

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

**Minutes of the REGULAR POLICE BOARD MEETING
Thursday, May 11, 2017 at 4:00 pm
Central Saanich Municipal Council Chambers**

PRESENT

Chair: Ryan Windsor

Board Members: Del Elgersma
Chris Tupper
John Rizzuti
Wendy MacDonald

Chief Constable: Les Sylven

CLOSED POLICE BOARD MEETING

24.17 MOVED AND SECONDED

1. *That the Board convene a closed meeting that excludes the public pursuant to the following sub sections of Section 69 of the Police Act:*

Section 69 (1)(c) - A personnel matter.

2. *That the Board continue the In Camera Meeting in closed session.*

CARRIED UNANIMOUSLY

APPROVAL OF THE AGENDA

25.17 MOVED AND SECONDED

That the Agenda be approved as circulated.

CARRIED UNANIMOUSLY

MINUTES FOR ADOPTION

26.17 MOVED AND SECONDED

That the minutes of the Police Board Meeting held April 13th, 2017 be adopted as amended to correct the spelling of the word Board in item 2 under Commendation.

CARRIED UNANIMOUSLY

OLD BUSINESS

1. Management of Email Records.

The Board discussed the potential risks around using email on personal devices for Board related business. Discussions further explored whether to create District email addresses for Board members; however, a more secure option may be to have email addresses attached to a dedicated server for Central Saanich Police Service.

27.17 MOVED AND SECONDED

That the Board supports Chief Les Sylven to work with the District to explore options for a separate email server for Central Saanich Police Service.

CARRIED UNANIMOUSLY

2. Capital Expenditures.

Chief Constable Les Sylven consulted with the District Finance Director, Paul Murray, who suggested that it would be good practice to have a procurement policy in place that matches the District procurement process. Mr. Murray has offered to draft a procurement policy allowing for delegated spending authority to the Chief Constable within the budget approved by the Police Board.

28.17 MOVED AND SECONDED

That the Board accept the offer by District Finance Director, Paul Murray, to draft a procurement policy allowing for the delegated spending authority to the Chief Constable within the budget approved by the Police Board.

CARRIED UNANIMOUSLY

3. Strategic Plan 2017-2020 update.

Chief Constable Les Sylven gave a verbal update on the 2017-2020 Strategic Plan and will continue to bring regular updates to the Board on preliminary ideas and initiatives. The intention is to include funding in the 2018 budget for an opportunity for public engagement of the strategic plan.

NEW BUSINESS

1. Victoria and Central Saanich Police Boards co-hosting the 2018 BCAPB Conference.

The Board Discussed the potential for co-hosting the 2018 BCAPB Conference. Co-hosting opportunities are still being explored with Victoria Police Department and

Board member John Rizzuti will confirm by next meeting if they are interested. Mr. Rizzuti will also gather further information by next meeting on what is involved for either hosting or co-hosting the event. Chief Constable Les Sylven advised the Board that he also brought it to the Central Saanich Police Association for consideration and approval.

29.17

MOVED AND SECONDED

That the Board examine the possibility of hosting or co-hosting the 2018 BCAPB Conference.

CARRIED UNANIMOUSLY

FINANCE / HUMAN RESOURCE REPORT

Finance:

To date 37.1% of the 2017 budget is spent. We are trending higher in the Investigation and Patrol category due to the front-end loading of EI and CPP benefits. Salary reductions will also occur due to one member now on LTD. Overtime will be reduced by 20K once the member's salary for ERT is recovered. Overtime is trending high in General Investigation but the numbers will be adjusted once overtime backfill done by our GIS Det/Cst. is coded back to Investigation and Patrol. We will be receiving funds for Sergeant Andre Rosset at CFSEU. The tender is complete for the vehicle acquisition although it hasn't arrived yet.

Human Resources:

Katie Charlton, Executive Coordinator is now on maternity leave and congratulations on the arrival of her new baby boy. Sergeant Andre Rosset has gone to CFSEU. Detective Constable Chad Vincent will be going to B Watch temporarily until September. Congratulations to Constable Sims who will commence his duties on C Watch on June 13th and will be promoted to Sergeant at that time. An offer of employment has been made to a Lethbridge Police Service member and we are just waiting to determine his start date.

COMMENDATION

1. Cst. Kyle Sims and Cst. Jessica Houghton were commended for their professionalism and compassion while working on a recent file. The Board Chair will provide Cst. Sims and Cst. Houghton with a letter recognizing their efforts.
2. Cst. Jason Sneek was commended for his quick and reassuring service while working on a recent file. The Board Chair will provide Cst. Sneek with a letter

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recognizing Cst. Sneek's efforts.

3. Sgt. Haney, Cst. Apa and Cst. Jamieson were commended for their team work and professionalism in assisting Sidney/North Saanich RCMP on a recent file. The Board Chair will provide letters of recognition to the members for their efforts.

CORRESPONDENCE

1. Letter from the Canadian Association of Police Governance – RE: 2017 CAPG Conference. The CAPG organizers have offered the opportunity for the Board to contribute a financial sponsorship to the conference. It was discussed that there are likely bigger agencies closer to the conference city who may be in a better financial position to sponsor this year's event. Board member John Rizzuti and Board Chair, Mayor Ryan Windsor will register to attend the conference.

ADJOURNMENT

30.17 MOVED AND SECONDED
That the Police Board meeting be adjourned.
CARRIED UNANIMOUSLY

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE POLICE BOARD MEETING, HELD ON THURSDAY, MAY 11, 2017.



RYAN WINDSOR
CHAIR OF THE POLICE BOARD



EVE TAYLOR
RECORDING SECRETARY