Police Board for the purposes of the *Freedom of Information & Protection of Privacy Act*, has responsibility for all requests for records within the custody or control of the Board and,
2. The Chief Constable as the head of the Oak Bay Police Department has responsibility for all requests for records within the custody or control of the Department.

(43) Records Management

To be developed.

APPROVED by the
Oak Bay Police Board on

May 17, 2016

Appendix A – Travel and Expense Policy



Policy	Travel and Expense Reimbursement Policy
Approved By:	Council
Approval Date:	October 26, 2020
Amendment	
Date:	

TRAVEL AND EXPENSE REIMBURESMENT POLICY

1.0 OBJECTIVES

- 1.1. Provide guidelines for Council Members and employees when incurring expenses related to travel, conferences, courses, and other District related business;
- 1.2. Ensure there are reasonable limits placed on travel, conference, courses, and other related expenses;
- 1.3. Ensure travel expense approvals and reimbursement are provided in an efficient manner;
- 1.4. Promote transparency and prudence when using taxpayer funds for travel and related expenses; and
- 1.5. Support professional development in matters relating to District of Oak Bay business.

2.0 SCOPE

- 2.1 This Policy applies to Council Members, and employees of the District of Oak Bay.
- 2.2 This policy does not apply to Oak Bay Police Department employees or members of the Oak Bay Police Board.
- 2.3 This policy does not provide guidance for the payment or reimbursement of professional dues or tuition reimbursement.

3.0 DEFINITIONS

In this Policy,

“DISTRICT EMPLOYEE” means Council Members and employees of the District of Oak Bay but does not include employees or Board members of the Oak Bay Police Department.

“AUTHORIZED APPROVER” means the department manager identified in the chart in Section 4.10 who is responsible for approving an employee’s means of transportation and expense claim.

4.0 POLICY – GENERAL PROVISIONS

4.1 Eligible expenses under this Policy, subject to Section 5.0, include:

- 4.1.1** Accommodation,
- 4.1.2** Transportations,
- 4.1.3** Meal,
- 4.1.4** Registration fees,
- 4.1.5** Incidentals including without limitation telephone, photocopying or facsimile,
- 4.1.6** Taxes incurred on all above items

4.2 Subject to approved budget limits, Council Members are authorized to attend the following:

- 4.2.1 The annual Union of British Columbian Municipalities convention;
- 4.2.2 The annual Association of Vancouver Island and Coastal Communities convention;
- 4.2.3 The annual Federation of Canadian Municipalities convention; and
- 4.2.4 Other meetings, courses, seminars, conferences, conventions related to District of Oak Bay business with the annual total not exceeding \$1,000 per Councillor.

Reimbursement for attendance by Councillors at meetings, courses, seminars, conferences and conventions exceeding these limitations will be subject to Council resolution.

4.3 Wherever feasible, expenses subject to this Policy should be paid with a corporate credit card rather than through a reimbursement process.

4.4 District employees wishing to combine a business trip with personal travel may do so at their own expense. For greater clarity, District employees will be required to pay for any additional accommodation and living expenses that are not related to the business travel.

4.5 Partner travel will not be paid by the District. No expense claim may be made for expenses of a spouse, partner or other relative or friend travelling with the District employee.

4.6 Travel advances will not be provided unless in exceptional circumstances as determined by the Director of Financial Services. Travellers may request a travel advance no later than ten (10) business days prior to departure and the amount must not exceed estimated expenses.

4.7 All claims for reimbursement must be signed by the traveller and the Authorized Approver in Section 4.10. All original receipts must be submitted for expenses. Claims for reimbursement should be submitted to the Finance department within 30 days of when the expenses were incurred.

4.8 The expense reimbursement amounts outlined in Section 5.0 set out the maximum reimbursement that an employee may claim when authorized (either by Council resolution, department director approval, or policy) to attend meetings, courses, seminars, conferences, conventions and other District of Oak Bay related function.

4.9 The Authorized Approver may require employees to carpool or share accommodation (as deemed appropriate). At no time should an employee be out of pocket as a result of incurring expenses detailed in this policy.

4.10 Expense reimbursement requests from an employee can only be approved by authorized approver as detailed in the chart below.

Employee	Authorized Approver
Department employee	Department Director or designate
Department Director	Chief Administrative Officer or Director of Financial Services
Chief Administrative Officer	Mayor or designate
Councillor (including Mayor)	Director of Financial Services or designate

5.0 POLICY – SPECIFIC PROVISIONS

5.1 Transportation:

5.1.1 A traveller may choose their means of transportation, subject to approval by his or her Authorized Approver in Section 4.10 – air, ferry, bus, train, car, or combination thereof. Per diems will be paid on the same basis as travel by air unless alternative means of transportation are more convenient.

5.1.2 Air travel:

- (a) **Class:** All travel must be economy class except in emergencies where other options are not available. Employees may choose to upgrade at their own expense.
- (b) **Fare:** The traveller is expected to obtain the most economical fare available for a direct, return flight to/from the destination.
- (c) **Advanced booking:** Flights should be booked at least 14 days prior to departure to obtain most economical fare when feasible.

5.1.3 Ground Transportation:

- (a) **Own Vehicle** - A traveller who chooses to travel outside the Capital Regional District using their own vehicle may claim the lesser of: (1) economy airfare and ground transportation expenses, or (2) Mileage at the Canada Revenue Agency reasonable per kilometre rate for the year of travel, plus parking expenses, tolls, ferries and other reasonable expense related to transportation.
- (b) **District Vehicle** - A traveller who uses a District Vehicle may claim the lesser of: (1) economy airfare plus ground transportation expenses, or (2) actual out of pocket expenses such as parking, tolls, ferries incurred during the period of travel.
- (c) **Travelling as a Group** - When two or more travellers are travelling in the same vehicle, only the traveler who incurs the expenses of operating the vehicle may

claim mileage or in the case of a District vehicle, the actual out of pocket expenses. Where one or more travellers are sharing a taxi, only the traveller with who incurs the expense may claim for reimbursement.

- (d) **Rental Vehicles** - There may be situations where it is necessary to provide a rental car. Economy or compact cars must be used unless there are three or more travellers travelling together or where local or seasonal conditions require a four wheel drive or truck, in which case, an upgrade to a full size car or four wheel drive truck is permitted. Vehicle rental, insurance, parking and fuel expenses will be reimbursed. Rentals for luxury vehicles will not be reimbursed. Employees may upgrade the rental vehicle at their own personal expense.
- (e) **Damage to employee vehicle:** Loss or damage to a District employee's vehicle while parked is not the responsibility of the District.

5.1.4 Accommodation

- (a) **Class of Room:** Travel accommodation will be based on single occupancy in a standard room and be booked at the lowest rate (preferred, government, special, conference) available. Upgrades will not be reimbursed. Employees may upgrade the room class at their own personal expense.
- (b) **Advanced Bookings:** accommodation should be booked far enough in advance to take advantage the most economical rate available.
- (c) **Location:** Travel accommodation should be booked as close as possible to the business function/conference and/or where the hosting organization has reserved a block of rooms.
- (d) **Private Accommodation:** Should a traveller choose to stay in a private accommodation (i.e. with friends or relatives) may claim an allowance of \$50 per night. No receipts are required.
- (e) **Expenses not eligible for reimbursement:** The following items will not be reimbursed:
 - Mini bar charges,
 - Movies or game rentals,
 - Laundry, cleaning expenses,
 - Personal telephone calls, or
 - Other incidental expenses not explicitly covered in this Policy.

5.1.5 Per Diems

- (a) **Rates:** Daily rate is \$70 for travel within North America (outside Canada, the rate will be paid in US dollars).

(b) **Meal Component:** The daily rate includes a meal component. The per diem must be reduced for any meals provided as part of a conference/function using the following guidelines:

- Breakfast \$15.00
- Lunch \$20.00
- Dinner \$30.00

(c) **Partial travel days:** The daily per diem allowance shall be reduced for partial travel days as follows:

- If departure before 7:30 am No reduction
- If departure after 7:30 am but before 12:00 pm \$15.00 reduction
- If departure after 12:00 pm but before 5:30 pm \$35.00 reduction
- If departure after 5:30 pm \$65.00 reduction

(d) **Incidental Component:** The daily per diem rate includes an incidental component of \$5 to cover the following items:

- personal phone calls,
- snacks,
- cleaning and laundry costs,
- gratuities
- other incidentals not otherwise covered in this Policy.

Appendix B - Chief Constable Performance Management Policy

Effective Date: May 17, 2016

Review Date: Jan. 2017

1.0 Policy

The Oak Bay Police Board recognizes that one of its key functions is to evaluate and support the Chief Constable to ensure that he/she is working to their highest potential. It is also the responsibility of the Board under the British Columbia Police Act to determine priorities, goals and objectives of the department in consultation with the Chief Constable on an annual basis.

2.0 Reasons for Policy

1. To establish a procedure for determining priorities, goals and objectives for the department in collaboration with the Chief Constable.
2. To ensure that these priorities, goals and objectives are evaluated on an annual basis.
3. To ensure that the Board receives and reviews and the Chief Constables Annual Report and that this is one tool used by the Board to monitor and evaluate the services being delivered.

3.0 Procedure

1. The Chief Constable will prepare and present an annual report to the Board at the January meeting of the Police Board.
2. The Chief Constable will in collaboration with his department and the Police Board establish his priorities, goals and objectives for the upcoming year and present them to the Board at the Feb. meeting of the Police Board.
3. An in-camera meeting of the Police Board and Chief Constable will be held the first week of Oct. of each year at which time the sole agenda item will be to review and evaluate the goals and objectives and to evaluate the success and/or problems with each goal.
4. The goals and objectives will be evaluated using the attached Performance Management tool.
5. The final document will be prepared by the designated person and signed at the Nov. in camera meeting of the Police Board.



Oak Bay Police Department

CHIEF'S REPORT

DATE: November 18, 2024

MEETING: Open In-Camera

Human Resources

Sergeant Jason Jewkes provided formal written notice that his last day with the Oak Bay Police Department will be January 26, 2025. Jason has accepted the position of Inspector at Nelson Police Department. Jason joined our department as our first Special Municipal Constable in June 2021 and became a full member in July of 2021 and was promoted to Sergeant in January 2022. We will miss Jason and wish him the very best in Nelson.

Rebecca Cobb, our Full Time Front Counter Records Manager, has provided formal notice that her last day with the Oak Bay Police Department will be February 14, 2025. Rebecca will be retiring after serving for almost 16 years with the Oak Bay Police Department. Rebecca previously worked for the RCMP in Lake Cowichan and RCMP Island District from 1999 to 2008. Rebecca has been the friendly, professional, caring and reassuring voice (and face) at our front counter that our community members and staff have relied on to ensure what needs to get done does! We will miss Rebecca dearly. We wish Rebecca the very best as she and her husband retire and start a new adventure together in Alberta.

Recruitment

Recruiting Video

The shooting for the video has been completed. We are waiting for the compilation of the footage for the initial review. Once we receive the promotional footage, stills and clips we will prepare to launch the recruitment campaign for Exempt Officers, Special Municipal Officers and Recruits.

Cst. Mishrigi attended the Careers Connections Expo at Oak Bay Highschool on November 6, 2024, and was able to speak to many Highschool age students and promote the profession of policing.

Facilities Update/EV Charging

All charging stations are operational. There has been a delay in outfitting the second Lightning F150 EV. The Lightning will not be operational until late January or early February. Cst. Steven TWARDY has been instrumental in ensuring the outfitting of the Lightning is smooth and efficient and he has demonstrated great attention to detail and proactive problem solving. The feedback continues to be positive from the members for fit and operational capacity. There have been no charging challenges identified to date.

Public Safety Building Update

Deputy Chief Rice and I attended a tour of the North Cowichan RCMP Detachment which is newly built and opened in May 2024. The tour was helpful to visually understand the space and future operational needs that will need to be addressed in the Public Safety Building proposal.

Community Engagement

Coffee with a Cop and **Youth Drop In Center/ Oak Bay Recreation** continues to be a success. Coffee with a Cop takes place every other week and the attendance at the weekly Youth Drop In Center at Oak Bay High on Tuesdays continues to grow.

Members of OPBD have been invited to be interviewed by **Camosun College** Criminology Students. Deputy Chief Kris RICE, Sergeant Montero and Cst. David BRATZER have all volunteered to participate.

Halloween

Leading up to Halloween Cst. Mishrigi delivered a **Halloween Safety Presentation** to Monterey Middle School and St. Michael's Junior School.

C Platoon and our Community Support Team Members were present on Oak Bay Ave for the Halloween activities.

I am pleased to report our team was well staffed and supported for the day and evening Halloween celebrations. Halloween was reported to be very peaceful in Oak Bay once again this year.

Fraud Presentation

Cst. Matt RIGGS delivered a Fraud Prevention Presentation to a private business that the victim of fraudulent activity.

Remembrance Day

Our Ceremonial Sergeant Major, Sgt Montero was instrumental in the planning of the Oak Bay Remembrance Day Ceremony. Deputy Chief RICE was the Ceremony Director (MC). Several of our officers (both on and off duty) attended the service in uniform.

Out on Patrol

I was invited to be a member of the Executive Advisory Committee for the "OUT ON PATROL" society. Out On Patrol is an incorporated non-profit peer support organization for 2SLGBTQ+ members of law enforcement. The society is focused on community engagement, charitable work, and education. Out on Patrol is an incorporated non-profit peer support society through the Province of British Columbia. Their mission is to support 2SLGBTQ+ law enforcement members and build a strong, positive, inclusive connection between law enforcement and the community. I attended the first EAC meeting on November 15th online and one of officers attended the annual general meeting in person that followed (in Vancouver).

Budget

I presented the 2025 Oak Bay Police Department Provisional Budget to Mayor and Council on November 12, 2024, and received unanimous support and acceptance.

Training

Cst. GOFTON and Cst. RIGGS attending **Intoximeter Training** October 28- Nov 1, 2024, at the Justice Institute in New West Minister. Both officers are now qualified to obtain breath samples for impaired driving investigations.

Public Safety Unit (PSU) Training. DC RICE and I attended an afternoon of the Fall Mandatory PSU training to lend our support to our two serving officers Sgt. Sandrine Perry and Cst. Jeremy GOFTON. Sgt. PERRY also attended additional **Police Liaison Team** Training November 3-8, 2024. Cst. David BRATZER has also had additional training this month as member of the Greater Victoria **Crisis Negotiator Team (CNT)**.

Sgt. DIACHINA attended **Critical Incident Management** Course in Port Moody. The purpose of the CIM Course is to equip Watch Commanders and Duty Officers with the system to manage patrol resources in a critical incident until ERT arrives.

Cst. GOFTON is attending a three-week training course to become qualified as a **Drug Recognition Expert (DRE)**. The RCMP is hosting this course at the Pacific Regional Training Center in Chilliwack.

Each patrol platoon attended a **Brain Injury Awareness presentation** at morning muster provided by the Victoria Brain Injury society.

Annual Firearms Qualifications have been completed by all our members

Oak Bay Police Officers are attending **MANDATORY Training days (2)** for **requalification on the police rifle/carbine** and use of force options during November 18-24th, 2024. This is training provided independently by our own use of force and firearms instructors.

Performance and Commendations

1. On November 1, 2024, Constable Natalie Mishrigi was presented the "Division Commander's Commendation" from Inspector Damian Kowalewich of Saanich Police for her exemplary efforts and work on gang recruitment in the region.
2. Constable Matt Riggs demonstrated exceptional initiative and dedication to public safety through their proactive traffic enforcement efforts. On November 5 nightshift, Constable Riggs successfully addressed two cases of excessive speeding.
3. Cst. Natalie Mishrigi received high praise from Roxanne Tagart, Head of the Career Education Department at Oak Bay High School for her professional and inspirational presence and insights at the 2024 Career Connections Expo.
4. Regimental Sergeant Major (RSM) Manny Montero demonstrated exceptional professionalism and meticulous attention to detail in planning and organizing the Remembrance Day Ceremony at the Oak Bay Cenotaph.
5. Cst. Natalie Mishrigi received the SPD Divisional Commander's Commendation for her actions and efforts to prevent youth gangs in the CRD. Presented to her at OBPD on November 1, 2024.

Chief Julie Chanin
Oak Bay Police Department

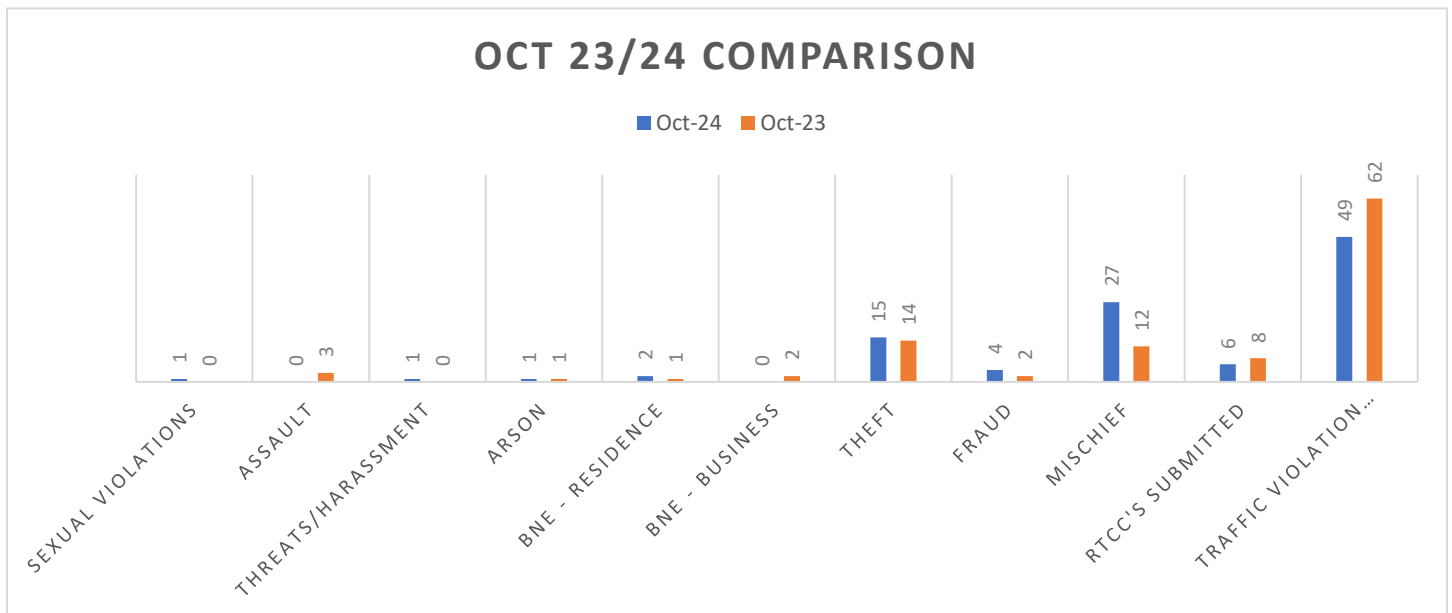
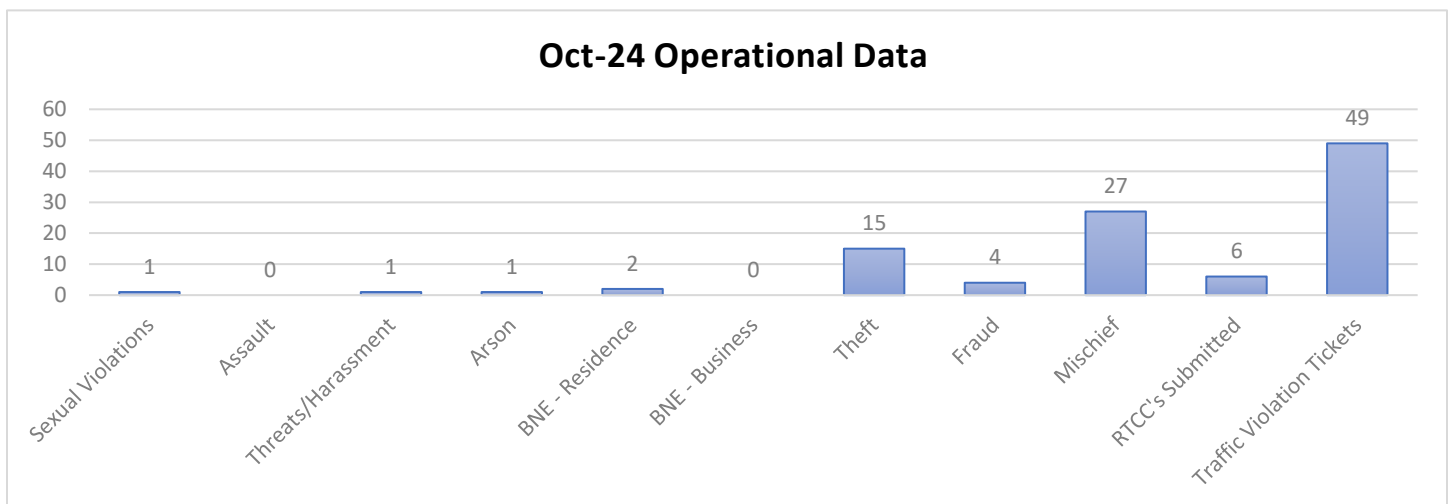


Oak Bay Police Department DEPUTY CHIEF'S REPORT

DATE: Tuesday, November 22, 2024

MEETING: Open In-Camera

Operational Update



Patrol & Community Support Team:

Calls of Note:

24-2899 – Numerous mischiefs to vehicles. It appears that a lone suspect female keyed approximately 50 vehicles in Oak Bay before entering Victoria and continuing the offence.

24-2952 – Officers responded to a residential alarm and found a 49-year-old woman inside the residence. She was arrested for break and enter and mischief and held in custody. Crown approved charges against Leslie Lampman, and she was released by the courts on a Release Order.

24-2828 – Officers conducted proactive speed enforcement in the 2900 block of Foul Bay Rd. A vehicle was travelling at 116 km/h in a 50 km/h zone. The 18-year-old driver with Novice DL was issued a ticket for \$483 and vehicle was impounded for 7 days.

24-3030 – Report received indicating students attending local parties were drugged with GHB. Other reports received by Saanich Police Department (SPD). SPD is taking lead on the investigations.



Oak Bay Police Department

1703 Monterey Ave, Victoria, B.C., V8R5V6 Ph (250) 592-2424 Fax (250) 592-9988

ACCOUNTABILITY REPORT – OPEN

Reporting Period: **October 2024**

	# New	# Ongoing	YTD	Not accepted*	Unsub.	Substantiated	File numbers
OPCC Complaints	1	1	2	0	0	0	OPCC 24-26765 OPCC 24-26073 (External investigation)
IIO Notifications	0	0	0				
Use of Force Reports	0	0	8				OBPD File 2024-2473 (Display Firearm) OBPD File 2024-2364 (OC Spray) OBPD File 2024-2295 (Display CEW) OBPD File 2024-2115 (Display Firearm/Rifle/BBSG) OBPD File 2024-1578 (Physical Control) OBPD File 2024-1072 (Display Firearm) OBPD File 2024-999 (Display Firearm/Rifle) OBPD File 2024-594 (Display CEW) <i>Previous year-end totals:</i> 2021 – 7 Files 2022 – 8 Files 2023 – 6 Files

*Not accepted by OPCC and/or IIO

Kris Rice
Deputy Chief Constable

OAK BAY POLICE DEPARTMENT
Monthly Overtime Report
Month of: October 2024


* Note: hours are actual hours worked

October Overtime Type	Hours Worked	Paid Out	Banked
Court	-		
Investigation/Extended Tour	8.00	5.00	3.0
Meetings	-		
Shift Coverage	37.00	37.0	
Sick Relief	15.00	15.0	
Special Duty	-		
Training	18.00	14.0	4.0
TOTAL	78.00	71.00	7.00

October Comparison		Year to Date Comparison as of October 31	
2024	2023	2024	2023
-	0	19.0	10.0
8.00	16.25	61.7	88.5
-	4.0	1.0	42.0
37.00	18	471.0	727.0
15.00	75	375.3	343.5
-	0	5.0	73.0
18.00	128.5	143.5	187.5
78	241.75	1,076.5	1,471.5

	Oct	YTD	YTD 2023
Recoverable OT worked (PSU & Secondments)	89.75	629.00	196
Stat Holidays (Remembrance Day)	138	690.00	677

TOTAL OT OCTOBER **305.75**

	Policy Name:	Information Technology Access		
	Policy Number:	AF130	Last Updated:	2024-Sept-24
	Issued by:	Chief Constable	Approved By:	Oak Bay Police Board
	Date Issued:	2024-Sept-24	Review Frequency:	Annually

POLICY:

All employees of the Oak Bay Police Department will comply with the Information Technology Access Policy (IT Access Policy).

PURPOSE:

- (1) To establish protocols to ensure privacy and security of police information databases.

SCOPE:

- (2) This policy applies to all police officers and civilian employees of the Oak Bay Police Department.

DEFINITIONS:

“CAD” – means Computer Aided Dispatch.

“CPIC” – means the Canadian Police Information Centre.

“PRIME-BC” – means the Police Records Information management Environment of British Columbia, which was approved by the Minister of Public Safety and Solicitor General in Ministerial Order 70/05 as an information management system within the definition of section 68.1 of the Police Act, R.S.B.C. 1996, c. 367.

OAK BAY POLICE IT ACCESS POLICY:

- (1) All access to any police database must be related to a valid police purpose.

- (2) It is imperative to maintain the security and integrity of all police databases and to prevent the unauthorized access and use of any information contained therein.
- (3) No employee will access, modify, or utilize information from CAD, PRIME-BC, CPIC, or any other department computer database for personal reasons or gain, on behalf of co-workers, family, friends, or as a means of screening people with whom the employee comes into contact.
- (4) Employees may find themselves in situations where their personal lives overlap with their employment or police duties. In such circumstances, the employee must not conduct any police database inquiries related to that matter due to conflict of interest.
- (5) No employee will query themselves on any police database for any purpose or request another employee to do so on their behalf. If an employee has any concern regarding their information being documented on a police database, they will submit a memo to the Deputy Chief Constable via their supervisor outlining their concerns.
- (6) All employees are governed by the policies related to the use and access of each database, including but not limited to CPIC and PRIME-BC. The release of records to police and non-police entities must be in compliance with Policy AF070 Security and Confidentiality.
- (7) Where an employee accesses police databases for law enforcement purposes based on observations made or events which occurred outside of their on-duty hours (e.g. suspicious vehicles or persons), the officer must:
 - a. Ensure that a reason for the search is added to the query, when the system allows such information to be included; and
 - b. If the query results in an investigation, ensure the details of the query are included in the police report.
- (8) Where an employee is uncertain whether access to a database is authorized, the employee must consult with a supervisor before making the query

E-COMM NOVEMBER UPDATE FOR POLICE AND LOCAL GOVERNMENT PARTNERS

We are writing to share with you our monthly update on key activities at E-Comm to strengthen and improve our services on behalf of our police partners and the public we serve. Please feel free to share this update publicly, and to forward to E-Comm any requests to be added to our distribution.

Service Levels to October 31

- **9-1-1 service levels continue to exceed target** – Year-to-date (YTD) 9-1-1 service levels to the end of October remain high at 98% (target: 95% of calls answered within 5 seconds), and 9-1-1 call volumes exceeded 1.7 million provincewide – down from 2023’s record-breaking volume driven by an Android operating system glitch, but on par with 2021 and 2022 call volumes.
- **Above-target service levels for police emergency call taking** – YTD police emergency call-taking service levels also exceeded targets (88% of calls answered within 10 seconds), both in the Lower Mainland (91%), and on Vancouver Island (90%), despite police emergency call volumes being higher than in previous years, other than 2023’s anomalous spike.
- **Improved answer times, decrease in abandoned rates for police non-emergency calls** – Police non-emergency (NER) call taking service levels remain strong YTD at 79% in the Lower Mainland and on-target (80% of calls answered within 3 minutes) on Vancouver Island. The average speed to answer for NER calls is down YTD, from approximately 4 minutes in 2023 to 2 minutes. And the YTD abandoned call rate has dropped from 31% to 16%. The abandoned call rate decreases further to 11% during peak volume hours, when our new Genesys call system provides estimated wait times and call-back options for callers. Of those callers who request a call-back, 84% are successfully reached and able to file a report.

Other Transformation Updates

- **Dedicated team continues to strengthen non-emergency service** - In October we welcomed our seventh intake of new police NER call takers to fill vacancies, including those from NER call takers being promoted to answer emergency calls. The team, along with other improvements like the new Genesys call system, is helping to improve service for the public.
- **Dispatch trainees begin with peer coaches** - Our newest dispatch trainees have moved forward to on-the-job training with peer coaches, after successfully completing the revamped training program incorporating in-class instruction and e-learning. E-Comm presented our modernized training approach to emergency communications professionals across Canada at the Association of Public-Safety Communications Officials (APCO) conference in November.
- **Launch of new self-service dashboard for police agencies** – As part of an ongoing initiative to modernize our data and analytics capabilities, a new interactive dashboard has been finalized and rolled out to our policing partners. This allows our police agency partners direct access to key metrics such as service levels, call answer times, call volumes, and more, for both emergency and non-emergency calls.
- **Ongoing outreach to shareholders and partners on governance and financial model** – We continue to actively meet with shareholder organizations and agency partners on our proposed governance and financial model changes.

NOVEMBER 2024 UPDATE

TRANSFORMATION AND OPERATIONS UPDATES



Service levels exceeded for 9-1-1 and emergency call taking



+1.7 million 9-1-1 calls year to Oct 31



NER improvements: answer times cut in half and abandoned calls down significantly



Self-service data & analytics dashboard launched for police agencies



Ongoing outreach on proposed governance review & financial model changes



New dispatch trainees start on-the-job training

NON-EMERGENCY PUBLIC EDUCATION



KNOW HOW TO
#MAKETHERIGHTCALL

Public education campaign launched on reporting non-emergency crimes in partnership with policing agencies and community groups.

LOWER MAINLAND YEAR-TO-OCT 31

	Target	2021	2022	2023	2024
9-1-1	95%/5s	93%	98%	98%	98%
Police Emergency	88%/10s	85%	84%	88%	91%
Police Non-Emergency	80%/180s	57%	43%	62%	79%
Fire Emergency	90%/15s	91%	89%	93%	94%

VANCOUVER ISLAND YEAR-TO-OCT 31

	Target	2021	2022	2023	2024
9-1-1	95%/5s	93%	98%	98%	98%
Police Emergency	88%/10s	90%	88%	87%	90%
Police Non-Emergency	80%/180s	86%	80%	80%	80%