



# Central Saanich Police Service

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9 ph (250) 652-4441 fax (250) 652-0354

## POLICE BOARD MEETING - MINUTES

Meeting held: Thursday, September 27, 2018 at 4:00pm, Central Saanich Municipal Hall Council Chambers

### PRESENT

Chair: Ryan Windsor

Board Members: Chris Tupper  
John Rizzuti  
Wendy MacDonald  
Corey Wood

Chief Constable: Les Sylven  
Deputy Chief Constable: Derren Lench

### 1. APPROVAL OF THE AGENDA

**36.18** **MOVED AND SECONDED**  
*That the agenda be approved as circulated.*  
**CARRIED UNANIMOUSLY**

### 2. ADOPTION OF THE MINUTES

**37.18** **MOVED AND SECONDED**  
*That the minutes of the Police Board Meeting held Thursday, June 14, 2018 be approved as circulated.*  
**CARRIED UNANIMOUSLY**



## Central Saanich Police Service

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9 ph (250) 652-4441 fax (250) 652-0354

### 3. OLD BUSINESS

#### 1. South Island Police Dispatch Update.

Deputy Chief Lench provided a verbal update, noting that the South Island Police Dispatch Centre continues to be on time and on budget. Police agencies will be phased into the centre with Central Saanich Police Service dispatch from E-Comm beginning in February 2019. Some workflow changes will also be seen in February 2019 creating efficiencies at the front counter. DC Lench also showed the Board an example of a quarterly newsletter by E-Comm and offered to email the document to Board members as it is received.

#### 2. Letter from the District of Saanich – “...Mayor write to local Mayors requesting participation in discussions on the potential of a regional police force.” \*\*\*

The Police Board and Chair expressed that they are not in favour of engaging in discussions about a regional police force. BC Association of Police Boards (BCAPB) representative John Rizzuti will meet with the Chief, Deputy Chief and the Board Chair to gather information on the integrated unit model per the request of the BCAPB executive.

### 4. NEW BUSINESS

#### 1. Strategic Plan Progress Report. \*\*\*

Chief Constable Sylven reviewed a draft Strategic Plan Progress Report outline including achievements of 2017/2018 and identifying various 2019 initiatives. CC Sylven requested feedback from the Board with regard to priorities for 2019. CC Sylven also invited the Board to meet in January 2019 to review in detail various initiatives, operational priorities and Board priorities. Central Saanich Police Service will consider options to conduct a public survey.



# Central Saanich Police Service

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9 ph (250) 652-4441 fax (250) 652-0354

## 2. Police Act Amendments s.26.

The Police Board Chair received a letter from Police Services outlining changes to section 26 of the *Police Act*. Police agency's Strategic Plans are to align with provincial policing goals and standards. The changes to the Act are as follows:

### Provincial policing priorities

2.1 The minister may establish priorities, goals and objectives for policing and law enforcement in British Columbia

158 Section 26 is amended by adding the following subsections:

(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.

The Board discussed the potential implications, positive and negative, of the above noted changes.

## 3. 2019 Provisional Budget.

### a) 2017 Integrated Unit Report.

A copy of the 2017 Integrated Unit Report was distributed to the Board for information and review.

### b) Summer Staffing Review.

The DC completed a recent review of summer staffing per the request of the Police Board. The review considered the allocation of resources to provide shift coverage during the months of May, June, July and August, comparing the last four years.



# Central Saanich Police Service

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9 ph (250) 652-4441 fax (250) 652-0354

Year	Total overtime for year	Total overtime for summer months	Percentage of overtime during summer	Total overtime for shift coverage	Percentage of overtime for shift coverage	Overtime shifts for coverage by month
2015	\$224,253	\$ 81,611	36.4 %	\$17,586	7.84 %	May(9), June (9), July (7), August (12)
2016	\$275,053	\$100,815	36.65 %	\$20,770	7.55 %	May (7), June (4), July (15), August (16)
2017	\$341,195	\$143,559	42.08%	\$51,230	15.02%	May (17), June (26), July (12), August (11)
2018	Year in progress	\$ 91,174		\$25,470		

DC Lench provided the following assessment based on the data:

“The Service will continue to track and analyse overtime utilization including shift shortage backfills and will continue to employ various strategies to minimize the impact on the overall budget. The employees and supervisors are aware of their fiscal accountability and are expected to actively participate as stewards of the budget. They have embraced this responsibility, and have been supportive of identifying and implementing innovative strategies to assist in this endeavour.”

DC Lench noted that as a smaller agency, “CSPS will likely always need to continue to manage this staffing issue. Ensuring that CSPS staff are well trained, use their annual leave, and maintain a degree of flexibility for unexpected illness or injury, are challenging but essential tasks to ensure we are able to meet the policing needs of our community.”

### c) Subcommittee

DC Lench requested volunteers to join the Board budget subcommittee; Board members MacDonald and Rizzuti volunteered. The Board took the opportunity to identify volunteers for each Board committee:



# Central Saanich Police Service

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9 ph (250) 652-4441 fax (250) 652-0354

Finance: Wendy MacDonald and John Rizzuti  
HR/Labour: Chris Tupper and Corey Wood  
Policy/Governance: Wendy MacDonald and Corey Wood  
BCAPB: John Rizzuti

The Board's budget subcommittee, among other topics, will consider:

- CREST radio costs
- Integrated units cost increases
- Secondments/Retirements
- Reconfiguration of office space

Board member Rizzuti requested information pertaining to the employer health tax and the impact on the police budget. CC Sylven will provide more information to the Board at the October meeting.

Board member Rizzuti also sought clarification about tax revenue sharing for cannabis, and recommended that the Board advise Council that the Board is unaware of how much the Police Service may receive; the topic may need to be flagged in the provisional budget.

#### 4. **Draft Cannabis Policy Principles.**

DC Lench provided a document outlining background information and current context of the impact of cannabis and employee fitness for duty. DC Lench provided information for consideration in drafting a CSPA policy and noted that a draft policy will be provided at the October Board meeting for review and approval.

#### 5. **Policy for Review and Approval – Use of Force Training.**

38.18

##### **MOVED AND SECONDED**

*That the Use of Force policy be adopted and approved with minor corrections.*

**CARRIED UNANIMOUSLY**



## Central Saanich Police Service

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9 ph (250) 652-4441 fax (250) 652-0354

### 6. Policy for Review and Approval – Mental Health.

#### 39.18 **MOVED AND SECONDED**

*That the Mental Health policy be adopted and approved with minor corrections.*

**CARRIED UNANIMOUSLY**

### 7. Policy for Review and Approval – Ambulance.

#### 40.18 **MOVED AND SECONDED**

*That the Ambulance policy be adopted and approved with minor corrections.*

**CARRIED UNANIMOUSLY**

### 8. CAPG – BC Director Position.

#### 41.18 **MOVED AND SECONDED**

*That the Board approve the nomination of John Rizzuti to the BC Director position with the Canadian Association of Police Governance, for the term of one year providing primary costs associated with the position are sponsored by the Vancouver Police Department. Any additional costs incurred by the Central Saanich Police Board as a result of the position requirements are reasonable and within the existing board approved budget for members to attend CAPG.*

**CARRIED UNANIMOUSLY**

### 9. BCAPB Update – Board Member John Rizzuti.

Board member Rizzuti outlined topics of discussion at the most recent BCAPB meeting:

- Cannabis
- E-ticketing
- Collective Bargaining
- Digital evidence
- BCAPB fees
- JIBC Police Academy curriculum review

Police Services has assigned a new Director to assist Police Boards. The Board Chair has been invited to meet with the Director.



## Central Saanich Police Service

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9 ph (250) 652-4441 fax (250) 652-0354

### 10. Greater Victoria Police Foundation.

CC Sylven advised the Board that the CRD police chiefs have discussed the creation of a Greater Victoria Police Foundation. Board members did not express interest in sitting on a Greater Victoria Police Foundation Board.

## 5. CLOSED POLICE BOARD MEETING

### 42.18 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 (2)(c) - A matter concerning labour contract discussions, labour management relations, layoffs or another personnel matter.*

2. *That the Board continue the In Camera Meeting in closed session. Recess to a Closed Meeting.*

**CARRIED UNANIMOUSLY**

Meeting closed at 6:46.

## 6. FINANCE AND HUMAN RESOURCES REPORT

### Police Board Report – September 2018.

CC Sylven advised the Board that the budget is tracking well at 67% spent, while at 68% of the year. The Central Saanich Police Service has transferred two members from patrol to the General Investigation Section (GIS) to assist with a priority file. The two affected watches are receiving support through overtime. The Service is currently investigating two internal OPCC complaints (complaints against members), and three external OPCC complaints (complaints against members of other agencies). An IIO investigation of a CSPS employee was closed by public report.

## 7. COMMENDATION

### 1. Letter from Livable Roads for Rural Saanich – Sgt. Paul Brailey.

The Board Chair will provide a letter to Sgt. Brailey recognizing his efforts on behalf of the Central Saanich Police Service.



# Central Saanich Police Service

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9 ph (250) 652-4441 fax (250) 652-0354

## 8. CORRESPONDENCE

1. **2019 BCAPB Conference & AGM. \*\*\***  
Location: Harrison Hot Springs Resort and Spa.  
Theme: "Evolution of Policing".

The Board received the correspondence from the BCAPB providing details of the 2019 AGM and Conference.

## 9. NEXT MEETING ITEMS


1. **IT Update – Police Server.**
2. **Operational Update.**
3. **Draft Cannabis Policy for Review.**

## 10. ADJOURNMENT

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

**Meeting adjourned at 7:40pm.**

**CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE POLICE BOARD MEETING, HELD ON THURSDAY, SEPTEMBER 27, 2018.**

  
RYAN WINDSOR  
CHAIR OF THE POLICE BOARD

  
KATIE CHARLTON  
RECORDING SECRETARY