

**THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH**

**Minutes of the REGULAR POLICE BOARD MEETING  
Thursday, September 14, 2017 at 4:00 pm  
Central Saanich Municipal Council Chambers**

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**PRESENT**

Chair: Ryan Windsor

Board Members: Chris Tupper  
John Rizzuti  
Wendy MacDonald

Chief Constable: Les Sylven

**CLOSED POLICE BOARD MEETING**

**39.17 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**

**40.17 MOVED AND SECONDED**

*That the Agenda be approved as amended to add item 4, 2018 CSPA Budget, and item 5, IACP to New Business.*

**CARRIED UNANIMOUSLY**

**MINUTES FOR ADOPTION**

**41.17 MOVED AND SECONDED**

*That the minutes of the Police Board Meeting held June 8<sup>th</sup>, 2017 be adopted as circulated.*

**CARRIED UNANIMOUSLY**

**OLD BUSINESS**

**1. Capital Expenditures**

A draft of a narrow scope procurement policy as per motion 35.7 from the June 8<sup>th</sup>, 2017 Police Board meeting is still outstanding. The Board requested that the

Executive Coordinator draft a procurement policy that addresses the delegated spending authority of the Chief Constable within the budget approved by the Police Board.

**42.17      MOVED AND SECONDED**

*That the Executive Coordinator prepare a draft procurement policy that specifically addresses the delegated spending authority to the Chief Constable within the budget approved by the Police Board.*

**CARRIED UNANIMOUSLY**

**2.           Strategic Plan 2017-2020 update**

Chief Constable Sylven circulated a draft summary chart of the 2017 – 2020 strategic plan and expressed his intention to share it with Council and use as a talking point at the upcoming Joint Council/Police Board meeting.

**3.           2018 BCAPB Conference & AGM**

John Rizzuti distributed a one-page summary of progress to date on the planning for the 2018 BCAPB Conference and AGM. There is some flexibility for the format of the Thursday sessions. Chief Constable Sylven will bring to next BC Municipal Chief's meeting to obtain feedback on preferred formats.

**4.           Letter of Agreement with Sidney/North Saanich RCMP**

No update, item to be brought forward to next meeting.

**NEW BUSINESS**

**1.           Joint Council/Police Board meeting October 4<sup>th</sup> agenda topics**

The Board discussed agenda topics that may be discussed at the October 4<sup>th</sup> Joint Council/Police Board meeting.

**2.           CSPS Annual Awards Luncheon November 24<sup>th</sup>, 2017**

Chief Constable Sylven advised the Board that the Lieutenant Governor of BC will be attending the CSPA Annual Awards Luncheon. The Executive Coordinator will send

out a meeting invitation to the Board.

**3. Prisoner Custody & Cell Block Operations Policy**

Item to be brought forward to next meeting.

**4. 2018 CSPS Budget**

Chief Constable Sylven proposed a budget committee be formed with Police Board Members. The Executive Coordinator will coordinate dates and times to meet prior to the Joint Police/Council meeting.

**5. IACP 2017 Thought Leadership Film Series**

Chief Constable Sylven presented to the Board an opportunity through International Association of Chiefs of Police (IACP) for Central Saanich Police Service to be featured in a Thought Leadership Film Series at the upcoming 2017 IACP conference. The organization would like to feature the wellness initiatives that have been underway at CSPS. The cost of participating would be approximately \$20K but would be a permanent resource that CSPS could use for recruiting and other projects. The Board discussed the possibility of partially funding the project subject to Chief Constable Sylven being able to secure the balance of funding from the wellness partners.

**43.17 MOVED AND SECONDED**

*That the Board supports the expenditure of four thousand dollars towards the production costs of Central Saanich Police Service being featured in the IACP 2017 Thought Leadership Film Series, subject to Chief Constable Sylven obtaining the balance of funding from wellness partners who would also be featured in the film.*

**CARRIED UNANIMOUSLY**

**FINANCE / HUMAN RESOURCE REPORT**

Finance: As at August 31<sup>st</sup>, 67% of the 2017 budget has been expended. Projections indicate that a 1.1% overage may occur; however, this will depend largely on the types of files that are encountered over the next few months. Some of the driving factors were a few major cases over the summer.

## POLICE BOARD MEETING MINUTES – SEPTEMBER 14, 2017

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Human Resources: Chief Constable Les Sylven provided an update to the Board regarding staff movements within the department. Cst. Jessica Houghton graduated from the JIBC June 23<sup>rd</sup> and is now assigned to B Watch. Cst. Glen Davies returned to patrol after being the Youth Resource Officer. Cst. Brent Robertson has reached 20 years and is now at the rank of Corporal. Cst. PJ Shea has moved from patrol and is now the new Youth Resource Officer. Cst. Ritchie Li joined CSPS from Sidney/North Saanich RCMP and has been assigned to B Watch. Cst. Ryan Johnston is back at the JIBC for his final Block III training and is expected to graduate in early November. Det/Cst. Chad Vincent is back on the General Investigation Section. Recruit Cst. Davis Bawtinheimer has been hired and will be at the JIBC for Block I training from September to December.

### **COMMENDATION**

1. Cst. Jessica Houghton was commended for her outstanding contribution during her training at the JIBC. The Board Chair will provide Cst. Houghton with a letter recognizing her efforts.
2. Central Saanich Police members received a note of thanks for assistance to Sidney/North Saanich RCMP and an endorsement of the continuation of the supportive relationship of the two agencies. The Board acknowledged the efforts of the members in maintaining the cooperative relationship.
3. Cst. Matt Ball was commended for his professional and helpful service on a recent file. The Board Chair will provide Cst. Ball with a letter recognizing his efforts.

### **CORRESPONDENCE**

No correspondence received.

### **ADJOURNMENT**

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

POLICE BOARD MEETING MINUTES – SEPTEMBER 14, 2017

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**CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE POLICE BOARD MEETING, HELD ON THURSDAY, SEPTEMBER 14<sup>th</sup>, 2017.**



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RYAN WINDSOR  
CHAIR OF THE POLICE BOARD



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EVE TAYLOR  
RECORDING SECRETARY