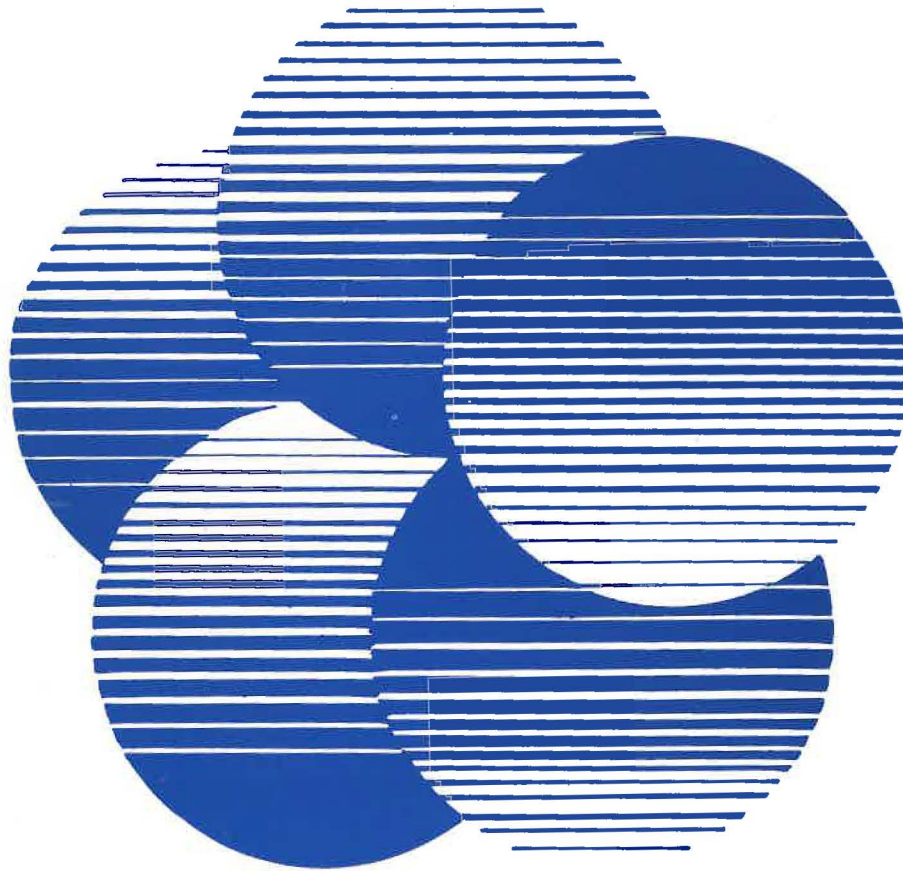


Justice Institute of British Columbia



ANNUAL REPORT 1979-1980



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"The Justice Institute of British Columbia, as a post-secondary educational institute, provides leadership and coordination to support, develop and deliver a wide range of training, professional 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."

Goals

- I 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 Emergency Health Services Commission of British Columbia,
 - D) the Fire Services Commissioner of British Columbia, and
 - E) the Police Commission of the Province of British Columbia.
- II To develop and provide 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.
- III To provide opportunities through continuing education for the community to participate in activities that promote a better understanding of justice and public safety issues.
- IV 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.

Mission Statement

Chairman's Remarks

I am pleased to submit the second Annual Report of the Justice Institute of British Columbia. This Report provides a detailed overview of the activities, programs, expenditures and major changes that took place during the year that ended March 31, 1980.

An analysis of the Report will demonstrate that through its major Divisions, the Institute met and surpassed its objectives for the year. This was achieved while maintaining careful control of all expenditures, resulting in a modest surplus of income over expenditures. In an age of escalating costs and inflationary trends, this achievement is commendable.

The Board is pleased with the results of the Phase I renovations to Blake Hall. The upgraded classrooms and the 160 seat lecture theatre completed in the fall of 1979 provide excellent teaching and learning areas for the Institute's faculty and students. The Board is working towards the completion of the renovations to Blake and Lawrence Halls in the fall of 1980. This will go a long way to ease the present strain on instructional and administrative facilities. The Board continues to advocate the early start and completion of the fire drill training tower and the indoor firearms range.

One major program thrust, and there were many during the past year, was to endorse the recommendations of the task force report on Emergency Health Services training. The task force was established to explore the prospect of integrating the Province's Emergency Health Service training efficiently and effectively into the Institute. The Board welcomes Emergency Health Services training as a Division of the Institute and looks forward to reporting on its progress next year.

The Justice Institute of British Columbia has completed a successful year. On behalf of the Board, I would like to thank the Principal, the administrative team, the faculty and staff of the Institute for their continued dedication to the purposes for which the Justice Institute of British Columbia was established. It is largely to their credit that the Institute continues to break new ground as a dynamic educational institution, responding to the justice and public safety needs of the province.

Robert J. Stewart
Chairman of the Board

Principal's Message

The fiscal year, 1979-80, has seen the completion of the first full year in which the Justice Institute of British Columbia operated as a member of the network of colleges and institutes of the Province, under the Colleges and Provincial Institutes Act. It has been a year of positive achievement. The leadership of the Board, participation of major clients and the assistance and cooperation of the Ministry of Education and the Ministry of Attorney-General have contributed to the development of a uniform environment conducive to teaching, program development and effective learning.

As the Institute has developed and become better understood, new opportunities have presented themselves to us. This past year witnessed the establishment of an Emergency Health Service Academy as a major component of the Institute. With this addition, our response to the justice and public safety training needs of the Province has achieved a new balance of program activity that maximizes the use of the available physical resources at the Point Grey campus.

In addition to major program growth, the Institute has initiated the development of a five year plan. This document will review the history of the Institute from its inception in 1975 within the Ministry of Attorney General and propose a long range plan for the future. While considerable energy has been addressed to this plan within 1979-80, it will be 1980-81 before the proposals and issues are fully discussed and a final document presented to the Board.

The progress of the Institute has been watched with great interest in many areas of the Province. Indeed, media coverage of our programs has been national. Enrollments have increased by 120%, the number of courses by 75% and the number of student training days by 16%. While growth in and for itself is of little value, the growth of our program is directly related to the needs of the justice and public safety community and results in greatly improved services to the citizens of the Province. The Institute is unique in that almost all its graduates are employed directly in the field for which they are trained. Few other post secondary educational institutions can make this claim.

In conclusion, the successes of the past year are but reflections of the qualities and competencies of the Board, faculty and staff of the Institute. Without hard work, dedication and vision, few accomplishments would be available for us to report upon. For the pleasure is in the doing—not in the end. As Longfellow has said,

"Not enjoyment, and not sorrow is
our destined end or way

But to act, that each tomorrow
find us further than today."

Gerald B. Kilcup
Principal

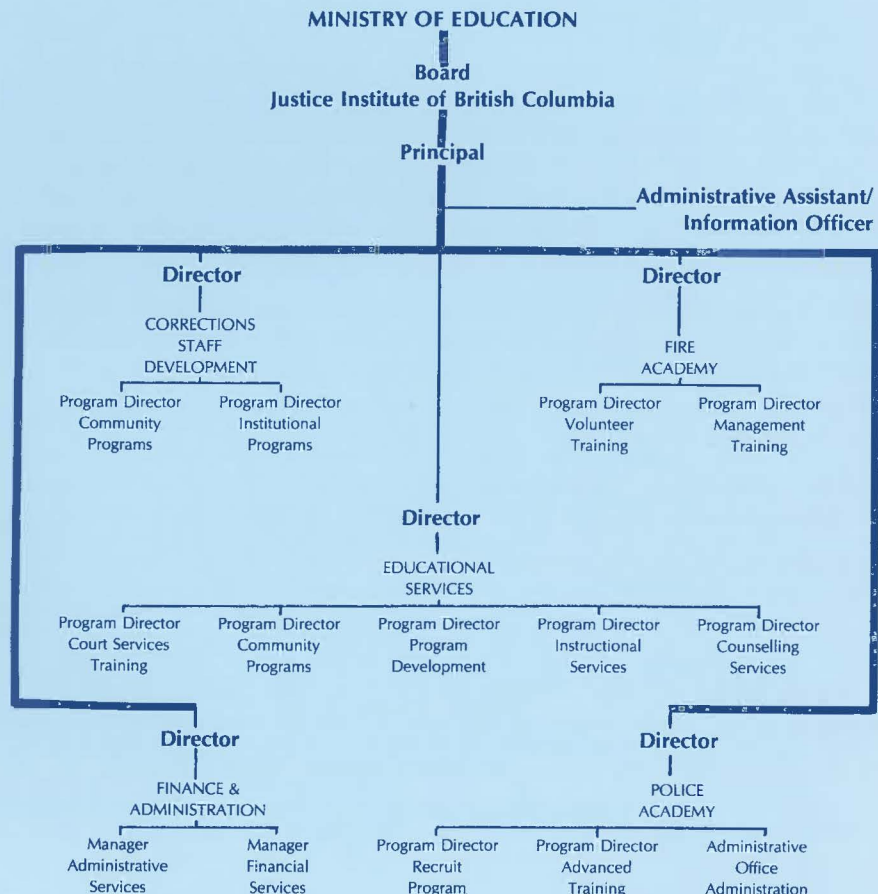
Organization

The supervisory management and policy direction of the Justice Institute is provided by the Institute's Board. Reporting to the Board, the Principal is responsible for the direct management of the Institute's organization, facilities, programs and services. The Principal is assisted by the Executive Committee composed of the Directors of the Justice Institute's five divisions—Corrections Staff Development, Fire Academy, Police Academy, Educational Services and Finance and Administration.

Each division maintains the necessary staff commitment to dispense its duties. Staffing requirements are met in four ways:

- i) by transfer of employment from a government agency;
- ii) by direct hiring as an Institute employee;
- iii) by time limited appointments or secondment; and
- iv) by contract services.

With the exception of the Director of Corrections Staff Development, who continues to be an employee of Corrections Branch, all other members of the Executive Committee are Justice Institute personnel. Excluding the Directors of Educational Services and Finance and Administration, all remaining Directors have reporting obligations extending beyond the Institute. Reporting functions are consistent with the policies, standards and legislation pertaining to the Commissioner of Corrections, the Director of Court Services, the Fire Services Commissioner and the B.C. Police Commission.



Mission Statement

To provide a range of training and development courses and related staff development services to ensure that Corrections Branch employees are able to carry out the duties of their positions in a competent manner, and are provided with opportunities for growth and advancement.

Divisional Report

A diversity of training courses and workshops were provided for Corrections Branch employees by the Division through the Justice Institute of British Columbia. The new location of Corrections Staff Development at the Institute provides the benefits of modern class and seminar rooms, on-site cafeteria and sports complex, plus a complete library and media service. Sharing Institute facilities with Police, Fire, Court and Emergency Health Services personnel and community groups provides the opportunity to exchange information with representatives of other justice and public safety components. Initial steps have been taken to integrate training courses and staff whenever appropriate.

As a result of consultation with Corrections Field Managers, a modified program for employees of Youth Containment facilities was developed during the year. In addition, Institutional Staff were able to attend a greater variety of advanced training programs.

The emphasis in Community Programs continues to be on Family Counselling skills. Courses and workshops were offered for both practitioners and supervisors. A special trainers course was held in December in preparation for a series of courses to be offered in mediation/conciliation counselling early in the new reporting year.

Regional and district conferences, team building workshops and administrative support staff training sessions were organized and coordinated by Regional Staff Development Officers.

In addition to the 88 courses provided by the Division to 1,500 branch employees, a further 245 branch employees participated in programs offered by other educational institutions and private agencies. Tuition reimbursement was supplied by either the Public Service Commission in the amount of \$9,195.00 or by Corrections Staff Development in the amount of \$8,788.00. Five branch employees were approved for educational leave with partial pay, while a further four employees were approved for educational leave without pay. A new process of interviewing all educational leave applicants was introduced this reporting year. Decisions for applicant selection is based on the degree of benefit perceived for both the employee and the branch.

This year the Division produced a comprehensive calendar of training events. The calendar allows employees and supervisors to select courses which most effectively meet individual training needs. The calendar was developed after an extensive needs analysis process. Staff at all levels were encouraged to identify desirable content areas. These areas were prioritized and developed into courses for inclusion in next year's course schedule.

Corrections Staff Development Division

A number of new faculty were introduced to the Division during the year, while an equal number returned to field positions upon completion of their secondments. Two experienced staff, Mr. Ken McManus and Mr. Jim Garrett, left the public service during the year. The promotion of Ms. Vera Bergman to the position of Assistant Director responsible for Institutional Programs was a popular appointment.

The work was diverse and demanding and the Division's staff accepted new challenges with enthusiasm and imagination. Corrections Staff Development looks forward to even greater challenges in the year to come.

Mission Statement

The Educational Services Division

- 1) Responds to and initiates a variety of educational support services to all Divisions within the Justice Institute.
- 2) Develops and delivers a number of justice and public safety programs for:
 - i) Ministry groups not represented by other Divisions within the Institute, and
 - ii) private agencies, community groups and individuals involved in or concerned about justice and public safety issues.
- 3) Supports and initiates cross-system justice and public safety training and education programs within the Institute and assists in the development of a cooperative system of coordination between the Institute's programs and those of other educational institutions and community based organizations.
- 4) Assists in the integration of new Divisions into the Justice Institute as requested and required.
- 5) Undertakes special tasks at the request of the Principal.

Divisional Report

Besides developing and delivering a variety of new programs, the staff of Educational Services worked to keep up with the daily educational support services required by all other Divisions at the Institute.

The Division is broken into four units consisting of Instructional Services; Program Development; Community Programs; and Counselling Services. During the year, the Division also provided a supporting/reporting function for Court Services Training and Emergency Health Services program.

Instructional Services

The Instructional Services unit, a multimedia library, media and service centre, supported the expanding teaching program of the Institute. In order to house its rapidly growing collection of material, the unit undertook two relocations. The main Resource and Media Centres are now located in the north east wing of Lawrence Hall. This area provides study space for thirty people and shelving for 10,000 items. Despite move interruptions, the Resource Centre staff circulated 2,619 books, periodicals and audio-visual materials, both in-house and throughout British Columbia. The staff satisfied 8,528 reference queries and were also able to publish two major documents, The Audio-Visual Catalogue and the Fire Sciences Bibliography.

The Media Centre staff charged out 2,123 pieces of media equipment through its two service points in Lawrence and Blake Halls. In addition, the Media Centre staff ran training programs to orient staff and students in the proper use and handling of media equipment, and produced or duplicated 60 audio-visual programs.

Educational Services Division

During the 1979-1980 year, Instructional Services undertook to service the justice and public safety field in British Columbia. The service has been received with enthusiasm by professionals working in the field and will continue to expand in the coming year.

Program Development

The Program Development unit supplied services to three areas within the Institute—new contracts, in-house training and curriculum development.

Program Development introduced new contract programs, for client groups not represented by other Divisions at the Justice Institute. During the year programs and courses were designed, developed and delivered for the following groups.

—Ministry of Attorney-General	—Executive Development Program —Coroners Training —Land Titles Course
Ministry of Environment	—Conservation Officers Training
Ministry of Labour	—Labour Safety Engineers Course

A number of new contract courses are being developed for delivery in the new fiscal year.

1979-1980 saw the beginning of in-house programs such as the instructional techniques and the needs analysis workshops. The new year will see the introduction of a variety of new cross-systems courses for Institute faculty and staff.

Curriculum Development has been limited, but plans are underway which will expand this service in the coming year.

Community Programs

The Community Programs unit initiated programs and responded to requests for delivery of specialized workshops. Courses, workshops and seminars were designed to provide a greater understanding of issues in justice and public safety. Participants included a broad range of professionals from justice, health, social service and community groups, as well as interested citizens. Programs offered last year covered such topics as sexual abuse of children, victims of crime, the new Family Relations Act, leadership training, wife battering and consumer law.

Counselling Services

This year saw the establishment of Counselling Services at the Institute. The unit was formed to provide three major services to the Institute and its clients:

- counselling employees of justice and public safety organizations
- instruction to students on crisis intervention and stress management
- researching specialized topics related to professions associated with the justice and public safety field.

The future direction and funding needs of the unit are being studied to enable the Institute to forecast the long term growth in the Counselling Service areas.

Court Services Training

Court Services has developed a number of new training programs for Deputy Sheriffs, Court Clerks and Court Services Supervisors. A new Director and the hiring of two full-time instructors have resulted in an expanded program. A host of new, upgraded and specialized training programs are planned for the new fiscal year.

Emergency Health Services

Starting in the fall of 1979, the Emergency Health Services training programs for Emergency Medical Assistants I and II were conducted at the Justice Institute. Late in the fall of 1979 a task force was appointed to study and make recommendations regarding the feasibility of establishing an Emergency Health Services Academy as part of the Justice Institute. The study was completed and the recommendation was approved by both the Board of the Institute and the Emergency Health Services Commission. Plans are proceeding to establish the Academy on campus in the summer of 1980. The new Academy will bring together training for all Emergency Medical Assistants I and II, and for all Paramedic Training programs in British Columbia.

Fire Academy

Mission Statement

The Fire Academy develops and provides relevant developmental training programs for the fire fighters of British Columbia, with the goal of upgrading both their individual and departmental performance.

Divisional Report

In accordance with its mission statement, the Fire Academy undertook 7,000 student hours of training in its first full year of operation. Program content for these sessions covered the spectrum of technical, conceptual and human relations topics. Course material was decided upon after comprehensive discussions with Fire Chiefs, fire fighters, union leaders and the B.C. Fire Commissioner.

Outside lecturers made significant contributions to the Academy programs. Most lecturers donated their professional services and to these people and their employers we are grateful.

Future plans for 1980 include scheduled programs in Fire Prevention and Investigation; Industrial Fire Fighting; and Instructional Techniques for training officers. The satellite, on-site burning area in the Haney-Maple Ridge district will be in use in the new year.

A major step toward the development of the Academy's Recruit Training Program has been taken with the recent appointment of Paul C. Smith as Program Director, Recruit Training.

The combination of established and planned training programs reflects the Fire Academy's efforts to provide fire fighters with a cost-effective channel for both individual and departmental goal achievement.

Mission Statement

To provide a police training in the Province of British Columbia which assures those responsible for the administration of justice and the community that the Municipal Peace Officers, as defined in the B.C. Police Act, have a level of competence in skills, knowledge, and an understanding of social phenomenon to meet the law enforcement requirements in our society.

Police Academy

Divisional Report

Since the Police Academy's official assumption of municipal police training for the Province in March 1975, positive changes have occurred. This is no less the case in the 1979-1980 fiscal year. The resources and facilities available at the Justice Institute have enhanced the Academy's potential for the expansion of existing programs and the introduction of new courses.

The Police Academy strives to impart a high level of competence in its students. The demands are extensive and require devotion and commitment from students, instructors and resource people at all levels.

The recruit training program has undergone a significant reorganization in the past year. Additional training time was gained by shortening the Block II practicum from fourteen to six weeks. The Block III training period was consequently increased to fourteen weeks and an evaluation analysis indicated that the students involved in a shortened field training experience achieved higher academic and physical standards in Block III. The curriculum and teaching methods used in the final blocks of recruit training are under revision. In particular, the four week Block V course is undergoing an intensive validity study. A wide cross-section of the police community is involved in this process. The Academy looks forward to offering an up-dated Block V program by the fall of 1980. Teaching methods will recognize the experience the students have gained on-the-job. In return, Block V students will be expected to participate more in the delivery of course content.

The Academy is fortunate to have acquired more direct access to the services of Dr. Fred Van Fleet who joined the staff of the Institute in 1979. While continuing his involvement in the Academy's Crisis Intervention and Stress Management courses, Dr. Van Fleet is also able to provide professional counselling services to students engaged in all phases of training at the Institute.

In an effort to maintain continuity on the Police Academy's management team, the Justice Institute identified the Director's position as a permanent staff position. We welcomed John Post to the Institute on 2 January, 1980. John Post's experience in policing and education, as a practitioner as well as an administrator will guide the Academy into the Challenging 1980's.

While the year saw some changes in the seconded instructional staff, the Academy personnel continued to deliver quality programs aimed at achieving its training objectives. It is appropriate to recognize and pay tribute to the dedicated efforts of Mr. David Athans for the Police Academy. Mr. Athans has been involved with the Academy since its inception in 1975 and was seconded from the Vancouver Police Department as Director from September 1978 to December 1979, when he returned to his home force. The Police Academy staff are grateful for Mr. Athans' contributions and wish him continued success in the future.

1980 promises to be challenging. Plans are in progress to establish rules regarding training, certification and registration of municipal peace officers. The staff and faculty look forward to another productive and rewarding year for the Academy.

Mission Statement

The Division ensures the development and maintenance of physical facilities; the establishment and maintenance of personnel, financial and accounting systems; the provision of purchasing, receiving, and stores activities; provision of general communication support to all Divisions; and informs and advises the Institute's Board on all financial matters.

Divisional Report

The Division is responsible for all business aspects of the Institute's operations. These responsibilities include: budgets, accounts, purchases, staff relations, communications, physical plant and student support.

During the past year the Institute gained formal ownership of the operating assets previously owned by the Province and used by the Divisions which came together to create the Justice Institute. The budgeting, accounting, purchasing systems and the general policy guidelines have been rationalized. These systems provide the economies of a centralized operation, while maintaining the necessary flexibility and adaptability needed to serve the Institute.

The new parking area provides parking space for the increasing student population. The Institute's concern for the environment of the Jericho Hill Campus is evident in that all trees and shrubs were maintained in place.

The north-wing of Blake Hall was renovated creating a range of classrooms and 160 seat lecture theatre. These upgraded facilities provide an aesthetically pleasing atmosphere in a setting appropriate for the delivery of training and education to professional adults.

The Lawrence Hall complex houses the Institute's Instructional Services unit, classroom facilities and student residence. Plans are underway for renovations to accommodate Court and Emergency Health Services faculty and staff.

The Justice Institute's Instructional staff are seconded from the field, thus preserving the up-to-date training atmosphere. The Support and Administrative staff are employed directly by the Institute. At fiscal year-end, the Justice Institute had 52 employees, an increase of 19 during the year. The Institute recently concluded a three-year agreement with the British Columbia Government Employees Union. The agreement provides that the clerical and support staff employees of the Justice Institute will receive the same salaries and working conditions offered to unionized Provincial Government employees. Work is underway on the implementation of the Fair Comparison Method of salary and benefits determination for the Institute's administrative staff as provided by the Colleges and Provincial Institutes Act.

Finance & Administration

The Justice Institute's employees and seconded faculty have responded extremely well in unsettled physical surroundings. The completion of the renovation and development projects, plus the promise of continued growth and demonstrably worth while training and educational programs have created a general atmosphere of enthusiasm which is essential to the continued health of the Justice Institute.

Student Statistics Report 1979-1980

TRAINING EVENTS	No. of Courses	No. of Students	No. of Student Days
Division: Corrections Staff Development			
Community Programs - Basic			
Probation Officer Basic Training			
Block I	2	21	111
Block II	2	40	1,526
Block IV	2	24	231
Basic Family Court Counsellor	1	21	105
Community Programs - Advanced			
Custody and Access	2	30	60
Family General Refresher	1	17	68
Adult & Juvenile General Refresher	1	14	69
Criminal Law	2	49	245
Organization & Utilization of			
Human Resources	1	11	55
Children in Stress	1	21	105
Family Counselling - Mediation			
& Conciliation	1	20	80
Breach of Probation	1	21	105
Community Programs - Advanced Integrated			
Power Writing	2	33	99
Time Management	1	13	26
Goal Setting & Problem Solving	1	14	28
General Refresher	2	35	175
Community Programs - Special			
Supervisors Workshop	1	48	96
Violence in Families	1	15	45
Alcoholism in Families	1	18	54
Institutional Programs - Basic			
Block II - Adult Focus	4	67	995
Block IV - Adult Focus	6	111	1,091
Block II - Juvenile Focus	2	22	317
Block IV - Juvenile Focus	3	51	345
Institutional Programs - Advanced			
Interpersonal Relations	2	26	78
Stress Management	1	10	30
Assertiveness Training	1	11	22
Power Writing	3	55	165
Interviewing Skills	1	15	45
Motivational Skills	1	13	26
Group Leadership	1	13	52
Child Management	2	27	108
Legal & Justice System Update	2	26	104
Crisis Intervention	1	25	100
Records Workshop	3	49	148
Riot Control	1	4	28
Community Resources for Juveniles	1	14	56
Courtroom Procedure	1	13	26
Institutional Law	1	12	24
Adv. Corrections Officer Course	2	33	198
Skills for Living Workshop	1	24	48
Management Programs - Basic			
Block II	1	15	75
Block IV	1	11	55
Basic Management Training	3	56	470
Basic Management Workshop	1	18	90

Management Programs - Advanced			
Management Conflicts - Interpersonal Rels.	1	19	76
Time Management	5	60	90
Budget Preparation & Administration	1	23	92
Human Resources Management I	1	16	80
Supervisors Workshops	2	44	44
Team Building	1	7	7
Organization Development	1	11	55
Stress & Time Management	1	13	39
Manpower Inventory Seminar	1	60	20
Administrative Services Workshop	1	22	53
Introduction to Family Relations	1	40	40
Totals	88	1,501	8,575

Division: Educational Services

Court Services			
Court Clerk I	2	40	280
Court Clerk II	1	8	32
Deputy Sheriffs Basic Training	2	29	802
Management Training	1	17	51
District Managers Training	1	14	220
Sheriffs Revenue Accounting	1	25	25
Instructional Techniques	1	5	25
Principles of Supervision	1	19	95
Emergency Health Services			
EMA I	8	77	890
EMA II	3	34	783
Survival Course	1	11	55
Sheriffs Course	1	14	14
Community Programs			
Juvenile Family Court Workshop	1	70	70
Crime Prevention Workshop	1	12	6
Juvenile Crime Prevention Workshop	2	10	20
Legal Services Workshop	1	30	60
Forum on Child Abuse	2	220	110
Sexual Abuse of Children	1	88	176
Justice Council Training	1	18	45
Victim Services Workshop	1	77	77
U.N. Regional Seminar	1	114	114
Wife Battering Workshop	1	19	57
Intro. to Family Relations Act I	1	21	21
Intro. to Family Relations Act II	1	19	19
Consumer and the Law	5	236	39
Anik B. Satellite: After the Honeymoon	3	146	73
Contract Services			
Manager/Secretary Workshop	1	16	16
Instructional Skills	2	15	15
Executive Development Course	2	37	351
Needs Analysis Workshop	1	10	20
Instructional Techniques	2	10	40
Coroners Seminar	3	230	470
Communications	1	20	20
Conservation Officers Enforcement Trg.	1	20	350
Corrections Branch: Basic			
Course Management	1	20	20
Liquor Distribution Branch Workshop	1	25	12
Land Titles	1	43	430
Police Dacum	1	11	11
Safety Engineers Course	1	19	57
Totals	63	1,849	5,971

Division: Fire Services Academy

Volunteer Fire Chiefs Program	2	40	200
Volunteer Fire Dept. Training	1	25	25
Leadership Development 201	2	38	380
Leadership Development 301	2	44	220
Int. Assoc. of Arson Invest. - Seminar	1	30	15
Totals	<u>8</u>	<u>177</u>	<u>840</u>

Division: Police Academy

Peace Officers General Training Program			
Block I	4	90	3,587
Block II	3	62	2,085
Block III	3	62	2,503
Block IV	4	74	1,134
Block V	3	66	1,328
Peace Officers Advanced Training Program	6	92	930
General Supervision Training Program	2	40	380
Middle Management Training Program	1	15	150
General Investigation Program	3	53	530
Emergency Response Team Training	24	257	500
Assessment Centre	2	34	102
Assessor Training	2	28	112
Effective Presentation Program	4	31	155
Field Instructors Training Program	3	52	301
Fraud Investigation	1	25	250
Incidence Investigation Program	1	18	90
Firearms Instructors Program	1	8	32
Police Act Seminar	6	235	235
Police Board Workshop	1	47	47
Totals	<u>74</u>	<u>1,289</u>	<u>14,451</u>

GRAND TOTALS 1979-1980	<u>233</u>	<u>4,816</u>	<u>29,837</u>
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Grand Totals 1978-1979	<u>133</u>	<u>2,191</u>	<u>25,741</u>
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Percentage Change	<u>+ 75%</u>	<u>+ 120%</u>	<u>+ 16%</u>
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Financial Statements

**Year Ended
March 31, 1980**

Auditors' Report

Statements

1. Balance Sheet
2. Revenue, Expenditure and Fund Balance
3. Changes in Fund Balances—Specific Purpose Funds
4. Equity in Fixed Assets—Capital Fund

Notes to Financial Statements

Schedules

Operating Fund

A Statement of Revenue and Expenditure

Operating Fund Expenditures

B Administration

C Instruction

D Educational Services

E Library/Media Services

F Facilities Services

Thorne
Riddell

CHARTERED ACCOUNTANTS

AUDITORS' REPORT

To the Members of the Board of
Justice Institute of British Columbia

We have examined the balance sheet of the Justice Institute of British Columbia as at March 31, 1980 and the statements of revenue, expenditure and fund balance, changes in fund balances and equity in fixed assets set out in statements 1, 2, 3 and 4 for the year then ended. 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, 1980 and the results of its operations for the year then ended in accordance with the basis of accounting described in note 1 applied consistently with that of the preceding year.

Thorne Riddell

Vancouver, Canada
May 12, 1980

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

BALANCE SHEET
as at March 31, 1980
Statement 1

	1980				1979	
	Operating fund	Debt services fund	Specific purpose funds	Capital fund	Combined Combined (re-classified)	
ASSETS						
Petty cash	\$ 250	—	—	—	\$ 250	\$ 100
Bank—	—	76,244	\$ 91,078	\$ 70,660	\$ 237,982	109,412
Term deposits	—	—	—	500,000	500,000	500,000
Accounts receivable	764,418	8,700	81,400	2,125	856,643	282,354
Prepaid expenses	—	—	—	—	—	2,016
Inter fund balances	348,024	—	—	(348,024)	—	—
Fixed assets (note 2)						
Furniture, equipment and vehicles	—	—	—	776,880	776,880	201,273
Buildings	—	—	—	571,015	571,015	—
Site development	—	—	—	166,079	166,079	—
	<u>\$1,112,692</u>	<u>\$ 84,944</u>	<u>\$ 172,478</u>	<u>\$1,738,735</u>	<u>\$3,108,849</u>	<u>\$1,095,155</u>
LIABILITIES						
Bank indebtedness	\$ 468,629	—	—	\$ 400,000	\$ 868,629	—
Accounts payable	422,252	—	—	24,183	446,435	\$ 368,727
Accrued liabilities	33,620	—	—	—	33,620	4,325
Unexpended bal.—recon proj.	—	—	—	—	—	6,901
Total liabilities	<u>924,501</u>	<u>—</u>	<u>—</u>	<u>424,183</u>	<u>1,348,684</u>	<u>379,953</u>
Fund balance at end of year (statement 2)	188,191	84,944	172,478	148,602	594,215	513,929
Equity in fixed assets (statement 4)	—	—	—	1,165,950	1,165,950	201,273
	<u>188,191</u>	<u>84,944</u>	<u>172,478</u>	<u>1,314,552</u>	<u>1,760,165</u>	<u>715,202</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$1,112,692</u>	<u>\$ 84,944</u>	<u>\$ 172,478</u>	<u>\$1,738,735</u>	<u>\$3,108,849</u>	<u>\$1,095,155</u>

R. J. Stewart

R. J. Stewart
Chairman of the Board

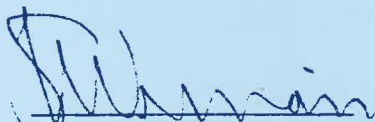
SPECIFIC PURPOSE FUNDS
Changes in Fund Balances
Year Ended March 31, 1980
Statement 3

	Resource Centre Capital	Fire Academy Capital	Five Year Educational Plan
Balance at beginning of year	—	—	—
Receipts			
Province of British Columbia	\$40,000	\$33,636	\$7,500
Law Foundation of British Columbia	—	—	—
	<u>40,000</u>	<u>33,636</u>	<u>7,500</u>
Disbursements			
Supplies and services	—	—	7,500
Equipment	39,431	—	—
	<u>39,431</u>	<u>—</u>	<u>7,500</u>
BALANCE AT END OF YEAR	<u>\$ 569</u>	<u>\$33,636</u>	<u>—</u>

Justice Institute of British Columbia

REVENUE, EXPENDITURE AND FUND BALANCE
Year Ended March 31, 1980
Statement 2

	1980				1979	
	Operating fund	Debt services fund	Specific purpose funds	Capital fund	Combined	Combined (re-classified)
Revenue						
Grants						
Province of British Columbia	\$3,887,733	\$ 100,200	\$ 94,286	—	\$4,082,219	\$2,805,584
B.C. Lottery re Fire Services capital	—	—	—	—	—	500,000
Law Foundation of British Columbia	—	—	11,109	—	11,109	—
Province of British Columbia re Recon Project	—	—	—	—	—	25,727
Land Titles Office	—	—	138,750	—	138,750	—
Miscellaneous income	1,521	—	—	—	1,521	4,655
Interest income	15,628	—	—	\$ 76,623	92,251	8,280
Tuition income	37,616	—	—	—	37,616	—
	<u>3,942,498</u>	<u>100,200</u>	<u>244,145</u>	<u>76,623</u>	<u>4,363,466</u>	<u>3,344,246</u>
Expenditure	<u>3,754,307</u>	<u>15,256</u>	<u>85,596</u>	<u>3,838</u>	<u>3,858,997</u>	<u>2,830,317</u>
	<u>188,191</u>	<u>85,596</u>	<u>158,549</u>	<u>72,785</u>	<u>504,469</u>	<u>513,929</u>
Fund balance at beginning of year	13,929	—	—	500,000	513,929	—
Amount transferred to Specific Purpose Funds	(13,929)	—	13,929	—	—	—
Amounts expended on fixed asset addition	—	—	—	(424,183)	(424,183)	—
FUND BALANCE AT END OF YEAR	<u>\$ 188,191</u>	<u>\$ 84,944</u>	<u>\$ 172,478</u>	<u>\$ 148,602</u>	<u>\$ 594,215</u>	<u>\$ 513,929</u>


P.D. Winram

Justice Educ. Co-ord. Committee	Inter Library Loans	Law Foundation Grant	Land Titles School	1978/79 Surplus	Total
—	—	—	—	\$13,929	\$13,929
\$12,150	\$1,000	—	\$138,750	—	233,036
—	—	\$11,109	—	—	11,109
<u>12,150</u>	<u>1,000</u>	<u>11,109</u>	<u>138,750</u>	<u>—</u>	<u>244,145</u>
4,556	113	5,120	17,047	4,488	38,824
—	—	—	—	7,341	46,772
<u>4,556</u>	<u>113</u>	<u>5,120</u>	<u>17,047</u>	<u>11,829</u>	<u>85,596</u>
<u>\$ 7,594</u>	<u>\$ 887</u>	<u>\$ 5,989</u>	<u>\$121,703</u>	<u>\$ 2,100</u>	<u>\$172,478</u>

Justice Institute of British Columbia

CAPITAL FUND
Equity in Fixed Assets
Year Ended March 31, 1980
Statement 4

Balance at beginning of year		\$ 201,273
Additions financed by Capital Fund (statement 2)	\$428,021	
Additions financed by Operating Fund	235,691	
Additions financed by Specific Purpose Funds	46,772	
Assets transferred from Province of British Columbia	<u>254,193</u>	
		<u>964,677</u>
BALANCE AT END OF YEAR		<u><u>\$1,165,950</u></u>

Justice Institute of British Columbia

NOTES TO FINANCIAL STATEMENTS

Year Ended March 31, 1980

1. Accounting Policies

Fixed assets purchased by the Justice Institute of British Columbia are stated at cost. Assets transferred from the Province of British Columbia are included at original cost to the Province with a corresponding credit to equity in fixed assets.

Depreciation is not provided on fixed assets. In all other respects these financial statements are in accordance with generally accepted accounting principals.

2. Fixed Assets

Certain fixed assets amounting to \$254,193 which were formally the property of the Province of British Columbia, were transferred to the Justice Institute during the current year pursuant to orders in council at no cost to the Institute. Title in these assets now vests with the Institute.

3. Capital Program

The Institute has received approval from the Ministry of Education to expend up to \$646,300 for phase II development of the Jericho Hill Campus.

4. Subsequent Events

By agreement with the Ministry of Health the Institute has undertaken responsibility for Emergency Health Services training.

Justice Institute of British Columbia

OPERATING FUND
Statement of Revenue and Expenditure
Year Ended March 31, 1980
 Schedule A

	<u>Actual</u>	<u>Budget</u>
Revenue		
Government of British Columbia Grants—		
Ministry of Education		
Operations	\$1,084,400	\$1,084,400
Fire Academy	150,000	150,000
Contract Services		
Fire Academy	96,500	96,500
Police Academy	1,220,633	1,266,568
Corrections Staff Development	1,248,023	1,392,955
Court Services	76,043	—
Emergency Health Services	12,135	—
Miscellaneous programs	37,615	—
Bank interest	15,628	—
Sundry income	1,521	—
	<u>\$3,942,498</u>	<u>\$3,990,423</u>
Expenditure		
Administration (schedule B)	\$ 447,134	\$ 483,340
Instruction (schedule C)		
Police Academy	1,220,632	1,266,568
Corrections Staff Development	1,248,023	1,392,955
Fire Academy	176,046	246,500
Court Services	76,150	—
Emergency Health Services	12,135	—
Educational Services (schedule D)	217,171	220,790
Library/Media Services (schedule E)	211,244	231,000
Facilities Services (schedule F)	145,772	149,270
	<u>3,754,307</u>	<u>3,990,423</u>
Surplus for the year	188,191	—
	<u>\$3,942,498</u>	<u>\$3,990,423</u>

Justice Institute of British Columbia

OPERATING FUND EXPENDITURES

Administration

Year Ended March 31, 1980

Schedule B

	<u>Actual</u>	<u>Budget</u>
Salaries	\$281,096	\$295,513
Employee benefits	25,231	27,653
Professional development	714	1,400
Supplies	21,738	21,276
Postage and telephone	43,784	42,035
Leases and rentals		
Vehicles	2,258	2,230
Equipment	26,246	24,675
Maintenance and repairs		
Vehicles (including fuel)	2,747	5,095
Equipment	1,590	2,100
Books and periodicals	305	565
Equipment replacement	5,072	7,025
Travel—staff	4,172	10,654
Memberships	379	3,725
Professional fees	9,984	9,810
Data processing	9,987	14,280
Advertising/publicity	9,880	11,419
Other	1,951	3,885
	<u>\$447,134</u>	<u>\$483,340</u>

Justice Institute of British Columbia

OPERATING FUND EXPENDITURES

Instruction

Year Ended March 31, 1980

Schedule C

	<u>Actual</u>	<u>Budget</u>
Salaries	\$1,308,496	\$1,347,067
Employee benefits	26,654	26,397
Training relief salaries	402,230	606,203
Professional development	19,460	16,146
Contract instruction	69,926	78,600
Supplies	116,944	123,698
Leases and rentals		
Vehicles	20,187	28,200
Buildings	6,739	6,300
Equipment	798	4,000
Maintenance and repairs		
Vehicles (including fuel)	60,310	65,850
Buildings and grounds	4,223	9,052
Equipment	6,093	7,100
Books and periodicals	1,117	5,200
Equipment replacement	174,534	46,000
Travel—staff	60,894	73,200
Travel/meals/housing—students	407,920	410,000
Memberships	325	1,700
Consultant's fees	30,008	13,700
Data processing	—	5,000
Student activities	5,884	8,000
Advertising/publicity	4,701	12,500
Other	5,543	12,110
	<u>\$2,732,986</u>	<u>\$2,906,023</u>

Justice Institute of British Columbia

OPERATING FUND EXPENDITURES

Educational Services

Year Ended March 31, 1980

Schedule D

	<u>Actual</u>	<u>Budget</u>
Salaries	\$111,115	\$120,415
Employee benefits	10,811	10,816
Professional development	582	1,202
Contract instruction	21,875	23,884
Supplies	6,795	7,350
Leases and rentals		
Vehicles	678	700
Buildings	82	1,000
Equipment	248	—
Maintenance and repairs		
Vehicles (including fuel)	1,777	3,049
Equipment	181	1,150
Books and periodicals	212	835
Equipment replacement	17,785	12,700
Travel—staff	2,762	6,312
Travel/meals/housing—students	9,073	500
Memberships	140	671
Consultant's fees	26,367	26,454
Student activities	1,188	114
Advertising/publicity	2,041	538
Other	3,459	3,100
	<u>\$217,171</u>	<u>\$220,790</u>

Justice Institute of British Columbia

OPERATING FUND EXPENDITURES

Library/Media Services

Year Ended March 31, 1980

Schedule E

	<u>Actual</u>	<u>Budget</u>
Salaries	\$126,759	\$129,869
Employee benefits	12,539	13,811
Professional development	297	907
Supplies	17,402	19,523
Rentals—equipment	207	600
Maintenance—equipment	1,381	1,700
Books and periodicals	45,094	50,103
Equipment replacement	2,031	2,250
Travel—staff	2,755	3,813
Memberships	97	220
Data processing	2,115	6,428
Advertising/publicity	696	1,726
Other	(129)	50
	<u>\$211,244</u>	<u>\$231,000</u>

Justice Institute of British Columbia

OPERATING FUND EXPENDITURES

Facilities Services

Year Ended March 31, 1980

Schedule F

	<u>Actual</u>	<u>Budget</u>
Supplies	\$ 2,213	\$ 840
Maintenance and repairs		
Buildings and grounds	99,495	120,250
Equipment	186	3,830
Equipment replacement	36,269	6,000
Consultant's fees	1,248	9,950
Insurance	2,078	6,300
Other	4,283	2,100
	<u>\$145,772</u>	<u>\$149,270</u>

Board Members

Robert J. Stewart, Chairman
Deputy Chief Constable, Vancouver Police Department

Anthony P. Pantages, Vice-Chairman
Barrister and Solicitor, Russell & DuMoulin

David H. Chapman
Director of Industrial Relations, Neonex International Ltd.

Joseph H. Cohen
Vice-President & Director, Sony of Canada

Len Maracle
Law Student, University of British Columbia

Jack B. Pomfret
Associate Professor of Physical Education, University of British Columbia

Glen Ridgway
Barrister and Solicitor, Taylor, Newcomb, Ridgway and Jacques

E.A. Sandy Robertson
President, Robertson, Kolbeins, Teevan & Gallaher Ltd.

Donald J. Sorochn
Barrister and Solicitor, Swinton & Company

Gerald B. Kilcup, Principal
Stephanie J. Hennessy, Administrative Assistant/Information Officer
Genie MacMurtery, Secretary to Principal and Executive Secretary to Board

Faculty and Staff

Corrections Staff Development Division

John Laverock, Director
Vera Bergman, Assistant Director—Institutional Programs
Ken Bogas, Assistant Director—Community Programs
Torry Barnett—Faculty
Tony Burrell—Faculty
Audrey Cook—Faculty
Lillian Couture, Secretary to Director
Illa Gibson—Faculty
Mary Grainger—Office Assistant
Dale Ginther—Faculty
Dennis Hrycun—Faculty
John LaCavera—Faculty
Hanne Logan—Office Assistant
Debby McAfee—Office Assistant
Cheryl Miller—Office Assistant
Ray Pearson—Faculty
Ann Powers—Faculty
Judy Stephen—Office Assistant
Grant Stevens—Faculty
John SurrIDGE—Faculty
Pete Wark—Faculty

Educational Services Division

Larry Goble, Director
Don Broadbent, Program Director—Courts Services Training
Paul Dampier, Program Director—Program Development
Meg Richeson, Program Director—Instructional Services
Pat Ross, Program Director—Community Programs
Fred Van Fleet, Program Director—Counselling Services
Pat Feindel—Media Technician
Mary Gelinas—Office Assistant
Cathy Grant—Office Assistant
Florance Harvey—Office Assistant
Carl Peterson—Faculty
Sarah Ratcliffe—Secretary to Director
Roni Shand—Faculty
Miriam Shatz—Librarian
Bonnie Soon—Media Technician
Laurel Spratt—Office Assistant

Fire Academy

Bud Kellett, Director
Tony Evans, Program Director—Volunteer Training
Larry Fagan, Program Director—Management Training
Pat McHaffie—Secretary to Director
Kim Wakabayashi—Office Assistant

Police Academy

John Post, Director
Staff Sergeant Grant Churchill, Program Director—Recruit Program
Staff Sergeant Brian Hayes, Administrative Officer
Sergeant Gerry Roy, Program Director—Advanced Training
Helen Bayliss—Secretary to Director
Constable Bjorn Bjornson—Faculty
Staff Sergeant Carl Bolger—Assessment Centre
Constable Ronald Carriere—Faculty
Staff Sergeant David Church—Faculty
Corporal Robert Cyr—Faculty
Corporal Greg Greene—Faculty
Frances Lockerby—Office Assistant
Staff Sergeant Al Lund—Faculty
June Lund—Office Assistant
Corporal Fraser McDonald—Faculty
Corporal Pat McBride—Faculty
Constable Jonn Maxwell—Faculty
Sergeant John McMillan—Faculty
Constable George Meisner—Faculty
Diane Raniseth—Office Assistant
Sergeant Rich Rollins—Assessment Centre
Corporal Grant Smith—Faculty
Constable Jim Sutherland—Faculty
Constable Hugh Waterton—Faculty

Finance and Administration

Dean Winram, Bursar
Bill Lyon, Manager—Financial Services
Jim Murray, Manager—Administrative Services
Bernie Astles—Stockman
Lore Ciammaichella—Secretary to Director
Cameron Duff—Food Service Worker
Mary Lynn Hughes—Office Assistant
Joan McLennan—Office Assistant
Joe Mulvihill—Stockman
Helen Radford—Senior Accounts Clerk
Joy Russell—Food Service Worker

Staff Sergeant David Athans, Director—Police Academy
Elizabeth Briemberg, Faculty—Corrections Staff Development Division
Christopher Cameron, Media Technician, Educational Services Division
Margaret de Gruchy, Secretary to Director—Educational Services Division
Ray Ellis, Stockman—Finance and Administration Division
Paul Forseth, Faculty—Corrections Staff Development Division
Jim Garrett, Faculty—Corrections Staff Development Division
Constable Ken Grennan, Faculty—Police Academy
Constable Robert Hannaford, Faculty—Police Academy
Gayle Hertz, Office Assistant—Corrections Staff Development Division
Sergeant Ken Higgins, Assessment Centre Administrator—Police Academy
Constable Paul Hucul, Faculty—Police Academy
Constable Stanley Joplin, Faculty—Police Academy
Bruce Kilby, Faculty—Corrections Staff Development
Gorden McLennan, Food Services Worker
—Finance and Administration Division
Ken McManus, Assistant Director—Corrections Staff Development
Sergeant Christopher Offer, Faculty—Police Academy
Staff Sergeant Gib Skuce, Manager Advanced Training—Police Academy
Corporal Doug Townsend, Faculty—Police Academy
Sandra Waines, Office Assistant—Corrections Staff Development

Secondment Terminations and Staff Discontinuations

Contracting Agencies

Ministry of Attorney-General

Coroners Branch
Corrections Branch
Court Services Branch
Fire Services Advisory Board
Land Registry Division
Support Services Division

Ministry of Environment

Conservation Branch

Ministry of Labour

Labour Safety Engineers

Ministry of Consumer & Corporate Affairs

Liquor Distribution Branch

British Columbia Police Commission

Municipal Police Departments

Emergency Health Services Commission

Emergency Medical Assistants

