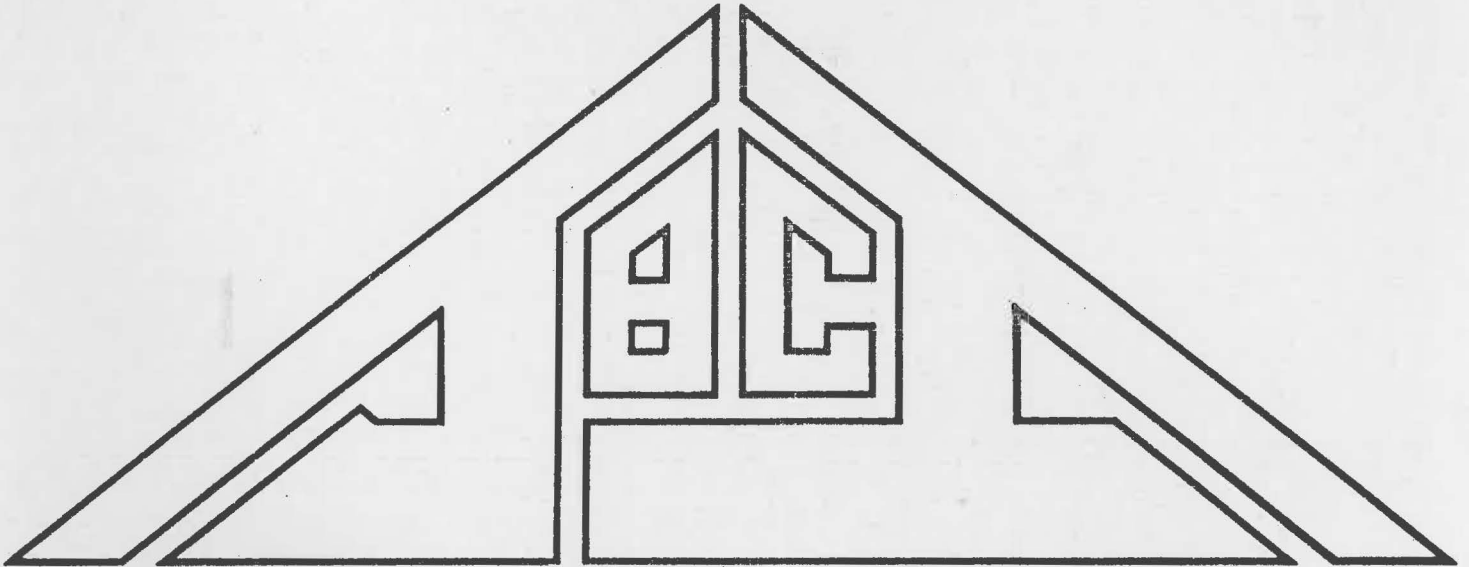


# **ANNUAL REPORT**

## **1982-1983**



# **Justice Institute**

## **Of**

# **British Columbia**

4180 West 4th Avenue, Vancouver, B.C. V6R 4J5

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REPORT OF THE CHAIRMAN

On behalf of the Board of the Justice Institute, I am pleased to submit the 1982 - 83 Annual Report.

During the past year, the Institute has continued to serve the interests of its major clients, the Ministry of Attorney General and the Ministry of Health. While the restraint program introduced the need to "cut back" in a number of program areas, the mandatory training requirements of all client groups was met, and in some cases exceeded. The resilience and flexibility of all Institute personnel is to be commended. In the face of increased demands for services and decreased resources, staff were able to optimize existing resources and increase the level of service over the previous year.

This year, 16,703 students participated in the Institute programs. This figure represents a 32.8% increase in student population, while the total costs of the Institute were reduced by 6.67% from the 1981 - 82 figures. It is clear that the Justice Institute has accepted the challenge of Government to increase productivity and decrease expenditures.

The Institute's reputation as a leader in the development and delivery of quality justice and public safety training and educational programs and services continues to grow. This year provincial and federal bodies as well as public and private organizations, approached the Institute requesting programs. Other than our major clients, the Ministries of Attorney General and Health, additional clients served this year have included - the provincial Ministries of Environment, Forests, Consumer and Corporate Affairs, Labour and Human Resources; the federal Departments of Indian and Northern Affairs, Solicitor General and Manpower and Immigration; and Transition Houses, E. Fry and John Howard Societies among others. The Board endorsed the Institute's revenue generating initiatives and anticipates further growth in the provision of this type of programming, especially in generic justice and public safety areas.

This year has seen a growing relationship between the Ministries of Attorney General, Health and Education and the Justice Institute. The Board, Administration, Faculty and Staff of the Institute are dedicated to this cooperation in order to continue the betterment of justice and public safety services for British Columbians. This mandate will be fulfilled through the continuing commitment and support of our clients in cooperation with the Ministry of Education.

Robert J. Stewart  
Chairman of the Board

MEMBERS OF THE BOARD

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

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

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

His Honour Judge Gerald R. Coultas  
Provincial Court of British Columbia

Jack Giles, Q.C.  
Barrister and Solicitor, Farris, Vaughn, Wills & Murphy

Len Maracle,  
Law Student, University of British Columbia

Glen Ridgway  
Barrister and Solicitor, Taylor, Newcomb and Ridgway

E.A. Sandy Robertson, P. Eng.  
President, Robertson, Kolbeins, Teevan and Gallagher Ltd.

REPORT OF THE PRINCIPAL

During 1982-83, the Institute continued to consolidate its activities in support of the restraint program of government. In order to achieve more efficiency in the use of resources, and preserve the effectiveness of training ventures, a number of organizational and programming initiatives were effected. The Corrections Academy, Court Services Academy and Land Title School were consolidated into one organizational unit entitled the Justice Programs Division. The Fire Academy was reorganized, to reduce administrative costs. Clerical services were amalgamated to serve a broader range of administrative functions. Finally, a number of seconded faculty positions in the Police Academy and Emergency Health Services Academy were terminated.

In an effort to more effectively serve the needs of our client groups and to fulfill the Institute's community education mandate, field training and distance education activities were expanded this year. As anticipated, the considerable growth in this area has allowed the Institute to maintain its commitment to the volume of training required by its major clients.

In the course of developing the strategic 5 year plan for the Institute, closer communications have developed with the Ministry of Attorney General and the Ministry of Health in order to ensure participation in establishing future directions for the Institute, that are compatible with the Ministries respective needs and expectations.

Once again, the faculty and staff of the Institute have risen to the challenges that have developed. With enthusiasm and dedication they have addressed the requirements of the restraint program and have put together training packages of exceptional quality. While change has been stressful for all, the desire to provide highly trained and competent practitioners for the justice and public safety community of the province has been of paramount concern. The record of their achievements is documented in the following pages.

Gerald B. Kilcup  
Principal

## Justice Institute of British Columbia

Student Statistics Report  
1982/83

Year to Mar. 31/83

	No. of Courses	No. of Students	No. of Student Days
<b>DIVISION: EDUCATIONAL SERVICES</b>			
<b>Community Programs</b>			
Child Sexual Abuse-The Justice System Response	1	120	240
Report Writing	2	31	31
Burglary Prevention	6	98	32
Intervention in Sexual Abuse	1	125	125
Grandview Terrace Kids Safety	1	45	22
Heart Savers	3	83	58
Schemes, Scams, Cons	8	331	120
An Ounce of Prevention	4	41	14
Sexual Abuse of Children	4	392	708
Rape Prevention	3	116	64
Introductory Anger Workshop	1	17	17
Emergency Care of Young Children	9	142	51
Self Destructive and Risk Taking Behavior among Youth	1	149	298
Not a Love Story	3	66	33
Health Disaster Planning	1	33	66
A.C.L.S. Instructor	1	13	26
How to Talk to your Children about Sexual Abuse	7	213	97
Auto Extrication	15	489	1,018
Heavy Duty Rescue	1	18	18
Youth in Distress	2	212	334
ACLS	2	30	60
Dealing with the Hostile Client	9	160	282
Stress	2	113	78
Demystifying the Court Process	3	42	70
Adolescent Runaway Reaction	5	339	533
Anger Workshop	1	13	13
Fire Safety	1	100	34
Sexual Abuse of the Mentally Disabled	1	97	194
Elizabeth Fry Supervisors Training	3	42	38
Fire Prevention Workshop	3	132	181
Board/Staff Training	1	19	19
Emergency Care Conference	1	135	270
Public Forum on Sexual Abuse and Mentally Disabled	1	48	24
Sexual Abuse	1	23	23
Treatment for Sexual Abusers	3	134	268
B.C. Board of Parole	2	26	17
The Vanishing Family	1	42	42
Men Who Batter	1	125	125
Abuse of the Elderly	1	78	78
Film Preview - Firearms	1	45	15
Rape Awareness	3	90	29

	No. of Courses	No. of Students	No. of Student Days
<b>Community Programs</b>			
First Aid for the Public's Sake	1	12	8
Creative Conflict Resolution	2	36	108
Burn Out	1	22	22
Child Abuse - Team Response	1	112	224
Child Abuse	1	50	25
How to Protect Your Children	3	54	23
Need For Networking	1	88	88
Skills For Communicating	1	15	45
Juvenile Prostitution	1	71	142
Mediation Skills	1	26	78
Crisis Management	1	20	80
W.A.P. Film Series	2	65	11
Team Building & Conducting Meetings	1	17	17
Career Obstacles & Options; Role Models	1	20	20
Health Promotion Through Nutrition	2	54	18
Working with Teenage Runaways & Their Families	1	49	98
Parole - Probation Workshop	1	19	38
EMA Job Stress: It's Impact on Couples	1	21	35
Public Dialog on Criminal Justice: Policing in the '80's	1	13	4
Trauma	1	13	13
Leadership Skills	1	15	15
New Options For Women	1	10	5
Mandatory Supervision - Day Passes and Parole	1	100	50
Bill C-127	1	36	36
Power and Influence	1	16	8
Workshop on Battered Women	1	28	28
Child and Conciliation	1	155	310
Work Experience Programme	1	21	21
Organizational Barriers	1	10	5
Seizures/Pain Workshop	1	55	99
<b>TOTALS</b>	<b>155</b>	<b>5,790</b>	<b>7,439</b>
<b>Management Development Centre</b>			
Principles of Supervision I	11	91	394
Principles of Supervision II	4	27	83
Orientation to Management	2	15	26
Principles of Management for Middle Managers	3	36	94
Job Enhancement	1	16	16
Executive Development	2	42	210
Labour Relations	4	72	72
Selection & Interviewing	2	18	36
Effective Employee Orientation	1	11	11
Secretaries Who Supervise	3	27	46
Monday Management Series	7	33	8
Orientation to Supervision	3	43	60
<b>TOTALS</b>	<b>43</b>	<b>431</b>	<b>1,056</b>
<b>TOTAL EDUCATIONAL SERVICES</b>	<b>198</b>	<b>6,221</b>	<b>8,495</b>

	No. of Courses	No. of Students	No. of Student Days
<b>DIVISION: EMERGENCY HEALTH SERVICES ACADEMY</b>			
A.L.S. I Undergraduate - Block I	1	12	120
A.L.S. I Undergraduate - Block III	1	16	5
A.L.S. I Undergraduate - Block V	3	31	310
A.L.S. I Undergraduate - Block VI	3	89	339
E.M.A. I Undergraduate	86	603	6,927
E.M.A. II Undergraduate	2	25	666
Trauma - Block I	7	123	586
- Block II	5	91	455
- Block III	6	180	390
E.M.A. II Graduate Programs			
Auto Extrication	1	17	17
Basic Confined Rescue & Recognizing Hazards	1	9	18
Basic Knots & Rope Work	1	9	9
Supervisory Skills	1	15	7
Disaster Seminar	2	25	12
Patient Assessment	1	20	10
Head & Neck Injuries	1	27	13
Cardiac Care	1	50	100
Family Awareness Workshop	1	40	67
A.L.S. I Graduate Programs			
Entonox Protocol	1	16	10
Recertification - Intubation	1	9	40
Continuing Education	1	20	24
A.L.S. II Graduate Programs			
Fluid Electrolyte	1	14	4
Metric Conversion	1	8	2
Protocol Review & Case Conference	1	32	10
Trauma Assessment	1	32	10
Hypertension	1	13	9
Morgue Session	1	4	1
Streptokinase Therapy	1	22	3
Protocols	1	16	4
Athsma	1	23	4
Pulmonary Edema	1	23	4
Shock	1	31	10
Continuing Education	1	26	9
Recertification	6	62	46
Cardiac Thoracic Trauma	1	17	6
Abdominal Trauma	1	18	6
Professional Health Programmes			
Trauma Workshop	1	13	13
Infant Transport Team			
Block IV	3	15	105
Block V	2	11	77
Block VI	7	41	215
I.T.T. Graduate Programs			
Intubation	1	12	16
Evaluation	1	4	20
Continuing Education	1	12	11
Industrial First Aid	14	161	1,267

	No. of Courses	No. of Students	No. of Student Days
Special Programs			
C.P.R. Instructors	4	49	89
ACLS	11	312	618
ATLS	2	32	80
CPR	7	355	513
ATLS - Instructors	1	16	53
First Responders	1	24	160
<b>TOTALS</b>	<b>203</b>	<b>2,825</b>	<b>13,490</b>

**DIVISION: FIRE ACADEMY**

Leadership Development 201	6	122	1,420
Leadership Development 301	1	22	44
Leadership Development 302	1	21	105
Fire Prevention - Level 1	2	32	160
Volunteer Fire Dept. Training	30	830	2,295
Volunteer Officers Program	1	22	110
Volunteer Fire Chiefs - 1	3	69	253
Industrial Fire Protection	1	20	100
Starting an Occupational Health Practice	1	40	3
Fire Investigator - 1	1	18	90
Fire Investigator - 2	1	19	190
Instructional Techniques	1	10	50
Work Experience Programme	1	23	6
<b>TOTALS</b>	<b>50</b>	<b>1,248</b>	<b>4,826</b>

**DIVISION: JUSTICE PROGRAMS****Corrections Academy****Community Programs - Basic**

Probation Officer Basic Training

Block II	3	45	1,834
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Block IV	2	36	281
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**Community Programs - Advanced**

Conflict Resolution by Mediation	2	15	40
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Criminal Law Workshop	1	18	72
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Custody & Access	2	27	132
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**Community Programs - Special**

Conference for Community Service Officers	1	4	15
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Dacum Workshop	4	50	145
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Vancouver Island Conference	1	15	7
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Administration Support Workshop	1	14	28
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One Person Office Workshop	1	11	33
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Assessment Centre Workshop	1	10	30
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Dealing with the Hostile Client	1	23	23
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Interviewing Skills	1	14	28
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Giving Evidence	1	18	3
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Family Court Counsellors	2	31	155
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Principles of Supervision	1	9	45
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	No. of Courses	No. of Students	No. of Student Days
<b>Institutional Programs - Basic</b>			
Security Officer Block I	1	15	270
Security Officer Block II - Juvenile Focus	5	62	662
Security Officer Block IV - Juvenile Focus	2	34	559
Security Officer Block II - Adult Focus	5	108	1,773
Security Officer Block IV - Adult Focus	3	61	413
<b>Institutional Programs - Advanced</b>			
Firearms Instructors	1	10	50
Power Writing	1	18	54
Crisis Intervention	1	18	72
Firearms Qualifications	1	8	16
Tactical Squad Commander	1	37	37
<b>Institutional Programs - Special</b>			
Physical Fitness Workshop	1	2	2
Vancouver Island Regional Conference	1	25	25
Dealing with the Hostile Client	6	122	118
Ministry of Human Resources	1	34	11
Career Planning	1	23	11
Training Clarification	1	6	3
Giving Evidence	1	18	3
Team Building & Conducting Meetings	1	17	17
Juvenile Justice System	2	30	20
DACUM	1	5	5
<b>Management Programs - Basic</b>			
Supervisor Development	1	16	80
Principles of Supervision	1	12	60
<b>Management Programs - Advanced</b>			
Industrial Relations I	1	18	90
<b>TOTALS</b>	<b>65</b>	<b>1,039</b>	<b>7,222</b>
<b><u>Court Services Academy</u></b>			
Court Clerk - Basic	4	56	280
Court Clerk - Provincial	3	45	225
Court Clerk - Supreme & County	4	56	280
Deputy Sheriffs Training - Basic	2	29	618
Deputy Sheriffs Training - Refresher	2	10	20
Deputy Sheriffs Training - Firearms Requalification	6	191	191
Registrars - Conduct of Hearings	1	9	18
Registrars - Report Writing	1	8	24
Registrars - Taxation of Costs	2	24	120
Registrars - Registry Administration	1	13	65
Registrars - Valuation of Assets	1	6	24
Registrars - Divorce Act Rules	1	5	20
Communication Skills	3	39	195
Instructional Skills	2	7	35
Career Planning for Secretaries	1	16	4
Stress Awareness	1	25	25
Time Management	2	53	53
Stress Management	2	57	57
Witness Demystification	3	42	70
Justice of The Peace Training	2	22	110
Administrative Workshop	1	20	3



	No. of Courses	No. of Students	No. of Student Days
Deputy Sheriff Testing	4	37	18
Court Recorder	1	9	57
Interviewing Techniques	1	25	25
Personnel Practices	1	5	25
Principles of Supervision - 1	1	4	20
Principles of Supervision - 2	1	6	30
Ministry of Environment - Expert Witness	2	29	125
Motor Vehicle Inspectors	1	9	81
Weighmasters	2	33	165
Weighmasters - Expert Witness	1	16	80
<b>TOTALS</b>	<b>60</b>	<b>906</b>	<b>3,063</b>
<b>Land Titles School</b>			
Land Titles - Introductory	2	38	154
Land Titles - Intermediate	2	33	165
Land Titles - Advanced	2	20	100
Land Titles - On Job	3	14	67
Land Titles - Computers	3	136	79
Land Titles - Technical Course for Administrators	1	10	50
Land Titles - Personnel Practices	1	9	45
Land Titles - Principles of Supervision-1	1	2	10
Land Titles - Power Writing	1	14	42
Land Titles - Survey	1	11	55
<b>TOTALS</b>	<b>17</b>	<b>287</b>	<b>767</b>
<b>TOTAL JUSTICE PROGRAMS</b>	<b>142</b>	<b>2,232</b>	<b>11,052</b>

**DIVISION: POLICE ACADEMY**

Peace Officers General Training Program			
Block I	4	96	3,639
Block III	6	143	4,883
Block IV	5	117	2,000
Block V	4	100	1,657
Constables Advanced Program	4	71	710
Emergency Response Team Training	19	36	436
Cardiopulmonary Resuscitation	6	50	50
Fraud Investigation	1	18	90
Major Crime Investigation	1	19	190
Incident Investigation Program	3	46	230
Negotiators	2	39	195
Commanders	2	26	130
Breathalyzer Technicians	7	92	618
Canadian Charter of Rights & Freedoms	5	524	312
B.C. Police Act Seminar	1	15	7
Explosives Seminar	2	49	49
Uniform Crime Reporting	2	47	83
Pre-Entry Testing	4	63	28
Firearms Testing & Qualifications	5	98	71
Challenge	1	3	9

	No. of Courses	No. of Students	No. of Student Days
Selection & Interviewing Workshop	3	32	64
Police/School Liason Workshop	1	29	87
Complaint Takers	1	11	55
Exemption Tutoring & Exam	4	7	9
Breathalyzer Overview to Crown Counsel	1	12	4
Spouses Awareness	2	64	128
Promotional Exams	6	286	387
First Level Supervisors	3	57	570
Pre-Retirement Seminar	3	49	147
Effective Presentation	5	37	179
Tutoring - MVA Amendments	1	50	8
Crime Prevention Practictioners	1	18	72
Crime Prevention Symposium	1	22	22
Police and The Media	1	70	70
Writing Skills	3	77	174
Intake Examinations	1	20	3
Psychological Profiling	1	18	18
Bill C-127	2	283	157
ERT Basic Course	1	7	70
Advanced Tactical Police Driving	5	33	99
Conservation Officer Enforcement Training	2	44	593
Basic E.R.T. Containment	1	25	250
Driver Training Evaluation	1	2	1
Breathalyzer Technicians - Refresher	1	12	36
Breathalyzer Maintenance Programme	1	5	10
Physical Training Testing	2	6	3
Writing Skills Update	2	35	35
Terrorism Seminar	1	175	350
<b>TOTALS</b>	<b>141</b>	<b>3,138</b>	<b>18,988</b>
 <b>TOTALS 1982 - 1983</b>	 <b>734</b>	 <b>16,703</b>	 <b>56,851</b>
 <b>1981 - 1982</b>	 <b>768</b>	 <b>12,576</b>	 <b>60,141</b>
 <b>Percentage Change</b>	 <b>-4.42%</b>	 <b>+32.81%</b>	 <b>-5.47%</b>

EDUCATIONAL SERVICES DIVISION

MISSION STATEMENT

Educational Services Division promotes and supports cross-systems programs and educational services at the Justice Institute and across British Columbia by providing:

- 1) multi-media library and media resource centre;
- 2) program development services;
- 3) psychological services;
- 4) physical fitness coordination and instructional services;
- 5) community and outreach conferences, workshops and seminars;
- 6) cross-system management programs.

DIVISIONAL REPORT

Over the past five years, Educational Services has grown to meet a variety of service and program needs for the Academies, client groups and the public.

INSTRUCTIONAL SERVICES

Together, the staff and the Instructional Services Advisory Committee have made changes in the services provided by the Resource and Media Centres.

Staff reorganization and the purchase of a computer terminal have streamlined materials acquisitions procedures and also have helped the integration of the Field Services Continuing Education Unit into the Resource Centre. The activities of an average month include: the processing of 60 borrower's card applications, the circulation of 420 books, the lending of 400 audio-visual items and the photocopying and mailing of 1,000 magazine articles on justice and public safety topics to field borrowers. This year the Librarians published thirteen bibliographies on topics such as: "Classification of Offenders", "Fire and Arson Investigation", "Team Management", "Police Vehicles"; as well, a computer generated catalogue, listing the Resource Centre's 450 audio-visual holdings, was published and distributed in February. In addition, the Librarians presented papers and exhibits for the "Women in the Justice System" conference, "Health Information Librarians" conference and the British Columbia Librarians' Association conference.

Over \$62,000 was spent to purchase thirty-five new 16 mm films and 900 new books, and to maintain current subscriptions. With a total of 9,500 books and 450 films and videotapes, the Resource Centre has become a contributing member to the B.C. post-secondary library consortia. In 1982 - 83, 153 films were lent to other media exchange cooperative members and print contributions to the net interlibrary loan system increased by 10% over the 1981 - 82 total.

The refinement of a production team concept for the design and development of audio-visual curriculum aids and the phasing out of

outside consultants used for technical direction have improved Media Centre efficiency and effectiveness. Production highlights for 1982 - 83 include "Patient Assessment", "Over the Bank Rescue", continuing education Trauma videotapes and a "Code 3 Run" for Emergency Health Services Academy; "Ground Ladders", fire burn simulations and an orientation videotape for the Fire Academy; "Role of the Court Clerk" for the Court Services Academy; extensive DACUM charts for the Corrections Academy; an emergency awareness videotape for Community Programs; and "Terrorism", "Bill C-127", "Officer Survival", "Roll Call" training videotape segments for the Police Academy. New and more sophisticated videocassette editing equipment purchased during the year aided the completion of 219 productions at a total cost of \$32,000 for labour, materials and rentals.

Plans for the new year include the further automation of certain activities in the Media Centre through the installation of dubbing equipment. The equipment will enhance the delivery of distance education programs, such as patient management modules or "Roll Call" training segments, which require multiple videocassette copies. There will also be further automation of certain Resource Centre procedures through continued participation in the B.C. Library Net, U.T.L.A.S. and the Lower Mainland Computer Interest Group.

#### PROGRAM DEVELOPMENT

In mid-year, a second Program Developer was added to the staff to meet the Institute's expanding needs for program development services. As the Academies continued to re-develop old programs and add new courses, staff became involved in projects such as conducting DACUM's for Court Services and Corrections; developing and writing modules to accompany new Fire Academy Edukits; similar involvement in the self-study modules for new Emergency Health Services programs; and evaluating courses and programs with the Faculty of the Police Academy.

Continued attention was given to the Institute's Faculty Development Program. This involved providing week-long training techniques workshops to in-house instructors and field trainers.

A Program Development Advisory Committee has been established and meets twice a year to assist in identifying upcoming projects requiring support from the section.

#### PSYCHOLOGICAL SERVICES

Psychological Services is a one person operation. The demands and variety of requests for the service have continued to grow over the year. Counselling services were provided to students in need of personal and job related adjustment and development support. Classroom lectures were given to all Academies in areas such as Crisis Intervention, Stress Identification and Burnout, Abnormal Psychology and other related topics. Special workshops were offered at the Institute and around the province for interdisciplinary professional groups as well as specially contracted workshops, consultations and crisis counselling sessions as requested. Total requests for assistance approached 200 clients this year.

Psychological Services for people working in the field of justice and public safety has become recognized outside British Columbia. Dr. Van Fleet has attempted to respond to requests for involvement in workshops and as a guest speaker in various centers across Canada and the United States.

A new approach to providing Psychological Services will be explored next year. Dr. Van Fleet will operate from the Institute, as a consulting Psychologist, providing a limited counselling service to students. All other services will be contracted directly with F.M. Van Fleet, Consulting Psychologist and Associates Ltd. This arrangement will allow Dr. Van Fleet to add staff to his own organization, as needs arise and to provide a more expanded and flexible "fee for service" operation to the variety of clients who have used the service over the past few years.

#### PHYSICAL EDUCATION SERVICES

Physical Education Services provided assistance to all Justice Institute Academies in the development, evaluation and instruction of their physical fitness, lifestyle development, self defence and weapons training programs. Due to staff cutbacks related to budget constraints, a shift in responsibilities was experienced. In the past, the section had provided intermittent direction and assistance to Academies' staff and instructors in the development and presentation of their programs. This year, the section accepted the responsibility for instructing Academies' physical programs. Experience gained through the instructional duties provided insight into the "job-related" characteristics of the personnel in each of the respective services. More than 500 pre-entry, pre and post-training physical fitness and lifestyle evaluations were completed in support of Academies' needs.

One of the section's objectives this year was to initiate a validation study into the need to establish job related physical fitness tests. It had generally been felt, by management staff in both the Ministries of the Attorney General and Health, that there might be inequities in the physical fitness tests, historically established for each Academy, both in the "job-related" tasks mandatorily performed and/or, either objective or subjective discrimination against the sex of the employee-applicant.

Physical Education Services continued to foster good and professional relationships with Jericho Hill School and through this, a high level of cooperation has developed.

#### COMMUNITY PROGRAMS - See Pages 5 and 6 for Course Offerings

During the year, Community Programs offered a total of 151 programs on behalf of the Institute, an increase of 57% over the previous year. Programs ranged from major conferences with up to 200 participants to training sessions with small groups of five or more people. Four types of programs were offered: interdisciplinary programs for representatives from a broad range of professions and agencies; programs

for the public; programs for private agencies or community groups; and women's access programs.

Interdisciplinary programs for professionals and programs for specific private agencies or community groups continued to grow in demand and an increased number were offered, several on new themes. Topics covered issues such as Emergency Care, Auto Extrication, Adolescent Runaways, Dealing with Hostile Clients, Child Sexual Abuse, Leadership Skills, Planning and Crisis Management Training.

Public programs, offered on a pilot basis in 1981, became a regular part of programming this year. The number of programs offered almost doubled over last year. Topics such as Burglary Prevention, Rape Awareness, Emergency Care of Young Children and How to Protect Your Children were offered at numerous locations. A three part series, Public Dialogue on the Justice System, was initiated to enable the community at large to speak on issues of concern, learn about new legislation and develop a greater understanding of current programs and policies.

The Women's Access Programs, which had been offered for a year through Educational Services, were a new addition to Community Programs. Funded by the Ministry of Education, the programs were designed to raise awareness of women's issues in justice and public safety and help women gain access to parts of the system previously closed to them. Programs offered through the year included a Management Series for Women on Career Obstacles and Options, programs on pornography and a session on treatment for offenders.

In September, Community Programs embarked on a special project with the Solicitor General of Canada to offer a range of justice related programs throughout the province for one year, under a jointly administered grant. Programs included Mediation Skills and Bill C-127; the New Sexual Assault Legislation for private agencies; public programs such as Schemes, Scams and Cons, for seniors on ways to protect themselves; Mandatory Supervision: Is the Public at Risk?; and sessions for professionals such as a conference on juvenile prostitution.

To meet the Institute's provincial mandate, Community Programs were offered in 53 locations around British Columbia. Frequently, more than one program was offered in the various towns and cities.

Staff continued their approach of co-sponsoring programs with a range of agencies and organizations covering a variety of government ministries, educational organizations and societies or centres. Fifty-three different groups worked with Community Programs to co-sponsor programs during the year, many working on more than one session. Samples of co-sponsors were Kimberley School District, Okanagan College, Elizabeth Fry Society, Delta Family Court Committee, Burnaby School Board, community centres and neighbourhood houses, Indian Centre, University of Victoria, Ministry of Attorney General and Solicitor General Canada.

MANAGEMENT DEVELOPMENT CENTRE - See Page 6 for Course Offerings

Student enrollment in Management Development Centre courses increased by 10% in 1982 - 83 over the previous year. A number of factors, influenced this growth including new course offerings, regional delivery of courses and scheduling.

A highlight of the year was the fourth Ministry of Attorney General Executive Development Course. Twenty senior Ministry officials participated in the two week program held at the Institute. Resources persons were brought in from the academic community, the Ministry of Attorney General, the B.C. Government Employees Union, B.C. Systems Corporation and from private consulting firms. Topics covered were - the Role of the Senior Executive; Policy Development and Analysis; the Legislative Process; Financial Planning; Program Evaluation; Management Information Systems; Technological Innovation; Manpower Planning; Union Perspective on Management Issues; Organization Design; and Exceptional Management Practices.

The established course offerings of the Centre were well attended by personnel from various Branches of the Ministry of Attorney General, as well as from other Ministries such as Human Resources, Health and Environment. In addition, members of the R.C.M.P. participated.

Courses were delivered in various regions of the province, continuing a move begun late in the previous year. Kamloops, Kelowna, Prince George, Terrace, Chilliwack, Victoria and New Westminster were all locations used in addition to Vancouver.

A successful experiment in distance education was conducted last fall. Rather than have personnel receive training away from the workplace, often at great inconvenience and expense, a teleconference course was developed. Participants received packages of reading materials and exercises to be completed before the weekly, hour long telephone seminar. In the seminar, students were connected with other learners via a telephone "bridge" and a course leader conducted the sessions. This trial course was designed for secretaries who have supervisory responsibilities as part of their work. All who participated judged the experience excellent, particularly as they normally would not otherwise have had the training opportunity. This experiment points the way for future possibilities.

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Along with the other Divisions at the Institute, Educational Services is planning in the year ahead to maintain quality services and programs within the present atmosphere of economic restraint and increased productivity.

Larry Goble  
Dean  
Educational Services Academy



EMERGENCY HEALTH SERVICES ACADEMY

MISSION STATEMENT

To develop and deliver programs, courses of instruction and services consistent with the identified needs of the Emergency Health Services Commission, under the authority of the Emergency Health Services Act.

DIVISIONAL REPORT - See Pages 7 and 8 for Course Offerings

The 1982 - 83 academic plan called for programs at all levels of Emergency Medical Assistant (EMA) training. In addition to the EMA I field programs for part-time employees and the recruit EMA II programs for new full-time employees, the Academy developed and delivered its first full Advanced Life Support, Level I, program for the Vancouver and Victoria regions. These programs, together with courses on Trauma, Infant Transport Team and continuing education and recertification programs for EMA III's, stretched the Academy's resources.

During the third quarter, the effects of the government's restraint measures began to affect the Commission's actions and consequently, the Academy's academic plan. With the cut in several planned programs, the Academy re-evaluated its organization and subsequently reduced both its faculty and administrative support staff.

The projected student training days for the year has been 13,709. As a result of program cancellations 10,475 student training days were realized.

A new section called Professional Health Programs was created this year. The section was formed through the amalgamation of several specialized and advanced programs offered to health professionals - CPR, Advanced Cardiac Life Support, Advanced Trauma Life Support and Clinical Workshops. The new section provides a more efficient use of resources and in addition, accumulated over \$78,000 in tuition income during the year.

Restraint measures forced the Academy to re-evaluate delivery systems and resource allocations for other program areas.

The EMA I field program, a distance education model, proved its worth in a restrained economy. Smaller communities across the province depend upon part-time ambulance personnel to provide them with vital emergency response service. Community resources worked together to ensure that the EMA Field Program continued and that well trained ambulance personnel were available. More than 600 people were trained during the year in communities such as Queen Charlotte City, Chetwynd and Sooke.



During the year, the effect of the Trauma program on the pre-hospital care of accident victims, particularly in rural areas, became apparent. The Commission instructed the Academy to train over 100 additional attendants during the year and Medical Advisors monitored the effects of these additional attendants on the quality of care of the extended program.

The Infant Transport Team program admitted its second group of students. The new team will graduate in June 1983. The ITT program continues to receive praise from across North America for the quality of the program's graduates. A recently completed procedures manual promises to be a major document in the area of transportation of sick infants.

The compulsory recertification of health technologists is an area of controversy. The Emergency Health Services Commission had taken a firm stand in favour of compulsory recertification of skills through its mandatory continuing education and the skills reassessment of all EMA III attendants. This year the Commission instructed the Academy to begin planning a program of continuing education and recertification for full-time EMA II attendants, within the reality of limited resources. Fortunately the Academy's experience in distance education provided it with the necessary expertise. The result is a three year program, using the combined experience of the Knowledge Network and the Justice Institute in distance education. The program will provide continuing education and recertification for 250 EMA II's each year.

Accreditation of the Academy's programs by the Canadian Medical Association is well under way. It is expected that a team of evaluators will visit the Institute in September 1983 to complete the on-site survey. The Justice Institute is the only school in Canada applying for accreditation for the three levels of ambulance technology.

Anthony Williams  
Director  
Emergency Health Services Academy

FIRE ACADEMYMISSION STATEMENT

To develop and provide training programs and services consistent with the identified needs of the Fire Commissioner and the Fire Services Community of British Columbia.

DIVISIONAL REPORT - See Page 8 for Course Offerings

As with the other Academies and Divisions at the Institute, the Fire Academy too was affected by fiscal restraint. Nevertheless, the Academy provided 4,826 student training days, a mere 2% decrease over last years' figures.

This year the Fire Academy acquired two special classroom training aids. The first, a three-stage, 840 GPM cutaway Darley fire pump is used in pump lectures and in sessions concentrating on equipment maintenance. The second item is a fire simulator. The unit simulates fire and smoke situations involving buildings, motor vehicles and/or grass and bush land. Fire images are projected on a screen by an operator who can advance, retard and/or produce fire and/or smoke depending on the actions or reactions of the firefighters involved in the simulations.

The interdisciplinary nature of the Justice Institute enables the Fire Academy to provide and receive cross-systems training expertise. This year the Institute sponsored a successful week-long work experience program for senior high school students. Fire Academy staff were involved in program preparation and delivery of a concentrated fire awareness module for the students. Institute Program Development staff assisted the Fire Academy in the development of a multi-media distance education module concentrating on ground ladders. The experience gained will assist the Academy in the development of future distance education modules to be undertaken next year.

The course content for advanced programs was reviewed. It should be noted that all courses offered at the Academy follow the National Fire Protection Association Standards. The Volunteer Firefighting Training Standards are near completion and are expected to be approved and adopted in May, 1983.

The staff of the Academy were busy planning and developing a comprehensive series of Hazardous Materials Seminars to be co-sponsored and offered by the Academy and the Fire Commissioners Office in regions across British Columbia early in the new year.

Earlier in the year, Indian and Northern Affairs Canada approached the Academy with a training request. With the concurrence of the Fire Commissioner, the Academy began to explore the training need requirements for fire suppression procedures for Indian Reservations in

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British Columbia. Through contractual agreement, the Academy conducted one Fire Protection Level 1 program and ten in-field training modules for Native Firefighters. Indian and Northern Affairs Canada can now conduct their own basic fire training programs.

The Haney Fire Ground for practical firefighting is a joint project with the Justice Institute and Pacific Marine Training Institute. Ten acres has been secured in the Haney/Maple Ridge area. The Fire Academy's portion has been placed on hold as part of the Government's fiscal restraint program. Construction has begun on the Pacific Marine Training Institute's portion and the Academy looks forward to joining them in the development of the site next year.

Paul Smith  
Director  
Fire Academy

JUSTICE PROGRAMS DIVISION

MISSION STATEMENT

To provide a range of training courses and staff development programs and services ensuring the Corrections Branch, Court Services Branch and the Land Title Branch employees receive basic, advanced and management training in accordance with respective Branch and Office policies and standards, government policy and appropriate collective agreements.

DIVISIONAL REPORT - See Pages 8, 9 and 10 for Course Offerings

The Justice Programs Division was established on 1 October, 1982, in response to the Government's call for the initiation of restraint programs. The Division, composed of the Corrections Academy, Court Services Academy and Land Title School, provides coordinated training programs and services to public service employees of the Ministry of Attorney General.

CORRECTIONS ACADEMY

Restraint, consolidation, downsizing and cutbacks were the operative words of the year. General restraint in the public service affected training. By August 1982, the Corrections Academy academic plan had been reduced by 30%. This action resulted in a reduction of two instructor positions and left a further two positions unfilled for a lengthy period. The decision made by Corrections Branch to suspend all training which was determined not to be "...critical and essential" cancelled all training programs, other than recruit courses, from September 1982 onwards.

Organizational change occurred both at the Justice Institute and at Corrections Branch. In the Corrections Branch, a Director of Staff Development was appointed in August and a number of functions which had been carried out from the Academy were transferred to the new office. At the Justice Institute, The Justice Programs Division was established.

In spite of changes and restraint, the year was busy for instructional staff. The opening of the Nanaimo Correctional Centre in February, 1983, required the provision of a customized, on-site Security Officer training program. This necessitated a "live-in" experience for a number of instructors for up to five weeks. The training program was successful and was well received by the new staff.

On the Community side, initiatives were undertaken to revise the Probation officer training program curriculum and Developing A Curriculum workshops (DACUM) were completed in the family, juvenile and adult areas. Further work continues in the development of a combined "core" and modular training system for Probation Officers. Two special workshops were offered to Probation Officers dealing with basic skills in family relations matters. A further two-week program was developed for first level supervisors covering budget management,

selection and recruitment, labour relations, performance planning and review areas.

Two pilot project assessment centres for entry-level Security Officers were completed at two separate institutions during the year, under the auspices of the Corrections Academy. The benefits of the assessment centre selection method were demonstrated through these pilot projects and the use of the assessment centre method was expanded to other areas.

A DACUM workshop was completed and an initial skill profile was developed for the Youth Supervisor role.

The Corrections Academy continued to provide contracted services to the Corrections Branch in the maintenance of a Manpower Inventory of Corrections Branch Employees. Further service was offered to the Corrections Branch through provision of field librarian services and physical fitness ability testing and consultation.

During these times of restraint, continued emphasis will be placed on ensuring relevancy of curriculum and exploring options for the delivery of training on-site or through distance study programs. The need to provide "more output for less cost" will continue to be a challenge to all staff in the years to come.

#### COURT SERVICES ACADEMY

The year was full of changes for Court Services training. Court Services Programs was established as the Court Services Academy and joined the Corrections Academy to form the Justice Programs Division. The Court Services Academy provides training for the Court Services Branch, Land Title Branch and also conducts training programs under contract for other Ministries as required. As an example, the Academy conducts a four day course on being an expert witness. Environment Canada and the Ministry of Environment both contracted for this course throughout the year.

Deputy Sheriff training was cancelled for the second half of the year. The Deputy Sheriff Instructor, seconded from the Court Services Branch, was returned to his office as part of the cost saving process undertaken by the Branch. A new Instructor will be seconded to the Academy when Deputy Sheriff training resumes.

Registrar training began in October 1982 and continued through the balance of the year. The program was well received by the Registrars.

During the year, one night school pre-employment program for Court Recorders was conducted. The graduates were unable to obtain employment in the Court Services Branch due to the hiring freeze. A Court Registry Clerk pre-employment program was designed but not conducted because of the hiring freeze. Both programs are in a stand-by mode pending the need for this training and funds being made available.

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During the year, one Deputy Sheriff course, eleven Court Registry Clerk programs, eight Registrars and five Management courses were conducted for Court Services. Courses ranged from two days to seven weeks in length. Thirteen courses were conducted for the Land Title Branch and nine contract programs were completed.

John Laverock  
Director  
Justice Programs

POLICE ACADEMY

MISSION STATEMENT

To develop and provide police training programs and courses of instruction consistent with the identified needs of the Police Community of British Columbia. To assure that Municipal Peace Officers have a level of competence in skill, knowledge and understanding that meet the law enforcement requirements of the Police Act and attending regulations.

DIVISIONAL REPORT - See Pages 10 and 11 for Course Offerings

Statutory changes throughout the year necessitated considerable research, preparation and delivery in both the Recruit and Advanced training areas. In response to requests from field management, the Academy provided direct instruction experiences for officers in their home departments. Legal Studies field delivery seminars were arranged to meet training needs that had been identified in promotional examinations.

Budgetary restraint saw a 20% cutback in staff through attrition (6 instructor/coordinator positions). Due to restraint measures enacted during the academic year, the Academy reorganized its staff to meet growing demands in Advanced Programs. Careful planning and reallocation of key personnel permitted the Academy to almost meet its training day predictions within adjusted budget guidelines. A "pilot light" approach has been adopted by the Academy in the staffing area, to ensure that when recruit intake gains momentum, there will be a continuity of instructional expertise available.

RECRUIT TRAINING

As anticipated, the intake of recruits for the initial Blocks of training decreased this year. Double Block II and III classes already in the system, coupled with two Block I starts made up the year's Basic Recruit training program. Returning single classes proved beneficial to the students through increased contact with instructional staff. The upper level Blocks of training continued at a hectic pace due to the accommodation of the previous year's double class situations.

Even with the reduced training load due to recruit cutbacks, the Faculty were extremely busy. They assisted in the development and coordination of both the Advanced training courses and the ongoing video roll call training productions. They worked with municipal forces to ensure department policies were consistent with legislative changes, particularly in the Charter of Rights and the Bill C-127 areas. They responded to increasing numbers of requests for advice in the preparation of cases. They assisted in accident reconstruction cases and on several occasions were called to give expert evidence in court. They researched such areas as powers of store detectives to search and jurisdiction of military police on and off military bases.

curriculum development of a Family Crisis Intervention package concentrating on the family law and the child abduction provisions of the Criminal Code.

The training standards remain high and student satisfaction is evident at all levels of training. Continuous course content review, change or up-date is mandatory. It is rewarding to see students return to the Academy, on their own time, in an effort to gain additional knowledge and information to enhance their own development and operational effectiveness.

#### ADVANCED TRAINING

Advanced Programs continued to offer a full and maximum slate of courses. The cutbacks in recruit intake coincided with an increased emphasis on Advanced training. There were changes in and updating for some of the existing programs, as well as the development of new courses in response to identified client needs.

A Selection and Interviewing Workshop offered three times during the year was timely as it coincided with promotional interviews being conducted in many departments.

The Advanced Driving Course was viewed with skepticism by initial participants. However, apprehensions and misconceptions were quickly dispelled by members attending the first two courses and the program is now in high demand.

An experimental evening program, Effective Presentation, was offered this year. Members attended on their own time for two evenings a week for a three week period. Course content was the same as that of the one week program. All candidates were successful and completed the course with a high standard of performance. Similar courses are being researched for future evening presentations.

The Advanced Programs Section, in conjunction with the Research and Development Sections, continue to plan, research and develop future courses in an effort to keep abreast of changing technological, sociological and statutory trends.

#### RESEARCH, DEVELOPMENT AND ASSESSMENT

The role of the section, formed in 1981, is to support the Recruit and Advanced Training sections in the development, coordination and evaluation of courses. The section also provides consultation services for the police community in the areas of research and personnel assessment; in addition to assisting other organizations, particularly postsecondary institutions, in police related matters.

An extensive task analysis conducted during the year at the Constable level provided a basis for several recruit and advanced courses and examined the breadth of the Constable's role, the perceived competence of officers and the degree to which education affects police effectiveness.



Members of the section have prepared a constable and auxiliary police selection examination which is designed to assess the work related skills and abilities of applicants. The management based promotional examination service developed by Academy staff is now used in eight of the twelve municipal departments.

The Police Advanced Certificate of Education, composed of a selection of articulated courses offered at post-secondary institutions across British Columbia, combined with several specific Advanced Programs offered through the Academy, is an exiting innovation. The program was introduced to encourage officers to undertake College and University study and become more acquainted with the increasingly complex role of the police. The certificate offers three progressively sophisticated levels of study, culminating in the presentation and oral defence of a dissertation. The program also offers a yardstick by which departments can judge the educational acumen of promotional candidates.

Budget constraints have necessitated the cutback of one person in the Assessment Centre. Nevertheless, the assessment responsibilities were utilized to capacity with approximately 150 candidates being assessed at recruit and promotional levels. There was a decline in the number of candidates over previous years as fewer recruit centres were conducted during 1982-83. The Assessment Office continues to provide training for assessors in personnel evaluation and is currently undertaking research to establish the validity of the assessment process and the feasibility of a system of peer appraisal.

To meet the demands of both changing procedures and legislation in a cost effective way, a system of video roll call training tapes were developed in conjunction with the R.C.M.P. The programs involve the in-house production of short video tapes on topical police issues. The tapes are distributed to most municipal departments and R.C.M.P. detachments and are shown to officers during duty parade. The tapes, accompanied by handouts, provide field officers with current information in a uniform way. They incorporate innovative production techniques and cover topics as diverse as cold water rescue, high risk vehicle stops and legal definitions.

Robert Hull,  
Acting Director  
Police Academy

FINANCE AND ADMINISTRATION DIVISION

MISSION STATEMENT

The Division oversees the development of new and maintenance of existing physical facilities; the establishment and operation of Personnel, Financial and Accounting practices; the provision of budgeting, purchasing, receiving, stores and communications systems support to all Divisions and Academies; the provision of advice to the Institute Board on all financial matters.

DIVISIONAL REPORT

The Division is responsible for all of the business aspects of the Institute's operation. These responsibilities include budgets, accounts, purchases, employee relations, communications, physical plan, and student support for food services and accommodation.

In the area of employee relations, the Institute concluded a second Collective Agreement with the B.C. Government Employee's Union covering clerical and support staff. The contract, once again, directly follows the terms and conditions in the Master Contract covering the Province's Unionized employees. The Union-exempt employees compensation plan is provided through the Fair Comparison method. The package of working conditions and benefits was finalized utilizing data provided by the six benchmarking institutions in the comparison process.

Instructional staff at the Justice Institute are seconded, whenever possible, from the field, thus preserving the timeliness of instruction. The support and administrative staff are employed directly by the Institute. At fiscal year end, the Institute had a complement of 110 seconded and directly employed staff, a decrease of 15 during the year. In response to the current economic difficulties, the Institute has reduced administrative, instructional and support staff wherever practicable. In further efforts to increase the efficient use of instructional resources, the Institute has been able to secure specialized training contracts with justice and public safety organizations not associated with the Ministries of Attorney General and Health; revenues obtained from the special contracts may be used to augment the established academic plans of the Institute's Academies.

Difficulties have been encountered during the year in the development of specialized additional facilities for the Institute's training programs. The sub-division of the Point Grey campus to provide a separate property to be owned by the Justice Institute has not been completed due to complex problems presented by the City of Vancouver. It is expected that the outstanding problems will be resolved in short order and, consequently, work has commenced on the application by the Institute for a re-zoning of the site to Comprehensive Development from the existing Residential Zone. The capital projects targetted for early start dates consist of an indoor firearms range, expansion of the gymnasium complex and an on-site student residence. The firearms range is very much needed in order to eliminate the costly

travel time lost by Institute students who use the outdoor facility at Port Moody and to provide ongoing firearms training for Officers of Lower Mainland Police Departments. The present gymnasium complex requires the addition of washroom/changing space and a specialized physical development area so that it may better serve the needs of both the Institute and the neighbouring Jericho Hill School. The on-campus student residence is also a high priority project in that it has a demonstrated economic payback, the Institute spent over \$200,000 in 1982/1983 for student hotel accommodation. Other advantages of having an on-campus residence include an enhanced learning atmosphere and a more extended use of support facilities presently in place, such as the cafeteria, library and gymnasium.

These projects are encompassed in the campus plan but have been placed into the total "freeze" imposed on capital projects for the entire College and Institute system by the Province. Similarly, the establishment of the urgently needed fire training facility at Maple Ridge has been "frozen" and a concerted effort by all the partners involved in the delivery of fire training services is required in order to obtain a priority positioning of this project in the overall tabulation of capital projects in the College and Institute system.

Dean Winram  
Bursar

JUSTICE INSTITUTE OF BRITISH COLUMBIA  
FINANCIAL STATEMENTS  
YEAR ENDED MARCH 31, 1983

Auditors' Report

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- F Educational Services
- G Library/Media Services
- H Facilities Services



## 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, 1983 as set out in statement 1 and the statements of revenues, expenditures and fund balances, changes in fund balances and equity in fixed assets as set out in statements 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, 1983 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 20, 1983

Chartered Accountants

JUSTICE INSTITUTE OF BRITISH COLUMBIA


BALANCE SHEET AS AT MARCH 31, 1983

STATEMENT 1

	1983				1982
	Operating Fund	Special Purpose Fund	Debt Service Fund	Capital Fund	Total
<b>ASSETS</b>					
Current assets					
Petty cash	\$ 250	-	-	-	\$ 250
Bank	1,055,640	\$243,634	\$ 94,200	-	1,393,474
Term deposits	-	-	-	\$ 350,000	350,000
Accounts receivable	265,782	-	57,236	-	323,018
Prepaid expenses	200	-	-	-	200
Inventory	-	-	-	-	1,497
Inter-fund balances	209,504	-	-	(209,504)	-
	<u>1,531,376</u>	<u>243,634</u>	<u>151,436</u>	<u>140,496</u>	<u>2,066,942</u>
Fixed assets					
Furniture, equipment and vehicles	-	-	-	1,300,732	1,300,732
Buildings	-	-	-	1,260,790	1,260,790
Site development	-	-	-	204,698	204,698
	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,766,220</u>	<u>2,766,220</u>
<b>TOTAL ASSETS</b>	<u>\$1,531,376</u>	<u>\$243,634</u>	<u>\$151,436</u>	<u>\$2,906,716</u>	<u>\$4,833,162</u>
<b>LIABILITIES AND EQUITY</b>					
Current liabilities					
Bank indebtedness	-	-	-	-	\$ 507,777
Sinking fund payments, due within one year	-	-	-	\$ 45,836	\$ 45,836
Accounts payable and accrued liabilities	\$ 463,773	-	-	1,000	464,773
	<u>463,773</u>	<u>-</u>	<u>-</u>	<u>46,836</u>	<u>510,609</u>
Debentures (note 2)	-	-	-	871,263	871,263
	<u>463,773</u>	<u>-</u>	<u>-</u>	<u>918,099</u>	<u>1,381,872</u>
Equity in fixed assets (statement 4)	-	-	-	1,849,121	1,849,121
Fund balances (statement 2)	1,067,603	\$243,634	\$151,436	139,496	1,602,169
	<u>1,067,603</u>	<u>243,634</u>	<u>151,436</u>	<u>1,988,617</u>	<u>3,451,290</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u>\$1,531,376</u>	<u>\$243,634</u>	<u>\$151,436</u>	<u>\$2,906,716</u>	<u>\$4,833,162</u>

Approved by

  
R.J. Stewart  
Chairman of the Board

  
H.D. Winram  
Hursar

JUSTICE INSTITUTE OF BRITISH COLUMBIA  
REVENUES, EXPENDITURES AND FUND BALANCES  
YEAR ENDED MARCH 31, 1983

STATEMENT 2

	1983				1982
	Operating Fund	Special Purpose Fund	Debt Service Fund	Capital Fund	Total
<b>Revenue</b>					
Province of British Columbia					
Operating grants	\$2,149,400	\$ 15,000	-	-	\$2,164,400
Debt service grants	-	-	\$ 57,236	\$204,827	262,063
Capital grants	47,800	-	-	-	47,800
Tuition fees (schedule A)	5,038,300	2,000	-	-	5,040,300
Prior year's surplus	317,608	-	-	-	317,608
Investment income	189,871	-	-	46,180	236,051
Other income	56	-	-	-	56
Proceeds from issue of debentures and term bank loans	-	-	-	-	-
	<u>7,743,035</u>	<u>17,000</u>	<u>57,236</u>	<u>251,007</u>	<u>8,068,278</u>
<b>Expenditures (schedule B)</b>	<u>6,675,432</u>	<u>177,512</u>	<u>6,000</u>	<u>218,129</u>	<u>7,077,073</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>1,067,603</u>	<u>(160,512)</u>	<u>51,236</u>	<u>32,878</u>	<u>991,205</u>
<b>Fund balances at beginning of year</b>	460,111	261,643	100,200	106,618	928,572
<b>Net inter-fund transfers</b>	(142,503)	142,503	-	-	-
<b>To operating revenue</b>	(317,608)	-	-	-	(317,608)
	<u>-</u>	<u>404,146</u>	<u>100,200</u>	<u>106,618</u>	<u>610,964</u>
<b>FUND BALANCES AT END OF YEAR</b>	<u>\$1,067,603</u>	<u>\$243,634</u>	<u>\$151,436</u>	<u>\$139,496</u>	<u>\$1,602,169</u>
					<u>\$ 928,572</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

CHANGES IN FUND BALANCES

STATEMENT 1

SPECIAL PURPOSE FUND

YEAR ENDED MARCH 31, 1983

	Balance at beginning of year	Operating fund surplus transferred to Special Purpose Fund	Operating Fund surplus allocations	Transferred to Operating Fund	Receipts		Total before disbursements	Disbursements		Balance at end of year
					Province of British Columbia	Other		Supplies and services	Equipment	
Fire academy training program										
Year 1980/1981	\$ 17,352	-	-	-	-	-	\$ 17,352	\$ 12,327	-	\$ 5,025
Year 1981/1982	17,412	-	-	-	-	-	17,412	5,000	\$ 88	12,324
Year 1982/1983	7,000	-	-	-	-	-	7,000	-	-	7,000
Fire academy audio/visual and texts	2,046	-	-	-	-	-	2,046	2,046	-	-
Fire academy capital	25,898	-	-	-	-	-	25,898	486	16,119	9,293
Inter-library loans	50	-	-	-	-	-	50	50	-	-
Land title school	58,986	-	-	\$ 58,986	-	-	-	-	-	-
Media centre equipment	21	-	-	-	-	-	21	21	-	-
Resource centre capital	30	-	-	-	-	-	30	30	-	-
Security 1981/82	5,138	-	-	-	-	-	5,138	5,138	-	-
Security 1982/83	-	-	\$ 14,400	-	-	-	14,400	8,628	-	5,772
Landscaping	6,024	-	-	-	-	-	6,024	4,127	-	1,897
Physical training co-ordinator	3,964	-	-	-	-	-	3,964	1,829	2,135	-
Police cells simulations	360	-	-	-	-	-	360	-	-	360
Principals fund 1980/81	1,236	-	-	-	-	-	1,236	420	816	-
Principals fund 1981/82	-	-	69,742	-	-	-	69,742	1,881	5,400	62,461
Women's access centres	13,937	-	-	-	\$15,000	-	28,937	13,672	-	15,265
Word processing centre - 1980/81	2,189	-	-	-	-	-	2,189	2,189	-	-
Word processing centre - 1981/82	-	-	10,000	-	-	-	10,000	10,000	-	-
Emergency health service academy training 1982/83	100,000	-	-	100,000	-	-	-	-	-	-
Building leases	-	-	20,000	-	-	-	20,000	16,460	-	3,540
Architects' fees	-	-	25,000	-	-	-	25,000	8,878	-	16,122
May study	-	-	20,000	-	-	-	20,000	16,261	-	3,739
Renovations	-	-	25,000	-	-	-	25,000	-	5,103	19,897
Court recorder	-	-	2,000	-	-	-	2,000	2,000	-	-
Information services	-	-	14,000	-	-	-	14,000	-	-	14,000
Physical training equipment and supplies	-	-	5,000	-	-	-	5,000	2,108	1,505	1,387
Labour management fund	-	-	91,847	-	-	-	91,847	25,000	-	66,847
T-shirt inventory	-	-	2,500	-	-	-	2,500	1,921	-	579
Distance education course	-	-	2,000	-	-	-	2,000	1,914	-	86
Cancellation conference	-	-	-	-	-	\$2,000	2,000	3,960	-	(1,960)
Surplus 1981/82	-	\$301,489	(301,489)	-	-	-	-	-	-	-
	<u>\$261,643</u>	<u>\$301,489</u>	<u>-</u>	<u>\$158,986</u>	<u>\$15,000</u>	<u>\$2,000</u>	<u>\$421,146</u>	<u>\$146,346</u>	<u>\$31,166</u>	<u>\$243,634</u>



JUSTICE INSTITUTE OF BRITISH COLUMBIA

EQUITY IN FIXED ASSETS

STATEMENT 4

YEAR ENDED MARCH 31, 1983

Balance at beginning of year		\$1,648,318
Net additions financed by Capital Fund	\$ 13,302	
Net additions financed by Operating Fund	119,807	
Net additions financed by Special Purpose Fund	<u>31,166</u>	
	164,275	
Loss on disposal of fixed assets	<u>11,616</u>	
		<u>152,659</u>
		1,800,977
Reduction of debenture		<u>48,144</u>
BALANCE AT END OF YEAR		<u>\$1,849,121</u>

# JUSTICE INSTITUTE OF BRITISH COLUMBIA

## NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 1983

### 1. ACCOUNTING POLICIES

#### (a) Fixed assets

Fixed assets purchased by the Justice Institute of British Columbia are stated at cost. Furniture, equipment and vehicles transferred from the Province of British Columbia are included at original cost to the Province with a corresponding credit to equity in fixed assets. Buildings reflect the cost of improvements and expansion of facilities owned by the B.C. Buildings Corporation. Negotiations are currently underway for the transfer to the Institute of the land and buildings comprising the Institute's Point Grey campus.

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

#### (b) Seconded salaries

The salaries and benefits of seconded staff in the amount of \$519,236 (1982 - \$654,772) are included in these financial statements as revenue and as a corresponding expense. Although these funds are issued directly from Victoria to the individuals and do not flow through the bank account of the Justice Institute of British Columbia, they are considered part of the overall operations of the Institute.

### 2. DEBENTURES

	<u>1983</u>	<u>1982</u>
13.39% sinking fund debenture; with sinking fund payments of \$63,324 per annum including interest until maturity in April, 2000	\$380,486	\$390,243
16.875% sinking fund debenture; with sinking fund payments of U.S. \$113,985 per annum including interest until maturity in December, 1986 (\$492,385 U.S.)	<u>536,613</u> <u>917,099</u>	<u>575,000</u> <u>965,243</u>
Less principal portion of sinking fund payments due within one-year	<u>45,836</u>	<u>45,836</u>
	<u>\$871,263</u>	<u>\$919,407</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

TUITION FEES

SCHEDULE A

YEAR ENDED MARCH 31, 1983

	<u>1983</u>	<u>1982</u>
Major Program 30		
Academic council	\$ 190,706	\$ 118,099
Contract services	<u>4,847,594</u>	<u>5,431,516</u>
	<u>\$5,038,300</u>	<u>\$5,549,615</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

EXPENDITURES

SCHEDULE B

YEAR ENDED MARCH 31, 1983

	1983				1982
	Operating Fund	Special Purpose Fund	Debt Service Fund	Capital Fund	Total
Instruction					
Major Program 30					
Academic Council	\$ 563,887	\$ 19,546	-	-	\$ 583,433
Contract services	4,485,253	21,859	-	-	4,507,112
General instructional support	369,933	4,038	-	-	373,971
Student support	30,868	-	-	-	30,868
Administrative support	673,484	55,751	-	-	729,235
Facilities support	432,200	26,771	-	-	458,971
Leases	-	16,460	\$6,000	-	22,460
Temporary borrowings					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
Debentures					
Principal	-	-	-	\$ 48,144	48,144
Interest	-	-	-	156,683	156,683
Operating capital					
Furniture and equipment	119,807	31,166	-	-	150,973
Buildings	-	-	-	13,302	13,302
Renovation and public works	-	-	-	-	-
Inventory	-	1,921	-	-	1,921
	<u>\$6,675,432</u>	<u>\$177,512</u>	<u>\$6,000</u>	<u>\$218,129</u>	<u>\$7,077,073</u>
					<u>\$8,275,681</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND

SCHEDULE OF REVENUES AND EXPENDITURES

SCHEDULE C

YEAR ENDED MARCH 31, 1983

	<u>Actual</u>	<u>Budget</u>
<b>Revenues</b>		
Government of British Columbia Grants -		
Ministry of Education		
Operations	\$2,197,200	\$2,197,200
Contract Services		
Police Academy	1,687,139	1,782,114
Corrections Academy	818,129	822,850
Court Services Academy	374,764	394,629
Fire Academy	495,233	484,133
Emergency Health Services Academy	1,627,325	1,676,372
Land Titles School	107,028	121,000
Miscellaneous programs	246,290	107,900
Bank interest	189,871	16,500
Sundry income	56	-
	<u>\$7,743,035</u>	<u>\$7,602,698</u>
<b>Expenditures</b>		
Instruction (schedule D)		
Police Academy	\$1,459,726	\$1,782,114
Corrections Academy	741,441	822,850
Court Services Academy	338,712	394,629
Fire Academy	416,427	484,133
Emergency Health Services Academy	1,432,365	1,676,372
Land Titles School	111,523	121,000
Miscellaneous programs	53,020	37,900
	<u>4,553,214</u>	<u>5,318,998</u>
Administration (schedule E)	681,486	758,723
Educational Services (schedule F)	607,808	579,789
Library/Media Services (schedule G)	400,724	424,388
Facilities Services (schedule H)	432,200	520,800
	<u>6,675,432</u>	<u>7,602,698</u>
<b>Surplus for the year</b>	<u>1,067,603</u>	<u>-</u>
	<u>\$7,743,035</u>	<u>\$7,602,698</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND EXPENDITURES

INSTRUCTION

SCHEDULE D

YEAR ENDED MARCH 31, 1983

	<u>Actual</u>	<u>Budget</u>
Salaries	\$2,563,748	\$2,835,606
Employee benefits	115,081	145,998
Professional development	34,356	52,700
Contract instruction	528,314	\$60,235
Supplies	176,698	274,098
Postage and telephone	6,036	2,226
Leases and rentals		
Vehicles	13,519	17,760
Buildings	5,853	13,520
Equipment	971	3,377
Maintenance and repairs		
Vehicles (including fuel)	100,527	123,358
Equipment	12,517	11,655
Buildings and grounds	1,308	2,000
Books and periodicals	5,348	12,750
Equipment replacement	67,961	65,912
Travel - staff	89,001	153,223
Travel/meals/housing - students	658,651	712,997
Memberships	1,681	2,250
Consultant's fees	182,886	257,693
Data processing	46,123	45,000
Student activities	10,376	16,250
Advertising/publicity	1,582	16,930
Other	13,951	10,960
Miscellaneous income	(83,274)	(17,500)
	<u>\$4,553,214</u>	<u>\$5,318,996</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND EXPENDITURES

ADMINISTRATION

SCHEDULE E

YEAR ENDED MARCH 31, 1983

	<u>Actual</u>	<u>Budget</u>
Salaries	\$393,914	\$420,295
Employee benefits	37,294	50,800
Professional development	1,035	3,000
Supplies	32,290	38,228
Postage and telephone	92,211	99,600
Leases and rentals - equipment	57,495	47,900
Maintenance and repairs		
Vehicles (including fuel)	5,689	5,500
Equipment	3,336	2,300
Books and periodicals	498	2,100
Equipment replacement	8,002	10,400
Travel - staff	5,092	5,850
Memberships	1,207	750
Consultant's fees	9,880	15,900
Data processing	22,888	18,200
Advertising/publicity	8,190	31,500
Other	2,484	6,400
Miscellaneous income	(19)	-
	<u>\$681,486</u>	<u>\$758,723</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND EXPENDITURES

EDUCATIONAL SERVICES

SCHEDULE F

YEAR ENDED MARCH 31, 1983

	<u>Actual</u>	<u>Budget</u>
Salaries	\$402,810	\$432,987
Employee benefits	39,279	58,339
Professional development	1,958	4,170
Contract instruction	120,988	70,000
Supplies	27,827	16,900
Leases and rentals		
Vehicles	-	450
Buildings	827	500
Equipment	705	500
Maintenance and repairs		
Vehicles (including fuel)	3,702	2,300
Equipment	655	1,775
Books and periodicals	841	1,500
Equipment replacement	16,503	15,000
Postage/telephone	717	3,000
Travel - staff	16,896	21,704
Travel/meals/housing - students	30,037	-
Memberships	305	1,000
Traffic/security	270	-
Consultant's fees	7,658	18,578
Student activities	271	-
Advertising/publicity	11,973	4,515
Other	5,509	1,571
Miscellaneous income	<u>(81,923)</u>	<u>(75,000)</u>
	<u>\$607,808</u>	<u>\$579,789</u>



JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND EXPENDITURES

LIBRARY/MEDIA SERVICES

SCHEDULE G

YEAR ENDED MARCH 31, 1983

	<u>Actual</u>	<u>Budget</u>
Salaries	\$268,076	\$285,600
Employee benefits	26,191	42,970
Professional development	787	3,069
Supplies	31,121	32,571
Rentals - equipment	10,608	9,000
Maintenance and repairs		
Vehicles (including fuel)	693	2,400
Equipment	1,923	1,500
Telephone/postage	29	-
Books and periodicals	59,724	62,278
Equipment replacement	27,341	8,900
Travel - staff	1,401	1,938
Memberships	522	500
Data processing	18,383	20,000
Advertising/publicity	4,950	3,662
Other	6	-
Miscellaneous income	(51,031)	(50,000)
	<u>\$400,724</u>	<u>\$424,388</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND EXPENDITURES

FACILITIES SERVICES

SCHEDULE H

YEAR ENDED MARCH 31, 1983

	<u>Actual</u>	<u>Budget</u>
Supplies	\$ 414	\$ 1,000
Leases and rentals - equipment	-	3,700
Maintenance and repairs		
Buildings and grounds	417,334	471,200
Equipment	623	2,000
Renovations and public works	8,241	22,400
Consultant's fees	3,081	-
Insurance	2,393	20,000
Other	<u>114</u>	<u>500</u>
	<u>\$432,200</u>	<u>\$520,800</u>





