



Central Saanich Police Service

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9 ph (250) 652-4441 fax (250) 6520354

POLICE BOARD MEETING - MINUTES

Meeting held: Thursday, April 12, 2018 at 4:00pm, Central Saanich Municipal Hall Council Chambers

PRESENT

Chair:	Mayor Ryan Windsor
Board Members:	Chris Tupper Wendy MacDonald Corey Wood
Chief Constable:	Les Sylven
Deputy Chief Constable:	Derren Lench
Guest:	Sheelagh Collier, CSPA Court Liaison

I. APPROVAL OF THE AGENDA

- 16.18** **MOVED AND SECONDED**
That the agenda be approved as amended; move Old Business item 8 to item 1. Closed meeting moved from item VI to IX.
CARRIED UNANIMOUSLY

II. ADOPTION OF THE MINUTES

- 17.18** **MOVED AND SECONDED**
That the minutes of the Police Board Meeting held Thursday, March 8, 2018 be adopted as amended to replace Mayor Ryan Windsor as Chair with Chris Tupper.
CARRIED UNANIMOUSLY



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III. INTRODUCTION – POLICE BOARD MEMBER

Board Member Corey Wood was welcomed to the Central Saanich Police Board.

IV. OLD BUSINESS

1. Special Municipal Constable Appointment.

18.18 **MOVED AND SECONDED**

That Court Liaison, Sheelagh Collier, be appointed as Special Municipal Constable for the purpose of swearing informations..

CARRIED UNANIMOUSLY

Ms. Collier accepted the appointment and an appointment document was signed by the Board Chair to be added to Ms. Collier's personnel file.

2. South Island Police Dispatch Update.

Chief Constable Les Sylven advised the Board that construction of the South Island Police Dispatch Centre is reportedly on time and on budget.

3. 2018 Central Saanich Police Service Budget.

The Police Board provided City Council with a letter dated March 19, 2018, in response to a motion by council to review the police budget in consideration of reductions. In the letter, the Board expressed that any reduction in budget would create unwarranted consequences to community and police service.

4. Policy for Approval – Missing Persons.

19.18 **MOVED AND SECONDED**

That the Missing Persons Policy be approved.

CARRIED UNANIMOUSLY



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5. Policy for Approval – Domestic Violence.

20.18 MOVED AND SECONDED
That the Domestic Violence Policy be approved.
CARRIED UNANIMOUSLY

6. Policy for Approval – Vehicle Tracking Systems.

21.18 MOVED AND SECONDED
That the Vehicle Tracking Policy be approved.
CARRIED UNANIMOUSLY

7. Policy for Approval – Alarms.

22.18 MOVED AND SECONDED
That the Alarms Policy be approved.
CARRIED UNANIMOUSLY

8. Policy for Approval – Critical Incident Stress Protocol.

23.18 MOVED AND SECONDED
That the Critical Incident Stress Protocol Policy be approved.
CARRIED UNANIMOUSLY

V. NEW BUSINESS

VI. FINANCE AND HUMAN RESOURCES REPORT

Finance: Chief Constable Sylven presented a quarterly financial report showing the budget at 27% spent. Chief Sylven noted that various



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one-time expenses are purchased at the beginning of the year and the budget is tracking well.

Human Resources:

Yoshie Johnston successfully completed the hiring process and accepted the civilian part-time Operational/Records Support position. Her first day with Central Saanich Police Service was March 19, 2018.

VII. COMMENDATION

1. **Cst. Jessica Houghton** – The Board received a copy of a commendation for Cst. Houghton from North Saanich/Sidney RCMP. The Board will send a letter to Cst. Houghton acknowledging her efforts.
2. **Sgt. Paul Brailey** – The Board received a copy of a commendation for Sgt. Brailey from a member of the public. The Board will send a letter to Sgt. Brailey acknowledging his efforts.

VIII. CORRESPONDENCE

1. The BC Association of Police Boards Executive and the 2018 Conference Committee sent an email to express appreciation for the Central Saanich Police Board's \$250.00 sponsorship toward the BCAPB 2018 Conference and AGM.

Correspondence received.
2. The BC Association of Police Boards expressed gratitude toward the Central Saanich and Victoria Esquimalt Police Boards for hosting the 2018 BCAPB Conference and AGM.

Correspondence received.



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IX. CLOSED POLICE BOARD MEETING

24.18

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(1)(c) – A personnel matter.*
2. *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) and (2)(a) – A matter concerning public security.*
3. *That the Board continue the In Camera Meeting in closed session.*

CARRIED UNANIMOUSLY

X. ADJOURNMENT

25.18

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, APRIL 12, 2018.

A handwritten signature in black ink, appearing to be "Ryan Windsor", written over a horizontal line.

RYAN WINDSOR
CHAIR OF THE POLICE BOARD

A handwritten signature in black ink, appearing to be "Katie Charlton", written over a horizontal line.

KATIE CHARLTON
RECORDING SECRETARY