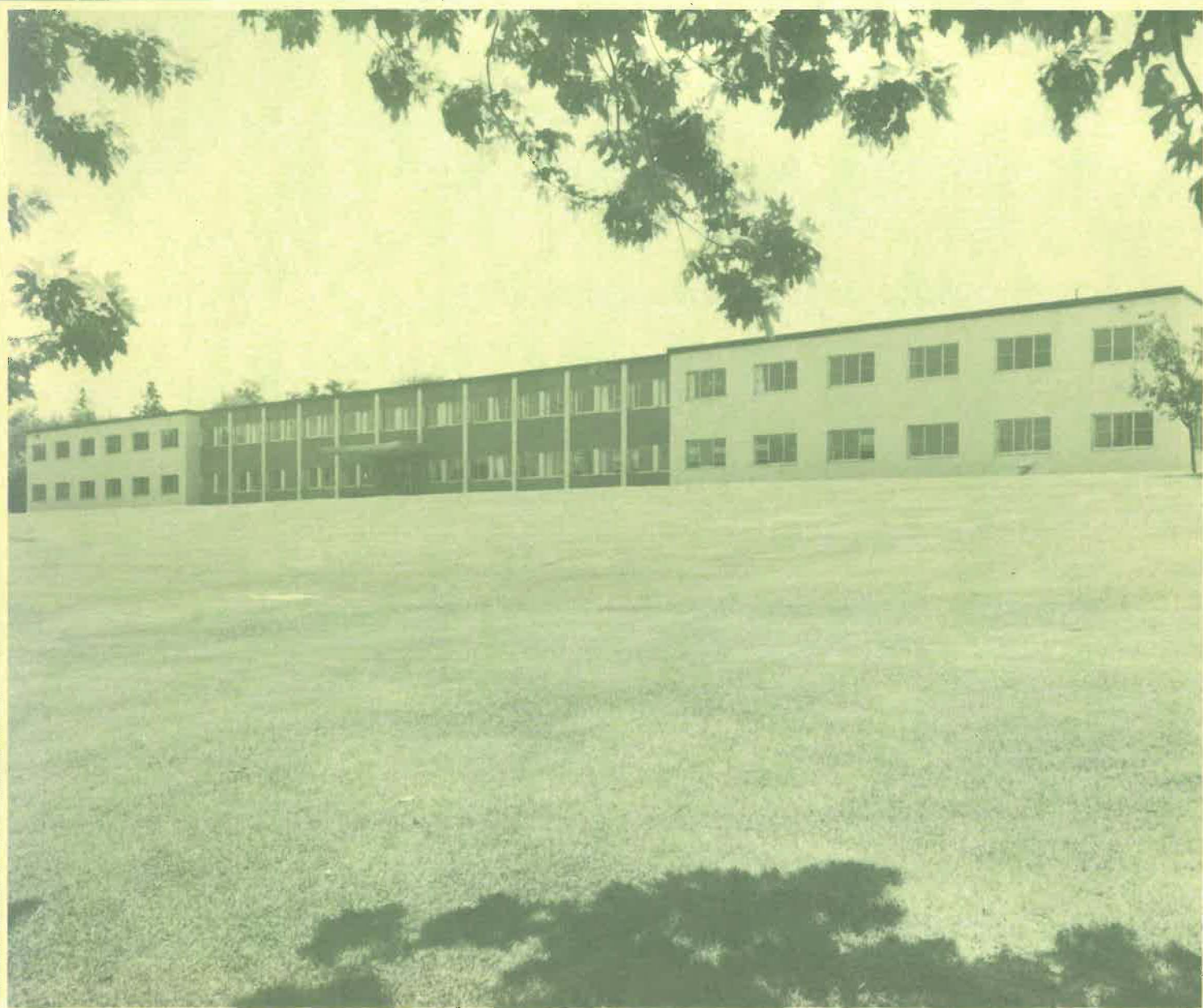
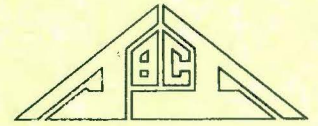


Justice Institute of British Columbia



Annual Report 1978-1979

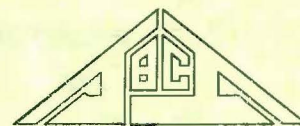




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mission statement



"The Justice Institute of British Columbia, as a post-secondary educational institution, provides leadership and coordination to support, develop and deliver a wide range of training and educational programs and services for people working within the field of justice and public safety in the community. These programs and services are designed to improve the quality of justice and public safety for all citizens of British Columbia."

**Justice Institute
Of
British Columbia**

goals

To develop and provide programs, courses of instruction and services consistent with the identified needs of,

- A) the Corrections Branch of the Ministry of the Attorney-General,
- B) the Court Services Branch of the Ministry of the Attorney-General,
- C) the Fire Services Commissioner of British Columbia and
- D) the Police Commission of the Province of British Columbia.

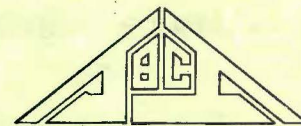
To identify and deliver courses of instruction and services consistent with the identified needs of,

- A) other components of the Ministry of the Attorney-General,
- B) other Ministries of the government in justice and public safety related areas and
- C) private agencies and community groups engaged in justice or public safety activities.

To develop a cooperative system of coordination between the Institute's own programs and those of other institutes, colleges, universities, public schools and community based organizations.

To provide opportunities for people to participate in training and educational programs that promote an examination of criminal, civil and social justice issues.

chairman's remarks



Early in 1978, as a result of a joint effort of the Ministries of Attorney General and Education, Science and Technology, the Justice Institute became a reality. This was the realization of an idea conceived several years ago in an attempt to provide a common ground for the training and education of personnel employed in the Justice System. Along with this was the need to maximize resources, promote efficiency, and to develop a more professional attitude within the System. The Institute has come into being as a result of the efforts of many dedicated and enthusiastic people who believe in this unique concept. The mandate of the Institute includes serving the Justice System, the Fire Services and the community at large and it is to this role that the Board, Faculty and Staff are committed.

It has become increasingly evident during the past year that this group is dedicated to carrying out their responsibilities with confidence and enthusiasm. The first year of operation has been a demanding one for all, but specifically for the Board. Included among the many tasks was the hiring of key personnel to organize the Institute, administer policies, develop budgets, provide facilities and to plan for future development of the physical plant at Jericho Hill.

Many ongoing programs related to the Justice System are now located at the Institute, while others are in the process of development by our staff. As with any new operation, there have been the problems normally associated with change. In a spirit of cooperation, most of these have been overcome and I am sure that the future will produce many outstanding accomplishments.

I would especially like to thank the Faculty, the students and their parents, of the Jericho Hill School for the Deaf for the way in which they have accepted our presence at the Jericho Hill site. The Institute is anxious to develop a close working relationship with them as we continue to phase in our new activities.

The enthusiasm of all segments of the Institute, coupled with the commitment of the two Ministries, will provide the basis for us to meet our mandate and we expect the next year to be an exciting one.

Robert J. Stewart
Chairman of the Board

**Justice Institute
Of
British Columbia**

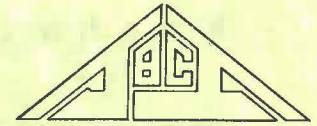
**message from
the principal**

The year 1978 will be remembered as the year in which the concept of the Justice Institute began its transition from an idea into a reality. With the move of the major training components of the Ministry of the Attorney-General to the Jericho Hill campus, the basic foundation upon which the Institute will build for the future has been established. For all of us engaged in the process — Students, Faculty, Staff, Managers, and Board Members, those first tentative steps towards consolidation and cooperation taken at the beginning of the year progressed to positions of confidence and commitment as the year ended. This transformation in so short a period of time is clear evidence that talented and capable individuals can, with the spirit of cooperation, achieve remarkable results. I am sure that the coming year will prove to be a continuation of exciting growth and development for the Justice Institute.

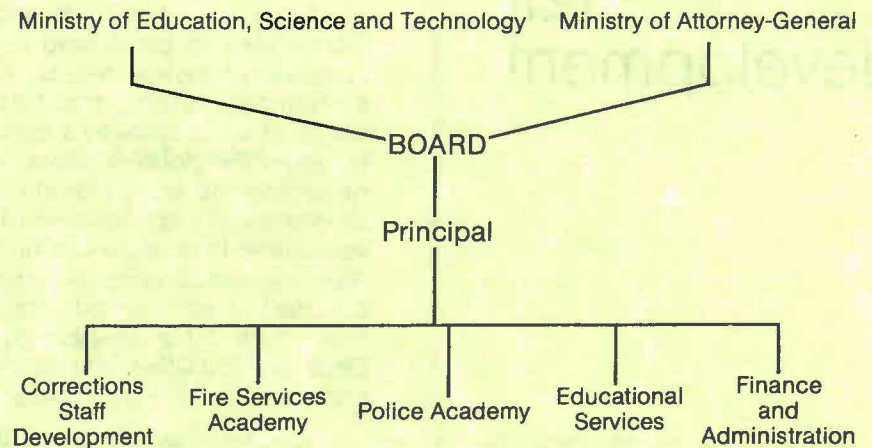
The process of change has therefore had its beginning. Future years will be sustained by the cooperation and cross-system participation of all components of the justice and public safety community. We are striving to fulfill our mission and achieve the objectives that have been established. The unique nature of our enterprise will be defined and redefined by our ability to understand and respond to the needs of the professionals and the practitioners in the field. Such a challenging and ambitious venture will appeal to individuals that have the capacity to tolerate ambiguity, within a context of openness and commitment. Our contributions to an effective, efficient and humane justice and public safety system will be the measure of our success.

Gerald B. Kilcup
Principal

organization



The organization of the Justice Institute can best be described diagrammatically.



The supervisory management and policy direction of the Institute is provided by a nine man Board, appointed by Order-in-Council, by the Minister of Education, Science and Technology, in consultation with the Attorney-General.

Direct management of the Institute, its organization, programs, facilities and services are the responsibility of the Principal who is assisted by the Directors of the five divisions.

Corrections Staff Development Division
Fire Services Academy Division
Police Academy Division
Educational Services Division
Finance and Administration Division

Justice Institute
Of
British Columbia

corrections
staff
development

In 1978 Corrections Staff Development Division underwent considerable change and a relocation from the Marpole and Burnaby Centres to the Jericho Hill campus, yet were still able to meet the training needs of Correctional Agencies of the Province.

A new set of policies and standards were formalized to assist Corrections in producing highly skilled employees able to meet specialized justice needs. Attempts to "fine-tune" the scholastic system by ensuring that training would occur at the appropriate stage of an employee's career were successful. Communication between Regional Offices and Corrections Staff Development, regarding the educational needs of Correctional employees at all levels was refined. A system of regular central-regional meetings was established to ensure that all training programs reflected field needs. A policy of seconding all new instructors for time limited periods was adopted. This allowed seasoned Field Staff the opportunity of instructing other employees while permitting experienced Staff Development Officers to return to the field and share their broadened knowledge with Field Operations Staff.

April 1978 also saw the streamlining of staff and tasks into three functional areas.

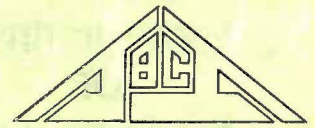
- A) Community Management Basic and Advanced Training (Headed by an Assistant Director)
- B) Institutional Basic and Advanced Training (Headed by an Assistant Director)
- C) Administration Support Services and Specialized Programs (Headed by the Director of Staff Development)

During the fiscal year 1978-1979, Corrections Staff Development provided a full range of educational programs involving 1,137 employees in a total of 11,295 student training days.

In addition to the in-house programs offered through the Justice Institute, a further 235 Branch Employees participated in a variety of learning experiences through universities, colleges and private agencies. Tuition reimbursement was provided by the Public Service Commission in the amount of \$21,965.00. A further 84 Branch employees participated in Community training programs workshops and conferences with tuition subsidy provided by Corrections Staff Development in the amount of \$5,389.00. Also educational leave was approved for five Branch employees to pursue full-time graduate studies.

A year filled with challenges for the Division. The refinements made to the overall training program have assisted in the development of a high quality, comprehensive system, providing a variety of educational programs and opportunities to all Corrections employees. With the expanded facilities and services available to Corrections through the Justice Institute, the year 1979 promises to be an exciting one.

fire services academy



Firefighting is an exacting science requiring a sophisticated degree of training. The Justice Institute is proud to have established a provincial Fire Services Academy within its contemporary and diverse curriculum in November 1978, to provide systematic standardized training to all levels of firefighters throughout the province.

Fire Services Training within British Columbia involves a variety of training needs for over 7,000 full-time, part-time and volunteer firefighters. This calls for efforts to develop programs that assist in bringing about consistent provincial and national standards. The Justice Institute and the Fire Services Academy will work closely with the Fire Services Commissioner in establishing these programs.

Efforts have been concentrated on the development of Senior Managerial Courses for Administration, which includes the ranks of Captain, District Chief and above. As a result of this program the Province will profit from having more highly qualified, knowledgeable future executive firefighting officers. A Fire Training-Officer Program is being designed specifically for officers whose responsibility it is to train probationers. An entire standardized recruit training program is on the drawing board, as well as special courses for Volunteer Firefighters, Fire Prevention Officers and Arson Investigators.

The proposed programs are a reflection of the concern of the Academy staff to broaden the range of programs offered in order to realize the goal of every firefighting organization in British Columbia. That goal is to reduce the loss of life and property from the hazards of fires.

**Justice Institute
Of
British Columbia**

**police
academy**

Since the Police Academy's official assumption of municipal police training for the Province in March 1975, dramatic changes have been occurring. This was no less the case in the 1978-1979 fiscal year. In July 1978, the Police Academy moved to the Jericho Hill campus, another milestone in the history of the Academy. The broad base of resources and facilities available at the Justice Institute increases the Academy's potential for further expansion of existing programs and the introduction of new courses.

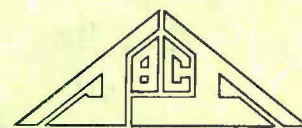
Accelerated social change and complex urban growth have affected the qualities of our lives and that of our Police. New police roles are being developed as society evolves. Today's professional policeman or woman must react to crime, using more than traditional law enforcement methods. They must, on a daily basis, prevent crime and help their community understand its role in that process. The introduction of the Assessment Centre concept for recruit selection and promotional programs has contributed greatly to the advancement of the philosophy of professionalism in the police service in British Columbia.

A number of new courses have been developed and delivered during this year. As municipal police departments are adopting the 26 inch baton for general patrol use, a program on the safe and effective use of the baton has been developed and is delivered to all recruit and advanced classes. A course on cardio pulmonary resuscitation is now available for all recruits. Individualized physical fitness programs are being designed for each new recruit. The program concentrates on agility, flexibility, strength, cardio vascular fitness and speed. In Traffic Studies, an intensive and extensive Accident Investigation course has been introduced into the recruit program and Driver Training has been modified. The new "rally-type" course permits students to acquire a high level of precision driving skills thus promoting the safe operation of police vehicles under normal and emergency conditions. Advanced programs introduced this year are the Effective Presentation Program designed to prepare officers to instruct in-service training sessions or make formal presentations to groups; and the General Investigation Program designed to meet the needs of experienced officers transferring from uniformed patrol to plain clothed investigation.

1978 was a productive and rewarding year for the Academy. 1,011 students were able to take advantage of a balanced mix of courses including police skill training, leadership training, academic and social education involving 13,936 student training days.

Next year will bring more change and the Province of British Columbia will profit by having a competent, professional Police Service.

educational services division



Educational Services was established as a Division within the Institute in September 1978. It is responsible for providing a number of different services; and supports and initiates a variety of justice and public safety programs.

Program Services are provided by the Division to support a variety of people and organizations in developing specific training courses in justice and public safety related areas. This year, contracts were established to provide (I) an Executive Development Course for the Ministry of the Attorney-General, (II) a Land Registry training program, (III) Coroners' Training program and (IV) a Basic Enforcement Course for Conservation Officers within the Ministry of the Environment. The Division will be working with Court Services to support a range of courses to be offered at the Institute for Sheriffs, Court Clerks and Court Administrators.

Programs that meet training needs identified by two or more Divisions within the Institute are supported and sponsored by Educational Services. To date this has involved a Secretary Development Program and an Instructional Techniques Course.

A third area of Program Services involved working with a wide variety of community groups to initiate, co-sponsor or provide resources to justice and public safety programs. The purpose of these programs has been "to provide opportunities for people to participate in training and educational programs that promote an examination of criminal, civil and social justice issues." A variety of these programs are proposed for the next fiscal year.

Instructional Services provides a variety of resources to the staff and students at the Institute and the justice community throughout British Columbia through the Educational Resource Centre and the Media Centre. Since September these centres have responded to 2,331 reference questions; loaned 538 pieces of audio visual equipment and 1,957 books and periodicals. In addition, 130 orientation tours and lectures have been given to the more than 1,600 visitors to the Resource and Media Centres. The holdings of the Resource Centre increased by 1,400 items and the Media Centre added over 40 pieces of audio visual equipment to their inventory. One of the most exciting events was the acquisition, in February, of an on-line computer terminal linked into the British Columbia Union Catalogue System. This gave the Institute access to a data base which includes all the post-secondary institutions and libraries in the Province.

Information and Student Services is another area of involvement. The services offered included providing a public relations and media liaison for the Institute; collecting, storing and retrieving information about the Institute and its programs; distributing information to students, staff and interested citizens throughout the province and the preparation of brochures, reports and materials for events sponsored by the Institute.

Educational Services is a multi-dimensional division and its presence promises to bring coordination and a better cross-systems understanding and communication to justice and public safety elements with the Province.

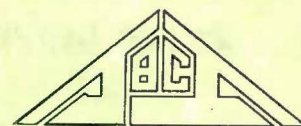
**Justice Institute
Of
British Columbia**

**finance and
administration**

This first year of the Justice Institute has been interesting and challenging for the Finance and Administration Division. Through a spirit of willing cooperation, it has been possible to establish common procedures and practices to satisfy the needs and expectations of the three, formerly independent, training agencies while providing a more cost effective justice and public safety training service for British Columbia.

The financial and administrative aspects of the Justice Institute, as a Crown Corporation, are especially unique as funding is provided by two separate Provincial Ministries. The Ministry of Education, Science and Technology provides capital and operating funding for facilities; library and media resources and for Institute-wide administration. The Ministry of the Attorney-General provides funding for instruction and direct instructional support.

In addition to financial management and budgetary services, the Division provides the full range of administrative support common to other provincial educational establishments ranging from purchasing and accounting to catering and housing. The professional competence of managerial and technical staffs permits the operation of these services with minimum personnel.



facilities

With the educational policy of mainstreaming blind students into the public school system, several buildings occupied by the Provincial School for the Blind and Deaf at Jericho Hill were vacated. In September 1978, the Justice Institute took up residence at 4180 West 4th Avenue, in Blake Hall.

Blake Hall provides 30,600 square feet of space for classrooms; resource and media centres; and offices for faculty and administration. The building has some peculiar features as it was designed as a classroom/dormitory structure for disabled children. However, upgrading of the classroom wing, through a \$500,000.00 renovation program, will be undertaken during the next fiscal year.

In March 1979 the Institute gained access to Lawrence Hall which contains additional classrooms and a dormitory wing. Students who live outside the Vancouver area are entitled to receive free accommodation throughout their training period. As an experiment, eleven sets of "motel-type" furniture were rented to accommodate students on campus, in Lawrence Hall. The student response is excellent and renovations are being planned to further develop the dormitory facility.

The Institute shares the use of a recreational complex and a cafeteria with the Jericho Hill School for the Deaf. The students, staff and faculty are able to enjoy and use an outdoor track and tennis courts, a modern gymnasium, changing rooms, swimming pool, bowling alley, and a weight training room. The cafeteria offers professionally prepared, nutritious meals at a reasonable cost.

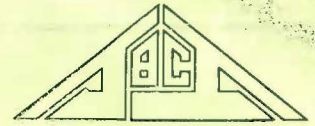
Identifiable savings have resulted through the location of the Institute at Jericho Hill campus. During the seven month period ending March 31, 1979, the Institute spent more than \$85,000.00 to accommodate its students at a down-town hotel. The operation of an on-site residence will, in the long run, provide substantial financial savings. In addition, students are entitled to a per diem meal allowance of \$16.25. However, through the use of the cafeteria, meal tickets are issued in lieu of the allowance and the cost of meals has been reduced to approximately \$10.00 per day, per student. With the construction, on campus, of a proposed 16 position in-door firearms range and fully operational Fire Hall, not only will transportation costs be reduced, but student training time will be an added bonus.

**Justice Institute
Of
British Columbia**

**student
statistics
report
1978-1979**

TRAINING EVENTS

	No. of Courses	No. of Students	No. of Days	No. of Student Days
Division: Corrections Staff Development				
Probation Officer Block II Basic Training	2	32	50	1,600
Probation Officer Block IV Basic Training	1	24	10	240
Probation Officer Advanced and Refresher Training	14	204	5	1,020
Institutional Block II Basic Training	6	212	15	3,180
Institutional Block IV Basic Training	4	89	10	890
Youth Containment Basic Training	2	35	15	525
Firearms Training	3	51	4	204
Institutional Advanced Training	13	228	10	2,280
Basic Management Training	2	34	10	340
Advanced Management Training	1	16	5	80
Workshops				
Correctional Centre Rules and Regulations	1	21	3	63
Records Workshop	1	16	2	32
Crisis Intervention	1	12	3	36
Community Services Officers	1	21	3	63
Staff Development Workshop	1	18	4	72
Probation	5	88	5	440
Power Writing	1	19	5	95
Crisis Intervention	1	10	5	50
Interpersonal Communication Skills	1	17	5	85
Totals	61	1,137		11,295
Division: Police Academy				
Recruit Training Program				
Block I	4	50	50	2,500
Block III	4	61	50	3,050
Block IV	4	84	20	1,680
Block V	6	157	20	3,140
Peace Officers Advanced Training Program	10	144	10	1,440
General Supervision Training Program	2	37	10	370
Middle Management Training Program	1	26	10	260
General Investigation Program	2	36	10	360
Accident Investigation Program	2	15	10	150
Baton Training	1	25	3	75
Emergency Response Team Training	1	10	10	100
Assessment Centre				
Recruit Entry Assessors	3	21	3	63
Detective Assessors	1	6	3	18
Staff Sergeant Assessors	1	6	3	18
Corporal Assessors	1	10	3	30
Inspector Assessors	1	6	3	18
Effective Presentation Program	1	10	5	50
Emergency Response Training	24	307	2	614
Totals	69	1,011		13,936
Division: Educational Services				
Court Services				
Basic Sheriffs' Training	1	17	28	476
Manager/Secretary Workshop	1	16	1	16
Media Use	1	10	2	20
Totals	3	43		512
Grand Totals	133	2,191		25,741



SCHEDULE I

PROVINCE OF BRITISH COLUMBIA
DEPARTMENT OF EDUCATIONCONSOLIDATED
STATEMENT OF REVENUE

Year Ended March 31, 19 79

	\$	TOTALS \$
School Districts:		
Requisitions	
Section 254 Loans	
Other (specify)	
	
Miscellaneous Government Grants:		
Capital	...500,000	
Other (specify)	
See Below	<u>2,831,311</u>	<u>3,331,311</u>
Tuition Fees:		
Academic	
Technical	
Vocational	
Non-Credit	
Miscellaneous:		
Sale of Scrap	
Other (specify)	
Miscellaneous Sales	<u>4,655</u>	<u>4,655</u>
Payments by Canada:		
Vocational	
Other (specify)	
	
Disposal of Fixed Assets:		
Land	
Buildings	
Equipment	
Vehicles	
Gifts, Grants & Bequests:		
Individuals	
Business & Industry	
Foundations & Associations	
Other (specify)		
Bank Interest	<u>8,280</u>	<u>8,280</u>
	
	<u>3,344,246</u>
TOTAL REVENUE		
1. Ministry of the Attorney General	\$2,330,584	
2. Ministry of Education	450,000	
3. Prov. of B.C. Re Library/Media Acqui.	25,000	
4. Prov. of B.C. Recon Project	25,727	
	<u>\$2,831,311</u>	

CONSOLIDATED STATEMENT OF EXPENDITURE

Year Ended March 31, 1979..

	ADMINISTRATION	ACADEMIC	TECHNICAL	VOCATIONAL
	\$	\$	\$	\$
Salaries:				
Instructional				980,599
All Other Staff	130,038			433,069
Employee Benefits	11,992			12,006
Expendable Supplies	19,940			118,557
Travel:				
General	3,581			30,896
Moving	2,511			5,016
College Council	17,349			
Leases & Rentals:				
Land				
Buildings				10,966
Computer Equipment				
Photo-Copying Equipment	5,808			24,423
Other Equipment	44			55
Books & Periodicals				
Library Books				
Utilities				
Insurance				
Professional Fees	5,663			3,411
Student Activities				
Inter-Collegiate Athletics				
Student Bursaries and Loans				
Debt Services				
Capital:				
Land				
Buildings				
Computer & Photo-Copying Equipment				
Other Equipment				
Vehicles				
Other (attach details)	86,435			695,980
TOTAL EXPENDITURE (EXHIBIT B)	283,361			2,314,978
Allocated Expenditures:				
Administration				
Facilities Services				
Library				
Audio Visual				
Student Services				
(Excluding Student Bursaries and Loans)				


[illegible]

STATEMENT OF FINANCIAL POSITION

As at March 31, 19 79

	OPERATING FUND \$	ANCILLARY SERVICES FUND \$	DEBT SERVICES FUND \$
ASSETS			
Cash on Hand and in Bank	109,512		
Investments at Cost			
Accounts Receivable	282,354		
Student Loans Receivable			
Prepaid Expenses	2,016		
Fixed Assets - at cost			
Land			
Buildings			
Equipment			
Vehicles			
Other Assets (specify)			
<u>Term Deposit</u>			
	393,882		
LIABILITIES AND FUND BALANCES			
Bank Loans			
Accounts Payable			
Trade	368,727		
Other (specify)			
Other Liabilities (specify)			
Payable Re College Exec. Benefit Plan	4,325		
Unexpended Balance Recon Project	6,901		
Investment in Fixed Assets			
Fund Balances - Exhibit B			
Operating	13,929		
Ancillary Services			
Debt Services			
Capital			
Shareable			
Non-shareable			
Student Bursary & Loan Fund			
Specific Purposes Fund			
	393,882		

CAPITAL FUND	STUDENT BURSARY & LOAN FUND	SPECIFIC PURPOSES FUND	TOTAL ALL FUNDS
\$	\$	\$	\$
			109,512
			282,354
			2,016
175,127			175,127
26,146			26,146
500,000			500,000
701,273			1,095,155
			368,727
			4,325
			6,901
201,273			201,273
			13,273
500,000			500,000
701,273			1,095,155

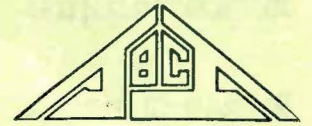

Bursar

Signed

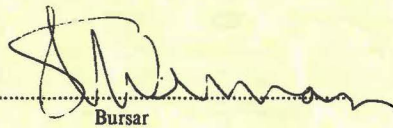
Thorne Riddell & Co.
Auditor

CONSOLIDATED STATEMENT OF REVENUE AND EXPENDITURE
Year Ended March 31, 1979.

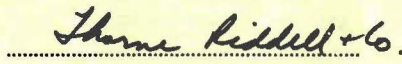
	OPERATING FUND	ANCILLARY SERVICES FUND	DEBT SERVICES FUND
	\$	\$	\$
<u>REVENUE</u>			
School Districts
Government Grants	<u>2,831,311</u>		
Tuition Fees		
Miscellaneous	<u>12,935</u>		
Payments by Canada (Excluding Tuition Fees)		
Disposal of Fixed Assets			
Gifts, Grants and Bequests			
Other
TOTAL REVENUE (SCHEDULE 1)	<u>2,844,246</u>	
<u>EXPENDITURE</u>			
Academic		
Technical		
Vocational	<u>2,314,978</u>		
Non-Credit		
Debt Services		
Capital			
Other	<u>515,339</u>	
TOTAL EXPENDITURE (SCHEDULE 2)	<u>2,830,317</u>	
EXCESS OF REVENUE (EXPENDITURE)	-	
BALANCE BEGINNING OF YEAR	-	
TOTAL	-	
TRANSFERRED TO REVENUE DURING YEAR	-	
ANCILLARY & SPECIFIC PURPOSES (SCHEDULES 3 AND 4)	-
FUND BALANCES MARCH 31, 1979	<u>13,929</u>



CAPITAL FUNDS		STUDENT BURSARY & LOAN FUND	SPECIFIC PURPOSES FUND	TOTAL ALL FUNDS
SHAREABLE	NON- SHAREABLE			
\$	\$	\$	\$	\$
500,000				3,331,311
				12,935
500,000				3,344,246
				2,314,978
				515,339
				2,830,317
				-
				-
				-
				-
500,000				513,929


Bursar

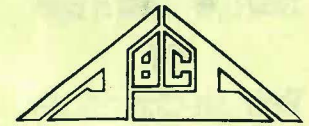
Signed


Auditor

**Justice Institute
Of
British Columbia**

OTHER EXPENDITURES - SEE SCHEDULE 2

	<u>ADMIN.</u>	<u>VOCATIONAL</u>	<u>FACILITIES SERVICES</u>	<u>LIBRARY</u>	<u>AUDIO VISUAL</u>
Professional Development	375	15,607	-	125	-
Honorariums	-	115,758	-	-	-
Furn/Equip Replacement	59,860	108,706	6,259	15,956	10,492
Equipment Repairs	917	5,296	85	247	760
Staff Recruitment	2,489	-	-	-	-
Advertising & Promotion	369	3,266	-	222	-
Vehicle Operation	5,271	76,998	-	-	-
Membership Fees	70	110	-	38	-
Data Processing	4,864	-	-	25,727	-
Committee Expenses	588	1,462	-	74	-
Postage	5,909	-	-	-	-
Building Repair/Maint.	-	-	30,714	-	-
Student Travel/Housing	-	369,543	-	-	-
Miscellaneous	5,723	(766)	-	(9)	(750)
	<u>\$ 86,435</u>	<u>\$ 695,980</u>	<u>\$ 37,058</u>	<u>\$ 42,380</u>	<u>\$ 10,502</u>



Thorne
Riddell
& Co.
CHARTERED ACCOUNTANTS

June 7, 1979

Board of Governors
Justice Institute of British Columbia
4180 West 4th Avenue
Vancouver, B.C.

Dear Sirs:

We have now completed our audit of the Justice Institute of British Columbia for the year ended 31st March, 1979. This audit was performed during two separate visits i.e.

1. The preliminary audit carried out in January, 1979.
2. The final audit carried out in May, 1979.

Preliminary Audit

During the preliminary audit we reviewed the system of internal control devised by the Board in order to safeguard the Institute's assets and to ensure reliability and completeness of the information produced. At that time we established the existence of three minor areas of weakness which were disclosed to Mr. Winram in our letter to him dated January 8, 1979.

During our final audit we once again examined these areas of weakness and are satisfied that action taken by Mr. Winram and Mr. Lyon has strengthened control in these areas. We can now conclude that internal control in all areas is adequate.

Final Audit

During our final audit we reviewed in detail the Financial Statements of the Institute for the year to March 31, 1979.

With the exception of the treatment of fixed assets which is specifically referred to in Note 2 to the financial statements, nothing of an unusual or irregular nature was encountered and all items reflected in the statements were readily substantiated by documentation.

We would like to take this opportunity of extending our thanks to Mr. Winram, Mr. Lyon and all members of the Institute staff for their co-operation and assistance during our audit.

Yours very truly

Thorne Riddell & Co.

S.W. Honeyman/mk

**Justice Institute
Of
British Columbia**

JUSTICE INSTITUTE OF BRITISH COLUMBIA

FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 1979

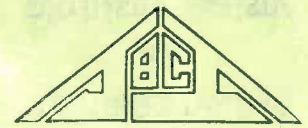
Auditors' Report

Balance Sheets

Statement of Revenue and Expenditures

Details of Expenditures - Operating Fund

Notes to Financial Statements



Thorne
Riddell
& Co.

CHARTERED ACCOUNTANTS

AUDITORS' REPORT

To the Board of the
Justice Institute of British Columbia

We have examined the balance sheets and statements of revenue and expenditures set out in Exhibits A and B of the Justice Institute of British Columbia for the year ended March 31, 1979. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the Institute as at March 31, 1979 and the results of its operations for the year then ended in accordance with the basis of accounting described in note 2.

Thorne Riddell & Co.

Vancouver, Canada
May 14, 1979

Chartered Accountants

BOARD OF TRADE TOWER
1177 WEST HASTINGS STREET
VANCOUVER, BRITISH COLUMBIA V6E 2L9
TELEPHONE (604) 685-3511

OFFICES THROUGHOUT CANADA AND ASSOCIATES THROUGHOUT THE WORLD

Justice Institute
Of
British Columbia

EXHIBIT A

JUSTICE INSTITUTE OF BRITISH COLUMBIA

BALANCE SHEET AS AT MARCH 31, 1979

	<u>TOTAL INSTITUTE</u>	<u>OPERATING FUND</u>	<u>CAPITAL FUND</u>
ASSETS			
Petty Cash	\$ 100	\$ 100	\$ -
Bank	109,412	109,412	-
Term deposit	500,000	-	500,000
Accounts receivable	282,354	282,354	-
Prepaid expenses	2,016	2,016	-
Fixed assets - equipment, furniture and vehicles (note 2)	201,273	-	201,273
Total assets	<u>\$1,095,155</u>	<u>\$ 393,882</u>	<u>\$ 701,273</u>
LIABILITIES AND FUND BALANCES			
Accounts payable	\$ 368,727	\$ 368,727	-
Accrued liabilities	4,325	4,325	-
Unexpended Balance - Recon Project	6,901	6,901	-
Total liabilities	<u>379,953</u>	<u>379,953</u>	<u>-</u>
Fund balance as at March 31, 1979			
Operating and Capital Funds (Exhibit B)	\$ 513,929	\$ 13,929	\$ 500,000
Equity in fixed assets	201,273	-	201,273
	<u>715,202</u>	<u>13,929</u>	<u>701,273</u>
Total liabilities and fund balances	<u>\$1,095,155</u>	<u>\$ 393,882</u>	<u>\$ 701,273</u>



EXHIBIT B

JUSTICE INSTITUTE OF BRITISH COLUMBIA
STATEMENT OF REVENUES AND EXPENDITURES

YEAR ENDED MARCH 31, 1979

	<u>TOTAL INSTITUTE</u>	<u>OPERATING FUND</u>	<u>CAPITAL FUND</u>
REVENUES			
Grants			
Province of B. C.	\$2,780,584	\$2,780,584	-
B. C. Lottery re fire services			
capital	500,000	-	\$ 500,000
Province of B. C. re library/media			
acquisitions	25,000	25,000	-
Province of B. C. re Recon Project	25,727	25,727	-
Miscellaneous income	4,655	4,655	-
Interest income	8,280	8,280	-
	<u>3,344,246</u>	<u>2,844,246</u>	<u>500,000</u>
Expenditures (Schedule 1)	<u>2,830,317</u>	<u>2,830,317</u>	<u>-</u>
Fund balances as at March 31, 1979			
(Exhibit A)	<u>\$ 513,929</u>	<u>\$ 13,929</u>	<u>\$ 500,000</u>

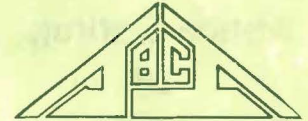
**Justice Institute
Of
British Columbia**

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND EXPENDITURES

YEAR ENDED MARCH 31, 1979

	<u>Total Institute</u>	<u>Administration</u>	<u>Facilities Services</u>
Salaries	\$1,400,623	\$103,088	-
Employee benefits	27,368	9,437	-
Training relief salaries	231,540	-	-
Professional development	16,107	300	-
Contract instruction	40,153	-	-
Supplies	146,665	18,968	-
Postage and telephone	27,343	26,782	-
Lease and rentals			
Vehicles	34,799	2,864	-
Building	10,966	-	-
Equipment	30,547	5,808	\$ 44
Maintenance and repairs			
Vehicle (including fuel)	47,470	802	-
Buildings and grounds	30,714	84	30,586
Equipment	7,305	835	85
Books and periodicals	34,628	249	-
Equipment replacement	201,273	54,021	6,259
Travel - staff	36,806	3,792	-
Travel and housing - students	369,543	-	-
Memberships	218	35	-
Professional fees	67,141	2,744	28,605
Student activities	3,302	-	-
Insurance	600	-	600
Data processing	30,591	4,864	-
Miscellaneous	<u>34,615</u>	<u>19,978</u>	<u>-</u>
	<u>\$2,830,317</u>	<u>\$254,651</u>	<u>\$66,179</u>



<u>Program Development</u>	<u>Media Services</u>	<u>Police Academy</u>	<u>Corrections Staff Development</u>	<u>Courts Services</u>	<u>Fire Services</u>
\$26,950	\$ 40,336	\$ 762,064	\$459,214	\$ 8,971	-
2,555	3,370	6,669	4,439	898	-
-	-	-	231,540	-	-
75	125	3,175	12,432	-	-
-	-	39,203	950	-	-
972	8,168	104,307	13,364	825	\$ 61
-	-	-	561	-	-
1,294	-	30,641	-	-	-
-	-	10,966	-	-	-
-	217	18,630	5,793	55	-
311	-	37,631	8,499	227	-
-	-	44	-	-	-
82	1,007	4,231	906	98	61
44	22,614	7,205	4,516	-	-
5,839	26,448	87,986	14,661	1,968	4,091
1,270	848	17,291	13,122	110	373
-	-	183,694	175,219	10,630	-
35	38	110	-	-	-
4,369	530	3,411	27,482	-	-
-	-	3,003	299	-	-
-	-	-	-	-	-
-	25,727	-	-	-	-
<u>6,121</u>	<u>(462)</u>	<u>134</u>	<u>8,582</u>	<u>262</u>	<u>-</u>
<u>\$49,917</u>	<u>\$128,966</u>	<u>\$1,320,395</u>	<u>\$981,579</u>	<u>\$24,044</u>	<u>\$4,586</u>

Justice Institute Of British Columbia

JUSTICE INSTITUTE OF BRITISH COLUMBIA

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 1979

1. OPERATIONS

Pursuant to an Order in Council dated April 27, 1978, the Justice Institute of British Columbia was established with the responsibility for certain training activities. Effective from April 1, 1978 the expenditures of the Institute are to be re-imbursed by grants from the Province of British Columbia. The Institute did not commence operations until September 1, 1978. Prior to that date, expenditures made on its behalf by the Province of British Columbia have been recorded as grants with a corresponding charge to expenditures.

2. FIXED ASSETS

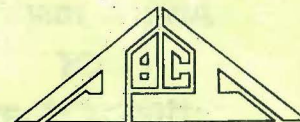
The fixed assets consist of the additions made during the fiscal year, but do not include fixed assets to be transferred from the Province of B.C. An Order in Council necessary to transfer ownership of assets operated by the Institute has been raised by the Ministry of Education, Science & Technology to the provincial Cabinet for approval. The formal approval of the transfer of ownership has not been received by the Institute as at May 14, 1979 (the reporting date).

Depreciation is not provided on fixed assets.

3. CAPITAL PROGRAM

The Institute has received approval from the Ministry of Education, Science and Technology to expend up to \$400,000 for Phase I development of the Jericho Hill campus. In the event that contract tenders exceed \$400,000 the Institute is able to draw on the B.C. lottery grant re Five Services up to \$250,000.

members of the board, faculty and staff

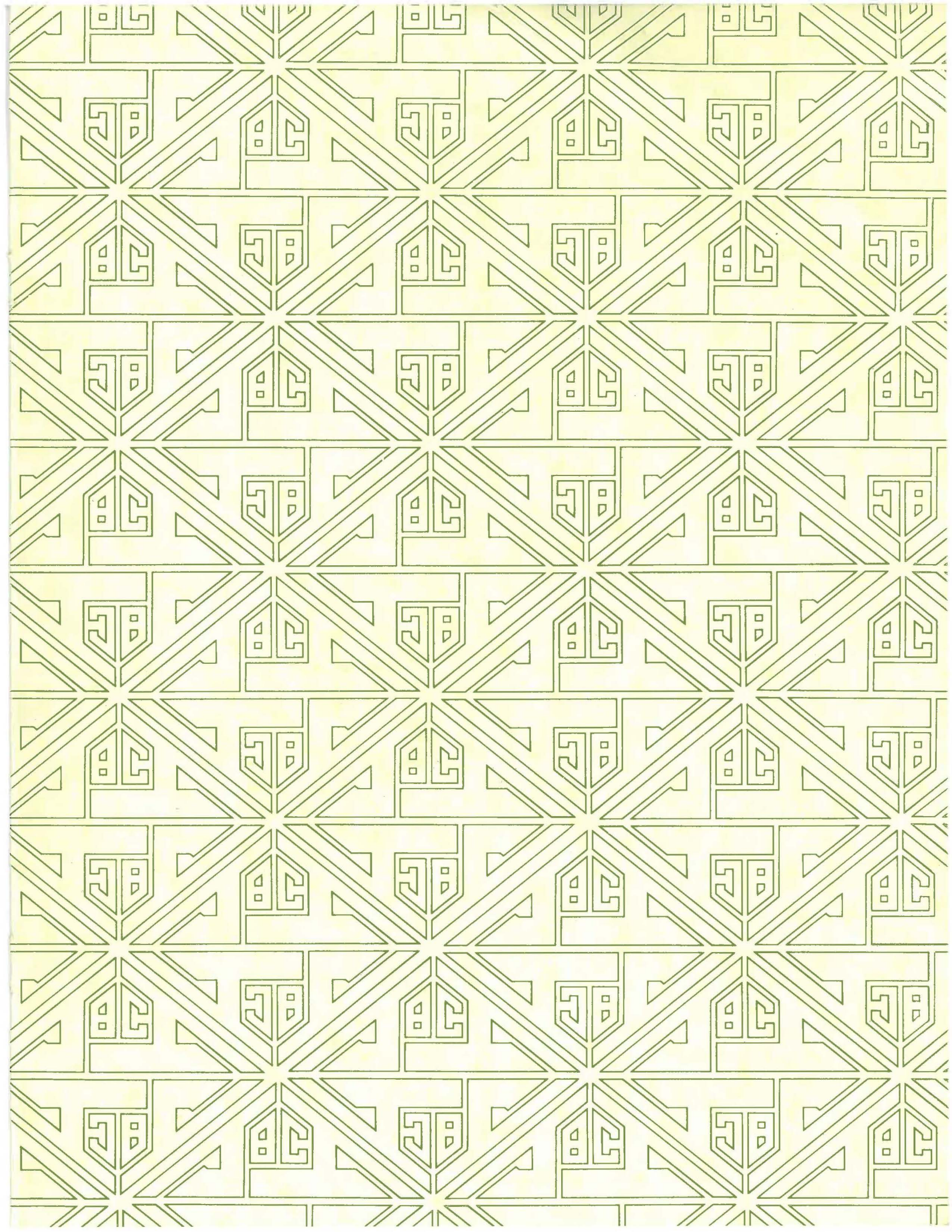


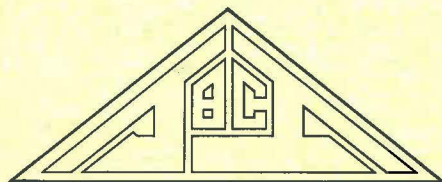
board members	Robert Stewart, Chairman Anthony Pantages, Vice-Chairman David Chapman Joseph Cohen Len Maracle	Jack Pomfret Glen Ridgway Edward Robertson Donald Sorochan
faculty and staff	Gerald Kilcup, Principal Genie MacMurtery, Secretary to Principal	
corrections staff development	John Laverock, Director Ken Bogas, Assistant Director Ken McManus, Assistant Director Jim Garrett Grant Stevens Vera Bergman Carol-Anne Harper Tony Burrell Ray Pearson Manfred Kuchenmuller John LaCavera Pete Wark John Surridge Audrey Cook	Bruce Kilby Ann Powers Paul Forseth Torry Barnett Elizabeth Briemberg Dennis Hrycun Lillian Couture Hanne Logan Gayle Hertz Debby Ostermayer Sandra Waines Mary Grainger Joan McLennar
fire services academy	Bud Kellett, Director Pat McHaffie	
police academy	David Athans, Director Grant Churchill, Manager Gib Skuce, Manager Brian Hayes, Administrative Officer David Church Ken Higgins John McMillan Ken Banbury Robert Cyr Greg Greene Fraser MacDonald Patrick McBride Chris Offer	Doug Townsend Ronald Carriere Ken Grennan Robert Hannaford Paul Hucul Stanley Joplin John Maxwell George Meisner Helen Bayliss Diane Raniseth June Lund Francis Lockerby Margaret de Gruchy
educational services division	Larry Goble, Director Meg Richeson, Manager Stephanie Hennessy Cheryl Miller	Miriam Shatz Eleanor Bradshaw Bonnie Soon Chris Cameron
finance and administration	Dean Winram, Director Bill Lyon, Manager Jim Murray, Manager Lore Ciammaichella	Helen Radford Mary Gelinas Joe Mulvihill Ray Ellis
staff discontinuations	S. Deane D. Tarr G. Corson G. Parker W. Milton B. Wilson	P. Holliday J. Gemmell R. Harling R. Hunter K. Nixon

**Justice Institute
Of
British Columbia**

**contracting
agencies**

Ministry of the Attorney General
British Columbia Police Commission
Corrections Branch
Court Services Branch
Fire Services Commissioner





**Justice Institute
Of
British Columbia**