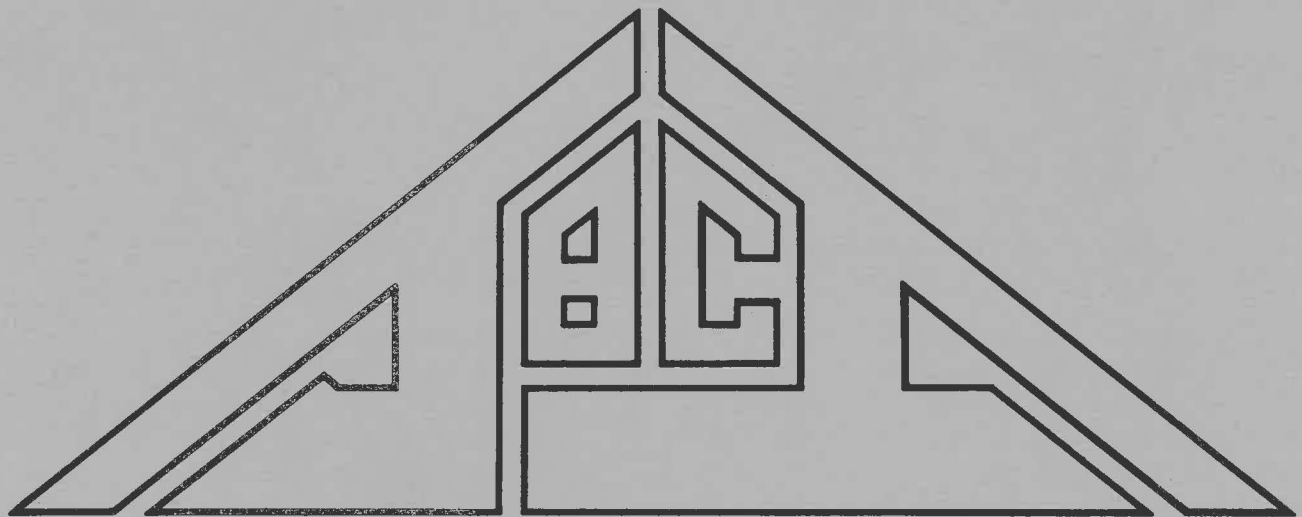
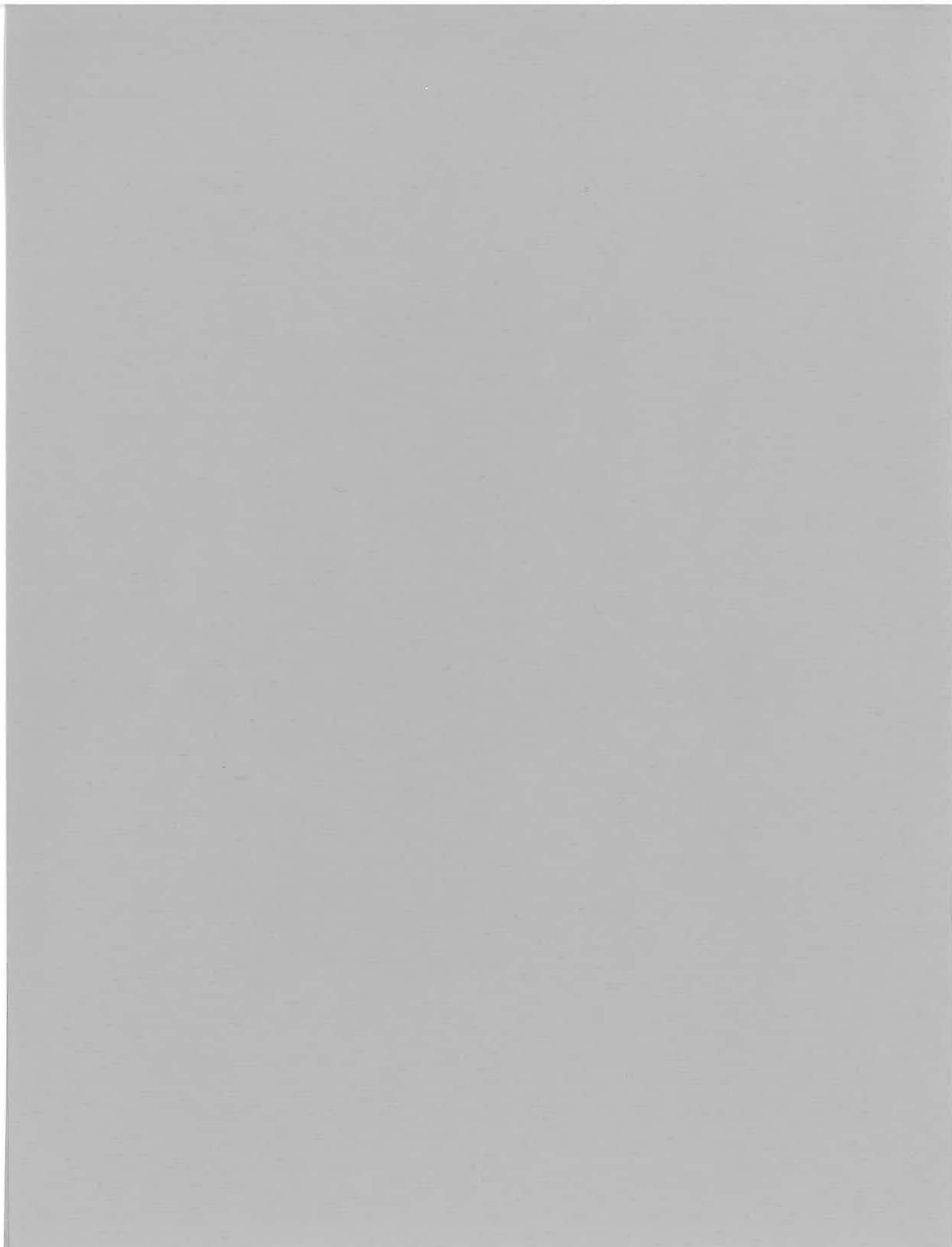


**Justice Institute
Of
British Columbia**



**ANNUAL REPORT
1983-1984**



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The Honourable Brian Smith, Q.C.
Attorney-General
Province of British Columbia
Parliament Buildings
Victoria, B.C.

Letter of Transmittal

Dear Mr. Minister:

On behalf of the Board of the Justice Institute, I am pleased to submit the 6th Annual Report. This report provides a detailed account of the programs, expenditures and major activities of the Institute for the fiscal year that ended 31 March, 1984. An analysis of the Report will confirm that while 1983-84 was most stressful for the Institute, all major training objectives were met or surpassed. Control over expenditures resulted in the achievement of the restraint objectives established by government and created a modest surplus of income over expenditures. In an era of reduced funding and inflationary trends, this achievement is worthy of note.

During this period of economic uncertainty the Justice Institute has demonstrated its flexibility by adjusting to new expectations while continuing to achieve maximum results from a substantially reduced resource base. This resilience and adaptability augers well for the future of the Institute as it seeks to identify and develop a more direct relationship with the respective branches of the Ministries of Health and Attorney-General.

Robert J. Stewart
Chairman of the Board

Mission Statement

"The Justice Institute of British Columbia, as a post-secondary educational institution, provides leadership and coordination to support, develop and deliver a wide range of training, 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 Attorney-General,
 - B) the Court Services Branch of the Ministry of Attorney-General,
 - C) the Emergency Health Services Commission of British Columbia,
 - D) the Office of the Fire Commissioner of British Columbia, and
 - E) the Police Services Branch of the Ministry of Attorney-General.
- II To develop and provide courses of instruction and services consistent with the identified needs of:
 - A) other components of the Ministry of 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 and 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 Institutes, Colleges, Universities, Public Schools and community based organizations.

Members of the Board

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

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

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

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

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

Len Maracle
Law Student, University of British Columbia (to February 1984)

Glen Ridgway
Barrister and Solicitor, Taylor, Newcomb and Ridgway

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

Mary E. Saunders
Barrister and Solicitor, Ladner Downs (appointed February, 1984)



From Left to Right

Back Row - Dean Winram (Bursar), Glen Ridgway, Sandy Robertson,
Jack Giles, Gerald Coultas, Gerald Kilcup (Principal).

Front Row - Joseph Cohen, Mary Saunders, Robert Stewart
(Chairman), Anthony Pantages (Vice Chairman).

Report of the Principal and Chief Executive Officer

During this past year over 25,000 students, drawn from the justice and public safety professions of the Province and the community-at-large benefited from training programs offered by the Institute. This represents significant increases over previous years and is exceptionally outstanding because they have been achieved with substantially reduced resources. In accordance with the overall policy direction of Government, the staffing level of the Institute over the past two years has been reduced by 30%. Under such severe restrictions, the remaining staff at the Institute rose to the challenge and maintained the overall training commitments of the Institute. A commendable achievement in view of the uncertainties that surrounded the institution late in the fiscal year.

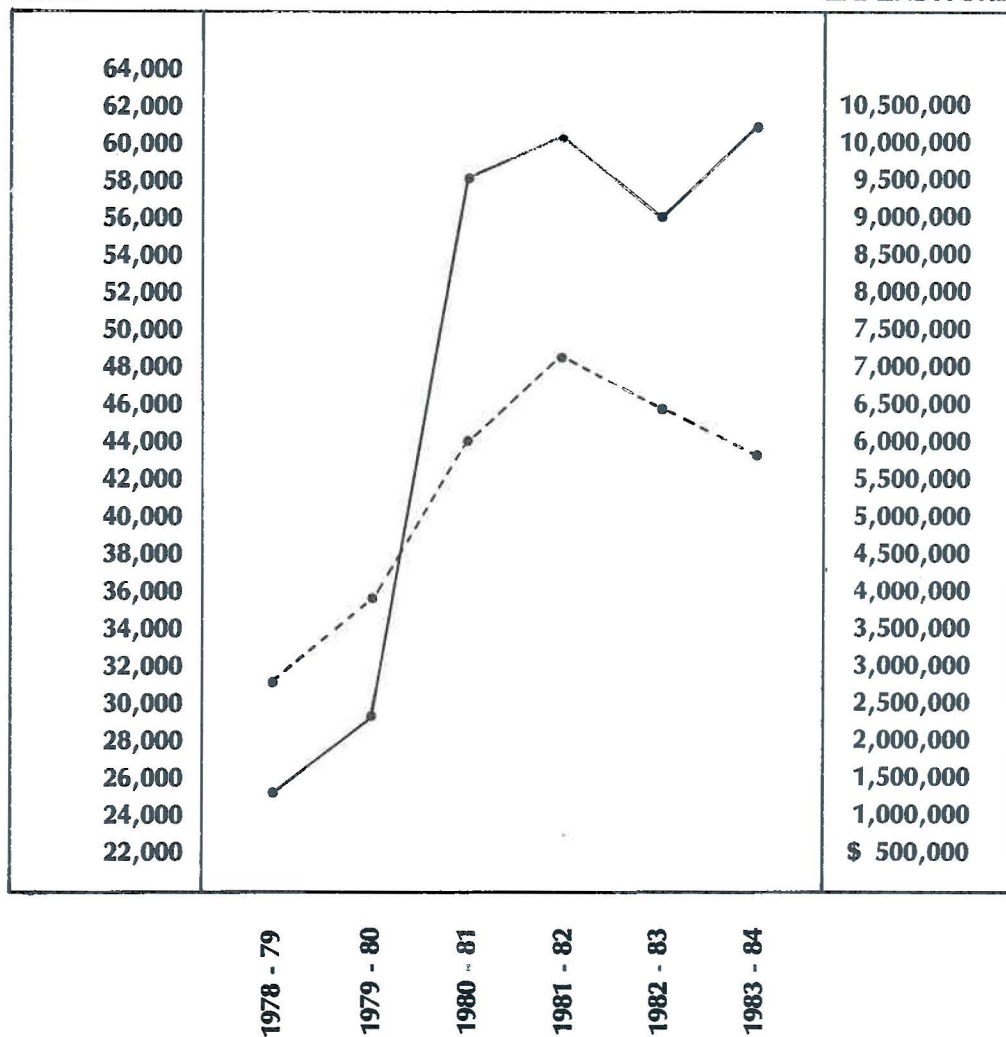
The support and confidence of the Ministry of Attorney-General and Ministry of Health has always been felt and appreciated but never more keenly than in December 1983 when it was learned that the Ministry of Education would no longer be funding the infrastructure of the Institute. The assumption of financial responsibility by the Ministry of Attorney-General and the transfer of the Institute from the Ministry of Education to the Ministry of Attorney-General has initiated a renewed commitment from all components of the Institute to continue to provide quality, low cost training to all components of the British Columbia justice and public safety community. The achievements outlined in the following pages are reflections of the qualities and competencies of the Board, Faculty and Staff of the Institute. While the data account for the past they are also predictions that the future expectations placed on the Institute will be met with the same quality and professionalism that has established our reputation over the past six years.

Gerald B. Kilcup, Ph.D.
Principal and
Chief Executive Officer

Performance 1978 - 84

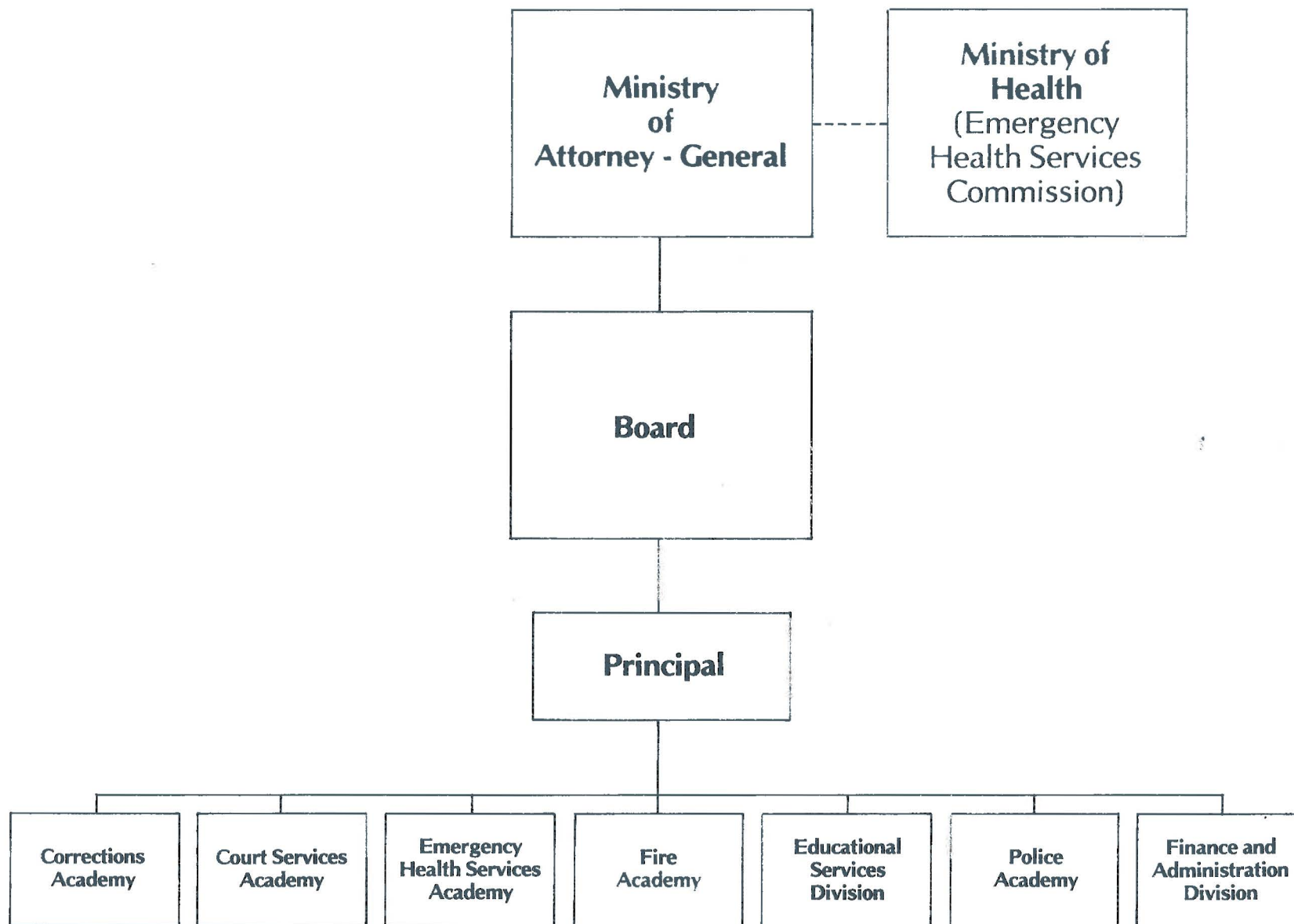
STUDENT
TRAINING
DAYS

OPERATING
EXPENDITURES



Key: — Student Training Days
 - - - Operating Expenditures

Justice Institute of B.C. Organization



Year to March 31/84

Student Statistics Report 1983-84

DIVISION: JUSTICE PROGRAMS

Corrections Academy - Community Programs

	No. of Courses	No. of Students	No. of Student Days
Family Basic Training Follow-Up	1	10	10
Probation Officer - Block I	1	12	602
Probation Officer - Block IV	2	21	210
Principles of Supervision	4	73	365
Exchange Orientation	1	1	5
Custody & Access	2	21	91
Family Relations Act	3	51	138
Parole Co-ordinator	1	18	36
Family Services	1	11	33
Conflict Resolution by Mediation	3	36	98
Caseload Classification	2	24	43
Technological Change	1	22	66
F.C.C. as Expert Witness	1	14	28
Family Violence/Sexual Abuse	1	17	85
One Person Workshop	1	10	30
Fin Mgmt & Control Act	1	25	75
Family Skills Workshop	1	14	42
Introduction to Mediation	1	24	12
Mediation Follow Up	1	9	18

Corrections Academy - Institutional

Security Officer Block II Juv. Focus	2	24	357
Security Officer Block II Adult Focus	4	55	727
Security Officer Block IV Juv. Focus	2	25	237
Security Officer Block IV Adult Focus	5	95	984
Security Officer - Special Pretrial Centre Course	3	55	1,237
Crisis Intervention	4	68	136
Physical Fitness Assessor	1	15	45
DACUM	1	14	56
Crisis Awareness	1	17	34
Critical Incidents & Effect on Staff	3	59	118
Tactical Squad Commanders	1	18	54
Crisis Mgmt Skill Training	1	34	68

Corrections Academy - Management

Executive Micro Computer Workshop	1	8	4
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58 900 6,044

Court Services Academy

Court Clerk - Basic	2	29	240
Court Clerk - Provincial	1	17	85
Court Clerk - Supreme & County	1	12	60
Deputy Sheriff - Basic	2	28	462
Deputy Sheriff - Aux	1	12	24
Deputy Sheriff - Firearms Requalifications	6	110	112
Deputy Sheriff - Testing	3	32	16
Deputy Sheriff - Weapons Instructor	3	23	64
Deputy Sheriff - Fitness Training	1	12	6
Deputy Sheriff - DACUM	1	4	8
Registrars - Supreme Court Rules	1	16	80
Registrars - Enforcement of Judgements	1	9	27
Registrars - Legal Research	1	9	18
Registrars - Valuation of Assets	1	4	24
Registrars - Small Claims DACUM	1	15	15

	No. of Courses	No. of Students	No. of Student Days
DIVISION: JUSTICE PROGRAMS			
Registrars - Small Claim Court Judges	1	6	6
Registrars - Conduct of Hearings	1	7	14
Registrars - Report Writing	1	10	20
Weighmasters - Prosecution	3	46	230
Land Titles - DACUM	2	15	30
Small Claims - DACUM	1	12	24
Management DACUM	2	13	44
Management Inservice Training	1	11	22
Management Instructional Tech.	2	8	37
Effective Presentation	1	20	40
Court Recorder	1	15	15
Justice of the Peace	2	27	135
Environment Canada	1	16	64
Managers & Computers	2	40	80
Young Offenders Act	1	160	160
Young Offenders Act - Instructors	1	6	6
Principles of Supervision	1	16	80
Motor Vehicle Inspectors	1	9	45
	51	769	2,293
TOTALS	109	1,669	8,337

DIVISION: EDUCATIONAL SERVICES

Community Programs			
HeartSavers	8	225	144
W.A.P. Film Series	3	62	11
Counselling for Men Who Batter	1	39	117
Evaluation: Concepts & Skills	1	110	77
Bill C-127	6	112	112
Effective Communication & Effective Planning & Organization	1	9	9
Emergency Care of Young Children	7	66	22
How to Talk to Your Children	2	130	43
Risks & Signals	20	550	179
Young Offenders Act - Panacea or Pandemonium	3	65	53
Working with Abused Children - Tools & Techniques	1	18	18
Schemes, Scams & Cons	13	388	162
Conducting Meetings - Leadership Styles	1	18	36
Rape Awareness	2	38	13
Trauma	5	141	191
HeartSavers for Seniors	1	12	8
Transition House Staff Training	1	7	21
Crisis Intervention	2	67	180
Violent Offenders	1	110	220
Working with Wife Assault	2	72	144
Safety Life Skills	1	21	21
Fire Safety Prevention	2	52	80
Dealing with the Hostile Client	5	113	131
Ft. Nelson Women's Weekend	1	15	30
How to Talk to Your Children About Sexual Abuse	10	373	182
Working 9 - 5	1	22	44
Prevention of Child Sexual Abuse	1	72	216
Networking	1	15	7
Burglary Prevention	3	104	40
Sexual Abuse Conference	1	140	280
Child Sexual Abuse	7	400	329
Changing Times	1	149	149
Support Staff and Workplace Blues	1	14	28

	No. of Courses	No. of Students	No. of Student Days
DIVISION: EDUCATIONAL SERVICES			
Family Violence	4	315	158
Interviewing & Hiring	1	10	10
Adolescent Runaways	2	77	154
Treatment for Child Sexual Offenders	1	24	48
Young Offenders Act - Alternative Measures	1	44	22
Young Offenders Act	7	128	47
Conflict Resolution	5	73	80
Stress Identification	1	41	41
Stress & Violence	1	8	8
Referrals & Dealing with Difficult Clients	1	9	18
Victimization of Elderly	1	22	11
Co-operative Conflict Resolution - Mediation	5	77	205
Adolescent Runaways - Advanced	1	15	15
A Sociological Perspective on Child Sexual Abuse	1	70	46
Communicating with Children & Youth	5	195	300
Training for Trainers - Mediation Skills	2	28	43
Women in Prisons	3	68	34
Sexual Harassment Workshop	1	15	5
Young Offenders Workshop	1	11	7
How to Protect Your Children	30	1267	501
Domestic Disputes	1	25	8
Board Training	1	16	8
Pornography	1	89	178
Decision Making	1	20	10
Emergency Care Conference	1	131	262
Team Building	1	42	126
Speaking with Clout & Finesse	2	35	35
Home Security	3	56	19
Talking About Touching	8	150	60
Violence, Stress & Crisis Intervention	1	52	104
Understanding Sexual Assault	1	20	4
Shall I Call The Doctor	4	94	32
Collision Prevention	2	20	20
Isn't Anybody Listening	1	11	11
Sexual Assault: A Co-operative Response	1	7	3
Peer Counselling Orientation	1	17	17
Loss Prevention	2	180	73
Stress & Burnout in High Risk Occupations	4	185	185
B.C. Crime Prevention Conference	1	120	240
Family Law	1	13	13
Adolescent Sex Offender	1	25	25
Sexual & Emotional Abuse of Children	1	220	678
Public Forum on Abuse of Children	1	310	155
Advanced Treatment for Child Sexual Offenders	1	13	13
Demystifying The Fund Raising Process	3	76	152
The Managerial Woman	1	16	16
Defensive Tactics & Control Techniques	2	60	80
Education & Justice	1	36	12
Career Options in Justice & Public Safety	7	623	320
Vandal Watch	1	63	32
Corrections Workshop	1	20	3
E. Fry Staff Training	1	30	30
Support Staff & Workplace Confidence	2	45	70
Self Defence for Seniors	3	51	28
Peer Counselling Workshop	1	16	64
Youth in Crisis	2	55	110
Mediation Skills	5	88	194
Juvenile Crime Prevention	1	125	250
Mock Trial	2	43	15

	No. of Courses	No. of Students	No. of Student Days
DIVISION: EDUCATIONAL SERVICES			
Managing Interpersonal Conflict	1	122	244
Youth and Family Counselling	1	15	30
Living with Hard to Reach Children and Adolescents	3	63	41
Ending Dead Ending	1	16	32
Family Law Advocacy	3	86	114
To Treat or Not To Treat	1	152	152
Hard Choices	1	160	80
Sexually Abused Child	2	67	134
Women Power & Influence	6	112	112
Family Court Committees & the Y.O.A.	1	60	90
Physical Abuse of Children	1	20	7
Urgent Messages	1	171	171
Public Forum on Adolescent Suicide	1	350	175
Leading The Way	1	20	60
Strokes	2	62	20
Suicide	1	110	265
Public Forum on Suicide	1	200	100
Violent Images, Acts & Attitudes	1	106	212
Basic Fire Safety	1	35	70
Using The Media: Marketing Your Agency	1	18	18
Early Childhood Educators	2	54	54
Community Based Mediation	1	53	53
Alzheimer's Disease	1	15	8
Getting It All Together	1	14	7
Program Services	301	11,505	10,954
Orientation to Supervision	1	4	8
Computer Seminar	1	8	4
Training Techniques	3	17	79
	5	29	91
TOTALS	306	11,534	11,045
DIVISION: EMERGENCY HEALTH SERVICES ACADEMY			
A.L.S. Programs			
A.L.S. I - Continuing Education	22	192	79
A.L.S. I - Block VI	3	67	254
A.L.S. II - Continuing Education	20	348	154
I.T.T. - Continuing Education	1	139	398
I.T.T. - Internship	2	7	13
I.T.T. - Clinical/Transport	3	10	14
I.T.T. - Tutorial	1	1	1
I.T.T. - Recertification	3	12	11
Trauma - Block I	1	10	60
Trauma - Block II	1	10	50
Trauma - Block III	1	10	60
Recruit Programs			
E.M.A. I	26	219	3,021
Industrial First Aid	2	24	240
Job Stress	1	25	42
Recertification	21	206	3,131
Professional Health Programs			
B.C.L.S.	1	23	18
A.T.L.S.	1	16	64
A.C.L.S.	10	305	1,220
Cardiac Arrest Management for Nurses	7	255	795

	No. of Courses	No. of Students	No. of Student Days
DIVISION: EMERGENCY HEALTH SERVICES ACADEMY			
Trauma	5	144	194
Stress	2	70	51
A.C.L.S. - Instructors	1	16	64
Cardiac Arrest Management	3	79	207
C.P.R.	5	3,748	2,995
C.P.R. - Instructors	4	55	204
Community Emergency Medicine - Trauma	2	40	160
C.P.R. - Instructor Trainers	2	33	121
Vital Signs - Selected Diseases	1	30	13
First Responders			
Emergency Medical - Fire Fighters II	5	64	213
	157	6,158	13,957
Industrial First Aid			
Industrial First Aid		811	8,110
TOTALS	157	6,958	21,957

DIVISION: FIRE ACADEMY

Leadership Development	7	126	1,025
Fire Prevention - Level I	4	77	380
Hazardous Materials	5	592	1,776
Plastics	1	108	54
Fire Investigator I	2	43	215
Fire Investigator II	1	20	200
Metrics	1	16	16
L.A.F.C. Course	1	18	90
Instructional Techniques	2	17	85
Volunteer Fire Dept. Training			
Basic Seminar	12	310	756
Volunteer Fire Officers I	8	160	800
Regional Training - Module "A"	5	130	390
Regional Training - Module "B"	7	202	561
Special Courses	1	30	60
Indian & Northern Affairs	1	10	30
Local Assist. Fire Commissioner	4	80	400
TOTALS	62	1,939	6,838

DIVISION: POLICE ACADEMY

Peace Officers General Training Program			
Block I	1	16	320
Block III	1	23	322
Block IV	5	148	2,641
Block V	5	112	1,394
Emergency Response Team Training	2	23	383
Spousal Awareness	1	28	56
Effective Presentations	8	87	302
Incident Investigations	2	30	150
Firearms Instructors	3	20	100
Chemical Agents Seminar	1	62	62
Advanced Tactical Police Driving	24	211	633
Legal Studies	4	133	111
Pre-Entry Testing	7	86	42

	No. of Courses	No. of Students	No. of Student Days
DIVISION: POLICE ACADEMY			
Exemption - Examinations & Counselling	4	8	8
Driver Training	1	1	1
Constables Advanced Program	4	65	637
Major Crimes Investigation	1	19	190
Police Investigators	5	56	196
Firearms Qualifications	16	452	289
C.P.R.	7	51	51
Immigration Officers	3	59	314
Breathalyzer Technicians	5	70	371
Assessor Training	1	19	76
Fraud Investigators	1	19	95
Field Instructors	1	17	51
Collision Avoidance	1	8	8
Challenge Procedure	1	1	2
Police/School Liaison	1	23	69
Legal Updates	3	245	267
Psychological Testing	1	50	50
Drug Seminar	2	121	121
Reserve Lectures	4	136	619
Reserve Training	1	6	6
Robbery Seminar	1	72	144
Search & Seizure	1	24	20
Crime Prevention	1	21	84
Complaint Takers	1	7	35
Promotional Exams	3	59	184
Breathalyzer Technicians Refresher	2	13	39
Writing Skills	2	26	78
Stress & the Police Family	2	95	47
First Level Supervisors	2	34	340
Charter of Rights	1	6	1
Police Labour Relations	1	26	52
Juvenile Officers	1	15	75
Neurolinguistic Programing	2	48	72
Death Investigation	1	82	164
Intake Examination	1	250	125
Police Explosives	1	16	32
Interculturism Program	3	69	207
Shotgun Training	2	44	22
Auto Theft	1	22	44
Young Offenders Act	1	535	312
TOTALS	157	3,869	12,014
GRAND TOTALS 1983/84	791	25,969	60,191
GRAND TOTALS 1982/83	734	16,703	56,851
PERCENTAGE CHANGE	+7.77 %	+55.48 %	+5.88 %

Divisional Reports

Educational Services Division

Emergency Health Services Academy

Fire Academy

Justice Programs Division

Corrections Academy Court Services Academy

Police Academy

Finance and Administration Division

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 services;
- 3) psychological services;
- 4) physical fitness coordination and instructional services;
- 5) community and outreach conferences, workshops and seminars.

Divisional Report

The demand for services and programs grew during the year, even as resources shrank. By January, 1984, planning began for a 40% budget reduction in the new fiscal year. The cutbacks resulted in a loss of some excellent staff members. The contributions of these individuals, in building the existing services and programs, have been outstanding and they will be missed greatly.

The Division must now concentrate on maintaining the calibre of operations, while continuing to supply the vital services and programs to the Academies, major client groups and the justice and public safety community-at-large.

The following information highlights the activities conducted by the units within the Division.

Program Services

On April 1, 1983, the Management Development Centre and the Program Development Section combined to form the Program Services Unit. The reorganization now distinguishes between program design and development (Program Services) and program delivery (Community Programs). The new unit continued to provide faculty development opportunities for Institute personnel and instructional techniques training for field staff.

Projects completed during the year include:

- assisting in the design and development of a recertification program for Emergency Medical Attendant II's,
- program development for the Young Offenders Act (YOA) In Action video tape and a YOA training package for Court Services,
- designing a curriculum (DACUM) for Small Claim Registrars, Community Based Residential Centre staff and Examiners of Titles Surveyors,
- designing and completing a statistical evaluation of a training program for Federal Immigration Officers,
- involvement in the development of and the authoring of the Institute's Five Year Plan as directed by the Ministry of Education.

Projects which are continuing into the new fiscal year include:

- providing program support to the Fire Academy 'Edukit' program,

-
- working with Land Titles staff in the development of a Land Titles training manual,
 - developing a criterion referenced instruction (CRI) package for Deputy Sheriffs,
 - working in conjunction with the Canadian Society of Industrial Security in the development of a private security industry training program.

Community Programs

In 1983-84 demand for Community Programs grew in terms of numbers of programs and locations, as well as in co-sponsors and student training days. Over 11,500 people participated in 300 programs. Courses ranged from conferences with up to 200 participants to training sessions with 15 people.

Four types of programs were offered: interdisciplinary programs for professionals; programs for private agencies and community groups; programs for the public and women's access programs.

New topics offered for justice and public safety staff, as well as private agency representatives included: Trauma First Aid, Suicide Prevention, Collision Prevention, Mediation, Young Offenders Act, Pornography, Youth in Crisis, Conflict Management and Crisis Intervention.

Public programs tripled in numbers over the previous year and included: How to Protect Your Children, Home Security, Emergency Care of Young Children, Strokes - Risks and Signals and a series dedicated to assisting children and their parents in the development of specific skills to prevent sexual assault and child molestation.

Over twenty Women's Access programs were offered on topics such as Career Obstacles and Options, Women and Management, Women in Prisons, Sexual Harassment and Pornography.

A range of targeted justice related programs were offered throughout the Province through a project funded with the Solicitor General Canada's Consultation Branch.

Community Programs staff continue to assist in organizing and delivering programs across British Columbia. Courses were offered in 123 locations during the year, in support of the Institute's provincial mandate.

Resource Centre

During 1983-84 the Resource Centre reorganized its space to accommodate a new reference room for students. Indexes, reference books, pamphlet material and annual reports are now shelved together assisting clients in their research activities. The Centre's collection continues to grow and presently includes over 9,000 books, 200 journal subscriptions and 600 audio-visual items.

Resource Centre Librarians published twelve bibliographies during the year in support of special programs. Topics included "Child Sexual Abuse", "Police Administration", "Prisoners Rights", "Child Prostitution", "Legal Research", and "Wife Abuse".

Statistically, the Resource Centre answered 1,685 reference requests, loaned 1,971 print materials and 2,644 audio-visual items. To support field borrowers' requests, over 9,200 journal articles were sent out and 770 books were loaned.

Media Centre

The Media Centre team continues to produce an impressive number of training video tapes to support programs being developed by all Academies. Production highlights for the year include:

- Spouse Abuse
- Application of the MAST Trousers
- Young Offenders Act in Action
- Roll Call Training
 - Legal Issues
 - Young Offenders Act
 - Handcuffing and Searching Techniques
- Heartsavers
- Malcolm Matter - A Family Court Case.

Media equipment was updated throughout the year. A major improvement involved the purchase and installation of a dubbing centre to support the growing demand for distance education kits for the Emergency Health Services Academy, Roll Call training tapes for the Police Academy and 'Edukits' for the Fire Academy.

The distribution services were in high demand both by Institute staff and field training instructors.

Physical Education

The Police Academy was once again the major user of physical education services in the areas of training and supervision of Academy Physical Education staff, conducting classes, leading specialized classes in self-defence and baton training and developing and testing students in physical fitness and lifestyle evaluations. Similar support, on a more limited basis, was provided for both the Corrections and Court Services Academies.

Two research projects were started during the year. A fitness validation research project for the Corrections Branch and a similar research project for Court Services Branch. Both projects will be completed in the coming year.

In addition to regular programming, a number of ongoing programs included:

- maintaining ongoing liaison with Jericho Hill School in planning, scheduling and maintaining the physical education resources and equipment,

-
- assisting in the development of new programs involving physical education and lifestyle components,
 - working with and advising the building committee on future physical education space requirements,
 - encouraging and supporting informal recreation programs for Institute students and staff.

Psychological Services

As a result of the restraint measures, a new arrangement was made to maintain the office of Psychological Services on a reduced basis.

Counselling services have been continued for all students, on a one day a week basis. The service exists to support any student experiencing personal or on-the-job problems, while attending classes at the Institute.

Staff support on a contract basis, providing lectures for Academies in Crisis Intervention, Stress Identification and Burnout, Abnormal Psychology and other related topics continues.

During the year, special workshops were offered at the Institute and at centres around the Province. Stress Identification, Crisis Intervention, Stress and Violence and Stress and Burnout in High Risk Occupations proved popular.

As in previous years, consultations and crisis counselling for justice and public safety staff not attending the Institute were made available, on request, on a fee-for-services basis.

Larry Goble
Dean

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

The year began with ambiguity about the future of the Emergency Health Services Academy. A new management group at the Emergency Health Services Commission (EHSC) reviewed the relationship between EHSC training and the Institute. This caused uncertainty about the location of the Academy. However, analysis and discussions, lasting most of the year, appear to be strengthening and renewing the Commission - Institute relationship.

The Commission's commitment to training was never in doubt. In fact, the Academy was directed to revamp several programs to reflect the streamlined provincial emergency medical service. The results were gratifying.

An expanded program to train community ambulance attendants (EMA I's) through the placement of Instructors in the Community and the seconding of three new regional Instructor/Examiners was started.

Upgraded programming, giving more advanced skill and knowledge at the general ambulance level, providing more highly skilled emergency medical personnel at the EMA II level province wide, was also begun.

A program implemented this year has received acclaim from health professionals across the country who have been struggling with the continued 'competency-to-practice' problem. The Academy instituted a compulsory three year recertification program. Every three years, each EMA II must complete a year of continuing education - via inter-active television and a block of basic skills review - via home study modules. The program culminates in a demonstration/examination of all basic skills during an intensive week at the Academy. The success of the program is due to the individual home study efforts of the EMA II's, a committed management group and a responsible union.

The Advanced Life Support Level I program (paramedic) was expanded in an effort to increase existing services in Victoria and Vancouver as well as institute new services in North Vancouver and Surrey.

Similarly, the Infant Transport Team graduated nine new members. The Academy also increased its workshop offerings in emergency care to Registered Nurses and Doctors, especially to those from smaller centres who work with ambulance personnel.

Several events demonstrated the mutual support and effectiveness of the Commission-Institute relationship. Minister of Health Nielson was the guest of honour at the Infant Transport Team graduation. His

interest in and support of the Academy and its programs has been unfailing.

We are proud to announce that this year the Emergency Health Services Academy became the first ambulance school in Canada to receive accreditation, at the three levels of Emergency Medical Assistant training, by the Canadian Medical Association.

Despite a substantial reduction in Academy staff and funding, the Academy delivered more days of instruction than any other Academy at the Institute, making 1983-84 the most productive year to date.

Optimism hit a high point when the Commission presented the Academy with its training requirements for 1984-85. The new requirements call for the development of several new programs and the restructuring of others. These changes and improvements will assist the Commission to attain its goal - providing optimum emergency medical services to all British Columbians while operating in a restraint mode. For the Academy and the Institute the nature of the new training plan is a vote of confidence in the future.

Tony Williams
Director

Fire Academy

Mission 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

Even with fiscal restraint, the Fire Academy increased its productivity by 41% in student training days. During the year, 62 courses were offered, an increase of 24%, for 1,939 students, a 55% increase over 1982-83. Increased productivity was due to the introduction of courses for Local Assistants to the Fire Commissioner and a series of Hazardous Materials seminars.

The Fire Academy and the Office of the Fire Commissioner were able to deliver five courses for Local Assistants, in which 98 fire service personnel participated. Likewise, the Academy and the Office of the Fire Commissioner co-sponsored five Hazardous Materials Phase I seminars. Seminars were conducted in each region of the Province and a total of 592 fire fighters, police, ambulance, industrial and government personnel participated.

The Academy underwent a change organizationally. The Program Directors' positions were deleted and a Director and a Deputy Director were appointed. These changes consolidated the Academy as a unit responsible for providing training to all components of the fire service. In October, two Coordinator/Instructor positions were filled through secondment. One secondee came from the Kamloops Fire Department and the other from the Kelowna Fire Department.

The establishment and approval of the British Columbia Volunteer Fire Fighter Training standards by the Attorney-General and the Fire Commissioner in July 1983 assisted the Academy in the Development of training curriculums for the Volunteer Fire Fighter.

Development work in the multi-media distance education modules, 'Edukits', was enhanced during the year. The 'Edukits' consist of a videotape and a subject manual and will cover the basic fundamentals of firefighting and apparatus, applicable to all components of the fire service. It is anticipated that the first two 'Edukits' will be ready for release by June 1984.

The property for the fire fighter training facility has been secured in the Maple Ridge area. However, the development of the facility is still on hold due to the restraint program of the Province.

Once again, the Academy, through contractual agreement, conducted several training sessions for Indian and Northern Affairs Canada in both British Columbia and Saskatchewan.

The dedication and work of the staff of the Academy and the Office of the Fire Commissioner enabled the Academy to add additional courses and seminars during the year. The increase of courses also increased the need for course speakers. The support the Academy received from fire departments and industry, in conducting specialized training has been tremendous. On behalf of the Fire Academy and the Fire Commissioner, I extend sincere thanks for their time and efforts on our behalf.

Paul C. Smith
Director

Justice Programs Division

Mission Statement

To provide a range of training courses and staff development programs and services to ensure that Corrections Branch and Court Services Branch receive basic, advanced and management training in accordance with respective branch policies and standards, government policy and appropriate collective agreements.

Divisional Report

Course offerings are outlined in the section dealing with student statistics. The Division is composed of the Corrections Academy, the Court Services Academy and the Land Titles School. It provides training and educational programs and services for the employees of the Ministry of Attorney-General.

CORRECTIONS ACADEMY

The impact of current government restraint initiatives affected the operations of the Corrections Academy this year. Recruit training was reduced and only 'critical and essential training' was funded. Later in the year, the restriction 'critical and essential training' was lifted and a number of advanced programs were added to the Academy's training plan.

Despite a 30% reduction in instructional staff, a large volume of training was completed. Activities surrounding the commencement of the Vancouver Pretrial Services Centre were of major concern to the Corrections Academy. Academy staff assisted with the initial assessment centre for the selection of new staff members and also conducted the on-site recruit training for the more than 60 new staff. "Crisis Awareness", a new course covering hostage survival, suicide prevention and handling emotional disturbances was delivered at five locations across the Province. Another, "Critical Incidents", designed to assist managers in debriefing major disturbances, was offered on four occasions and was well received by participants. The fifth "Designing a Curriculum (DACUM)" workshop was completed. At the conclusion of the DACUM, a skill profile for adult institutional staff had been completed. This will assist the Academy in the development of more cost-effective competency based training programs.

Community Corrections courses for Probation Officers and Family Court Counsellors were offered and dealt with such areas as mediation and counselling skills. A program responding to the Ministry of Attorney-General's priorities surrounding family violence and sexual abuse was also offered.

Two supervisory programs for newly appointed supervisors were delivered and a new course was developed that focussed on financial administration for managers.

Corrections Academy staff continue contributing to the Branch policy advisory committee. Manpower planning consultation was again provided to the Corrections Branch Staff Development section. A preliminary study of the physical fitness abilities required of Corrections Officers was undertaken and Academy staff assisted in the implementation of new Branch policy dealing with employee performance planning and review.

The Corrections Academy continued to provide contracted services to the Branch in the maintenance of the Manpower Inventory of Branch employees. The database was converted from a word-processing system to a data-processing system and now permits effective analysis of information. Further, services were offered to the Branch through the provision of field librarian services and physical fitness ability testing and consultation.

COURT SERVICES ACADEMY

While a decrease in staff and student training days occurred during the year, the Academy experienced an increase in contracted work from other areas, primarily in the development and delivery of new programs.

Deputy Sheriff training commenced again with the secondment of a full time instructor to the Academy. The first course in January, 1984 was cancelled in mid-February due to the downsizing moves of the Court Services Branch.

A competency based on-the-job training program is being developed to replace the Deputy Sheriff basic course formerly offered at the Academy. Two courses for Deputy Sheriff in-field instructors were conducted, one for Weapons Instructors and the other for Baton Instructors.

Twelve Registrar programs were scheduled and six were conducted. Cancellations were due to staff shortages in the registries, unavailability of instructors and the Government employee labour dispute.

Due to heavy workload on Court Registry Clerk staff, the course schedule was shelved. To meet the training needs the Court Services Academy is developing a competency based on-the-job training program which should provide participants with in-depth training and meet Government's restraint and productivity measures.

Court Services Academy staff provided considerable administrative support to the Young Offenders Act training program and to the Justice of the Peace training program.

The Academy continues to offer contracted training programs for Environment Canada, Motor Vehicle Inspectors, and Weighmasters.

The Academy was approached recently by the Union of B.C. Municipalities to conduct training for By-law Enforcement Officers. Additionally, the Superintendent of Brokers has requested training programs on administrative law which will encompass the writing and the conduct of hearings.

Land Titles School

To meet stringent economy measures, the Land Titles School cancelled all courses and the coordinator of the school was laid off. However, the Institute began working on an on-the-job training program for Land Registry staff that will be delivered in the new fiscal year.

John Laverock
Director

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 meets the law enforcement requirements of the Police Act and attending regulations.

Divisional Report

The philosophy engendered at the Police Academy is that training and education, a lifelong process, continues throughout the career of an officer. The primary objectives of all programs are to develop individuals, both professionally and personally.

Demands for increased community service, increased emphasis on specialization, adoption of new technologies, acceptance of fiscal restraint, all have contributed to new avenues for providing training and educational opportunities for police, reserve members and civilian support staff.

Decentralized program delivery was one way to meet many of these needs. A variety of courses, workshops, seminars and assessment centres were conducted Province wide, by the Academy and in conjunction with the R.C.M. Police. These initiatives proved cost-effective and will be continued in the new fiscal year.

An increased number of Roll Call tapes were produced, again with the R.C.M. Police, in a further effort to upgrade all police personnel in a cost-effective manner. This year, topics as diverse as robbery, baton use, handcuffing techniques and spouse assault, to mention a few, were produced and circulated to departments and detachments across the Province.

The publication, 'Issues of Interest', is an analysis of case law decision and related law topics. It was once again one of the most popular projects. The only publication of its kind in Canada, specifically for police, it is published quarterly and written by the former Director of the Police Academy, Saanich's Chief Constable, John Post. It is widely circulated and used at police training centres, departments, schools, universities and colleges Canada wide.

Due to government restraint, a reduction in funding for police training is expected in the new fiscal year. To offset this development, additional revenue is expected to be generated through a series of job related evening programs for tuition paying police members. Accommodation costs for out-of-town participants will be considerably reduced by housing members at the Institute's residence.

A busy schedule of Block IV and V training occurred throughout the year. One hundred and twelve students attained Certified Constable

Police Academy

status upon completion of the Block V training. March 1984 saw an 18 - month lull in Block I recruit training end with the commencement of Class #28.

Traditionally, the bulk of training activity at the Academy has been from the General Training Program. Economic conditions in 1983-84 in British Columbia and across Canada brought police recruiting to a standstill. This resulted in a reduction of student training days at the Academy. The statistics indicate that 7,502 fewer student training days were generated over the previous year.

Two symposiums regarding police pre-employment training were held at the Institute under the auspices of the Academy. Several innovative training models were addressed. It is interesting to note that statistics introduced at the symposiums indicate that the majority of individuals who have joined the police service in the last seven years possess post-secondary education in addition to the basic recruitment standard of Grade 12.

As a result of the symposiums, a proposal - that recruits entering the General Training Program be paid at a lower salary during the initial Blocks of training, resulting in substantial savings for municipalities, was forwarded to Police Boards for their consideration and action.

The recruit training manual was reviewed, amended and rewritten with a view to having it typeset. The typesetting of the police manual will economize on the cost of paper when the manual is reproduced for new classes. In addition, a part of the manual will be published and distributed for training reserve/auxiliary police Province wide.

Success in policing depends on people. The salaries and benefits of these people absorb 85% of departmental budgets. The best return on departments' investments can be realized through individuals who are conversant with contemporary police practices. The Advanced Training Program is designed to meet this requirement by anticipating changes in laws, policies, procedures and responding with appropriate learning opportunities. More than 150 training sessions on forty-nine different topics were held in Vancouver and around the Province. These resulted in 7,337 student training days, an increase of 8% over the previous year.

Pursuit driving requires skill and dexterity. The three day Advanced Tactical Driving Course increases Officers' awareness of both their driving limitations and capabilities, as well as those of their vehicles. Due to the importance of driving competency, twenty-four courses were conducted at the Boundary Bay driving facility.

A variety of one day advanced workshops and seminars proved practical and popular. They were offered both on the mainland and Vancouver Island and included Stress and the Police Family, Psychological Profiling, Drug Seminars and Neurolinguistic Interviewing.

Pre-promotion exam legal update lectures had special appeal for many promotional candidates. Program success was indicated in the higher levels of achievement attained by program participants.

Through a contract with Employment and Immigration Canada, a third two-week Advanced Investigations course was delivered. The program was attended by Immigration Officers from across Canada and brought to 48 those who have been trained through the Academy.

The Research, Development and Assessment section responds to a range of requests for the development, evaluation and production of course training material. In addition to meeting increased demands for Roll Call Training video tapes, some special projects were completed. Written materials and audio visual productions with the Young Offenders Act were completed; Spouse Assault policy was developed and Intercultural training was delivered. The latter were completed in conjunction with the Vancouver Police Department.

Performance appraisal systems for the supervisory ranks of Corporal and Sergeant were developed and circulated to the police community for initial study and reaction. If accepted, these systems will provide a means for recording specific observed behaviour on the job and can be used as components of the promotional process providing an accurate picture of job performance. Information from the systems can also be used to validate the Supervisory Assessment Centre.

Ten assessment centres were held to determine the suitability of ninety-five candidates. Participants ranged from those seeking initial entry to policing to those aspiring to the junior supervisory ranks through to Sergeants seeking promotion to Staff Sergeants.

An effort was made to promote personal growth and educational development among graduates of both the Block program and the Constables Advanced Program. Individuals were encouraged to participate in the Police Advanced Certificate of Education program. The three tiered program grants credit for courses successfully completed at either the Academy or at the College and/or University level. Two members of the Vancouver Police Department completed the required courses and have been granted certificates.

An active promotion exam service for municipal departments was provided upon request. The service involved the preparation and marking of promotional exams.

Philip Crosby-Jones
Director

Finance and Administration Division

Mission Statement

The Division is responsible for the Institute's physical facilities, personnel, financial and accounting practices and procedures and the provision of monthly financial reports, budget information and purchasing, receiving, stores and communications systems support to all Divisions and Academies. In addition, the Bursar provides advice to the Institute Board on all financial matters.

Divisional Report

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

In the area of employee relations, the Institute negotiated a Collective Agreement with the B.C. Government Employees' Union covering clerical and support staff. The contract, once again, 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 using data provided by six benchmark institutions in the comparison process. The Institute tendered the employee benefits package to the market and was successful in obtaining a 10% reduction in total premium rates for the various plans by moving to another carrier.

The instructional staff of the Justice Institute are seconded, wherever possible, from the field, thus preserving the relevancy of instruction. Support and administrative staff are employed directly by the Institute. At 31 March, 1984, the Institute had a complement of 97.6 full time equivalent (FTE) seconded and directly employed staff, a decrease of 12.4 FTE's from the previous year. Over the past two years, the Institute's seconded and employed staff have been reduced by 30% to reflect a slight downturn in student training days and in response to the Government's restraint program.

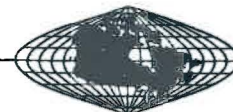
Further efforts to increase the efficient use of instructional resources are reflected in the ability to secure specialized training contracts with several justice and public safety organizations not associated with the Ministry of Attorney-General and Health. Revenues obtained from the special contracts may be used to augment the established academic plans of the Institute's Academies or to reduce the cost of instructional services to the two funding Ministries.

The Institute Board approved the campus development plan prepared by Waisman, Dewar, Grout, Architects and Planners. This was the first step in rezoning of the Institute's Point Grey campus. However, the Ministry of Education stopped the proposed transfer of the site from the Crown to the Justice Institute and thus no further work regarding the application for sub-division and rezoning has transpired.

In December, 1983, the Ministry of Education indicated that it would discontinue funding the Institute, effective 31 March, 1984. Ministry of Education funding of approximately \$2.1 million provided for instructional, administrative and physical facilities support to the Institute. The Ministry of Attorney-General was successful in obtaining a special grant from Treasury Board for fiscal 1984-85. This, together with prior years' surplus funds on hand at the Institute, has led to a reduced budget of \$1.4 million for instructional, administrative and physical facilities support to the Institute for 1984-85. Further staff reductions of 10 FTE's, to the complement noted as at 31 March, 1984, have been issued to occur in 1984-85. The foregoing took place after the Ministry of Education had approved the Institute's Five Year Educational Plan.

In the area of new physical facilities, no progress was made during the year in obtaining construction approval for the indoor firearms range, expansion of the gymnasium complex, the on-site student residence or the fire training facility at Maple Ridge. All projects have important economic and educational advantages but the restraint program points to further delay.

Dean Winram
Bursar



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, 1984 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, 1984 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
June 1, 1984

Chartered Accountants

JUSTICE INSTITUTE OF BRITISH COLUMBIA

FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 1984

Auditors' Report

Statements

- 1 Balance Sheet
- 2 Revenues, Expenditures and Fund Balances
- 3 Changes in Fund Balances - Special Purpose Fund
- 4 Equity in Fixed Assets

Notes to Financial Statements

Schedules

Operating Fund

- A Revenues and Expenditures

Operating Fund Expenditures

- B Instruction
- C Administration
- D Educational Services
- E Library/Media Services
- F Facilities Services

Capital Fund

- G Expenditures


JUSTICE INSTITUTE OF BRITISH COLUMBIA

BALANCE SHEET AS AT MARCH 31, 1984

STATEMENT 1

	1984				1983
	Operating Fund	Special Purpose Fund	Debt Service Fund	Capital Fund	Total
ASSETS					
Current assets					
Petty cash	\$ 250	-	-	-	\$ 250
Bank	276,152	\$2,274	-	-	1,393,474
Term deposits	-	-	-	-	350,000
Investments, at cost	1,287,624	-	-	\$ 500,000	1,787,624
Accounts receivable	363,630	-	-	-	323,018
Prepaid expenses	-	-	-	-	200
Inter-fund balances	(81,435)	-	\$146,829	(65,394)	-
	<u>1,846,221</u>	<u>2,274</u>	<u>146,829</u>	<u>434,606</u>	<u>2,429,930</u>
Fixed assets					
Furniture, equipment and vehicles	-	-	-	1,391,244	1,391,244
Buildings	-	-	-	1,269,609	1,269,609
Site development	-	-	-	204,698	204,698
	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,865,551</u>	<u>2,865,551</u>
TOTAL ASSETS	<u>\$1,846,221</u>	<u>\$2,274</u>	<u>\$146,829</u>	<u>\$3,300,157</u>	<u>\$5,295,481</u>
LIABILITIES AND EQUITY					
Current liabilities					
Bank indebtedness	-	-	-	325,218	\$ 325,218
Sinking fund payments, due within one year	-	-	-	49,148	\$ 45,836
Accounts payable and accrued liabilities	\$ 698,303	-	-	1,000	699,303
	<u>698,303</u>	<u>-</u>	<u>-</u>	<u>375,366</u>	<u>510,609</u>
Debentures (note 2)	-	-	-	819,866	819,866
	<u>698,303</u>	<u>-</u>	<u>-</u>	<u>1,195,232</u>	<u>1,893,535</u>
Equity in fixed assets (statement 4)	-	-	-	1,996,537	1,996,537
Fund balances (statement 2)	1,147,918	\$2,274	\$146,829	108,388	1,405,409
	<u>1,147,918</u>	<u>2,274</u>	<u>146,829</u>	<u>2,104,925</u>	<u>3,401,946</u>
TOTAL LIABILITIES AND EQUITY	<u>\$1,846,221</u>	<u>\$2,274</u>	<u>\$146,829</u>	<u>\$3,300,157</u>	<u>\$5,295,481</u>

Approved by


 R.J. Stewart
 Chairman of the Board


 P.D. Winram
 Bursar

JUSTICE INSTITUTE OF BRITISH COLUMBIA
REVENUES, EXPENDITURES AND FUND BALANCES
YEAR ENDED MARCH 31, 1984

STATEMENT 2

	1984				1983
	Operating Fund	Special Purpose Fund	Debt Service Fund	Capital Fund	Total
					Total
Revenue					
Province of British Columbia					
Ministry of Education					
Operating grants	\$2,126,430	-	-	-	\$2,126,430
Debt service grants	-	-	-	\$205,057	205,057
Capital grants	-	-	-	-	47,800
Ministry of the Attorney-General	2,995,353	-	-	-	2,995,353
Ministry of Health	643,793	-	-	-	643,793
Contract programs	58,744	-	-	-	58,744
Tuition fees	335,713	\$ 2,575	-	-	338,288
Prior year's surplus	627,254	-	-	-	627,254
Investment income	138,856	-	-	41,335	180,191
Other income	15,118	-	-	-	15,118
Reversal of accrued liability	-	25,000	-	-	25,000
	6,941,261	27,575	-	246,392	7,215,228
Expenditures (schedules A and G)	5,793,395	115,892	\$ 4,607	277,500	6,191,394
Excess (deficiency) of revenues over expenditures	1,147,866	(88,317)	(4,607)	(31,108)	1,023,834
Fund balances at beginning of year	1,067,603	243,634	151,436	139,496	1,602,169
Net inter-fund transfers (statement 3)	153,043	(153,043)	-	-	-
To operating revenue	(627,254)	-	-	-	(627,254)
Portion of prior years' surplus returned to Province of British Columbia	(593,340)	-	-	-	(593,340)
	52	90,591	151,436	139,496	381,575
FUND BALANCES AT END OF YEAR	\$1,147,918	\$ 2,274	\$146,829	\$108,388	\$1,405,409
					\$1,602,169

JUSTICE INSTITUTE OF BRITISH COLUMBIA

CHANGES IN FUND BALANCES

STATEMENT 3

SPECIAL PURPOSE FUND

YEAR ENDED MARCH 31, 1984

	Balance at beginning of year	Operating Fund surplus allocations	Receipts		Total before transfers and disbursements	Transferred to Operating Fund	Returned to Operating Fund surplus	Disbursements		Balance at end of year
			Province of British Columbia	Other				Supplies and services	Equipment	
Fire Academy training program										
Year 1980/1981	\$ 5,025	-	-	-	\$ 5,025	-	\$ 50	\$ 4,975	-	-
Year 1981/1982	12,324	-	-	-	12,324	-	-	12,324	-	-
Year 1982/1983	7,000	-	-	-	7,000	-	7,000	-	-	-
Fire Academy capital	9,293	-	-	-	9,293	-	-	-	\$ 9,293	-
Security 1982/83	5,772	-	-	-	5,772	-	-	5,772	-	-
Landscaping	1,897	-	-	-	1,897	-	1,587	310	-	-
Police cells simulations	360	-	-	-	360	-	360	-	-	-
Principal's Fund 1981/82	62,461	-	-	-	62,461	-	41,472	9,068	11,005	\$ 916
Principal's Fund 1982/83	-	\$ 76,000	-	-	76,000	-	76,000	-	-	-
Women's Access Centre	15,265	-	-	-	15,265	\$15,265	-	-	-	-
Building leases	3,540	-	-	-	3,540	-	-	3,540	-	-
Architects' fees	16,122	-	-	-	16,122	-	-	16,122	-	-
Hay Study	3,739	-	-	-	3,739	-	1,260	2,479	-	-
Renovations	19,897	-	-	-	19,897	-	19,739	158	-	-
Information services	14,000	-	-	-	14,000	-	14,000	-	-	-
Physical training equipment and supplies	1,387	-	-	-	1,387	-	930	272	185	-
Labour Management Fund	66,847	-	-	\$25,000	91,847	-	86,037	5,810	-	-
T-shirt inventory	579	-	-	-	579	-	-	(746)	-	1,325
Distance education course	86	-	-	-	86	-	86	-	-	-
Conciliation conference	(1,960)	-	-	2,575	615	-	-	615	-	-
Police Academy	-	50,000	-	-	50,000	-	49,237	763	-	-
Corrections Academy	-	27,000	-	-	27,000	-	26,591	409	-	-
Court Services Academy	-	23,000	-	-	23,000	-	12,202	10,765	-	33
Fire Academy	-	50,000	-	-	50,000	-	50,000	-	-	-
Emergency Health Services Academy	-	50,000	-	-	50,000	-	45,484	2,500	2,016	-
Educational services	-	50,000	-	-	50,000	-	48,000	-	2,000	-
Campus planning and rezoning	-	50,000	-	-	50,000	-	33,743	16,257	-	-
Storm water retention basin	-	24,000	-	-	24,000	-	-	-	-	-
Operating capital/public works and renovations	-	55,612	-	-	55,612	-	55,612	-	-	-
	<u>\$243,634</u>	<u>\$455,612</u>	-	<u>\$27,575</u>	<u>\$726,821</u>	<u>\$15,265</u>	<u>\$593,390</u>	<u>\$91,393</u>	<u>\$24,499</u>	<u>\$2,274</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

EQUITY IN FIXED ASSETS

STATEMENT 4

YEAR ENDED MARCH 31, 1984

	<u>1984</u>	<u>1983</u>
Balance at beginning of year	<u>\$1,849,121</u>	<u>\$1,648,318</u>
Net additions financed by Capital Fund	72,443	13,302
Net additions financed by Operating Fund	13,465	119,807
Net additions financed by Special Purpose Fund	<u>18,620</u>	<u>31,166</u>
	104,528	164,275
Loss on disposal of fixed assets	<u>5,197</u>	<u>11,616</u>
	<u>99,331</u>	<u>152,659</u>
	1,948,452	1,800,977
Reduction of debenture	<u>48,085</u>	<u>48,144</u>
BALANCE AT END OF YEAR	<u><u>\$1,996,537</u></u>	<u><u>\$1,849,121</u></u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 1984

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.

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 \$186,160 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>1984</u>	<u>1983</u>
13.39% sinking fund debenture; with sinking fund payments of \$63,324 per annum including interest until maturity in April, 2000	\$370,728	\$380,486
16.875% sinking fund debenture; with sinking fund payments of U.S. \$113,985 per annum including interest until maturity in December, 1986 (\$430,596 U.S.)	<u>498,286</u> <u>869,014</u>	<u>536,613</u> <u>917,099</u>
Less principal portion of sinking fund payments due within one year	<u>49,148</u>	<u>45,836</u>
	<u>\$819,866</u>	<u>\$871,263</u>

3. OPERATIONS

During fiscal 1984, the Ministry of Education provided the Institute with an operating grant of \$2,126,430 for the operation of community programs, instructional support, administration and facilities support. In December, 1983, the Ministry announced that it would no longer provide funding support to the Institute after March 31, 1984. The Institute has arranged replacement funding through the Ministry of the Attorney-General in the amount of \$1,462,000 to fund these activities for fiscal 1985.

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND

REVENUES AND EXPENDITURES

SCHEDULE A

YEAR ENDED MARCH 31, 1984

	<u>Prior years'</u> <u>surplus funds</u>	<u>Province of</u> <u>British Columbia</u>	<u>Contract</u> <u>services</u>	<u>Other</u>	<u>Total</u>	<u>Budget</u>
REVENUES						
Government of British Columbia Grants -						
Ministry of Education	\$ 15,265	\$2,126,430	-	-	\$2,141,695	\$2,141,426
Ministry of the Attorney-General						
Police Academy	227,413	1,283,337	\$ 7,154	-	1,517,904	1,400,000
Corrections Academy	76,688	833,040	2,525	-	912,253	949,308
Court Services Academy	36,147	344,842	27,503	-	408,492	430,652
Fire Academy	74,522	534,134	9,551	-	618,207	534,134
Land Title School	(4,495)	-	12,011	-	7,516	13,050
Ministry of Health						
Emergency Health Services Academy	194,959	643,793	120,552	-	959,304	1,076,044
Community programs	6,755	-	215,161	-	221,916	171,385
Interest						
Bank	-	-	-	\$ 54,433	54,433	32,600
Investments	-	-	-	84,423	84,423	-
Sundry income	-	-	118,330	15,118	133,448	-
	<u>\$627,254</u>	<u>\$5,765,576</u>	<u>\$512,787</u>	<u>\$153,974</u>	<u>\$7,059,591</u>	<u>\$6,748,599</u>
EXPENDITURES						
Instruction (schedule B)						
Police Academy					\$1,191,339	\$1,400,000
Corrections Academy					712,757	949,308
Court Services Academy					286,808	430,652
Fire Academy					483,392	534,134
Land Title School					8,077	13,050
Emergency Health Services Academy					1,034,948	1,076,044
Community programs					414,034	344,930
					<u>4,131,355</u>	<u>4,748,118</u>
Administration (schedule C)					703,458	737,602
Educational Services (schedule D)					285,766	341,879
Library/Media Services (schedule E)					359,509	409,444
Facilities Services (schedule F)					431,637	511,556
					<u>5,911,725</u>	<u>6,748,599</u>
Surplus for the year					<u>1,147,866</u>	<u>-</u>
					<u>\$7,059,591</u>	<u>\$6,748,599</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND EXPENDITURES

INSTRUCTION

SCHEDULE B

YEAR ENDED MARCH 31, 1984

	<u>Actual</u>	<u>Budget</u>
Salaries and employee benefits	\$2,392,538	\$2,492,938
Professional development	8,644	19,050
Contract instruction	530,744	530,120
Supplies	156,599	197,354
Postage and telephone	6,171	4,100
Leases and rentals		
Buildings	6,598	12,720
Equipment	3,183	8,677
Maintenance and repairs		
Vehicles (including fuel)	83,644	121,306
Equipment	11,822	14,205
Buildings and grounds	923	2,000
Books and periodicals	6,289	8,400
Equipment replacement	10,460	22,543
Travel - staff	88,614	149,857
Travel, meals and housing - students	645,165	890,464
Memberships	1,581	2,050
Consultant's fees	137,710	205,397
Data processing	14,279	33,520
Traffic and security	90	100
Student activities	3,703	6,850
Advertising and publicity	14,010	7,517
Other	13,939	29,050
Miscellaneous income	<u>(5,351)</u>	<u>(10,100)</u>
	<u>\$4,131,355</u>	<u>\$4,748,118</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND EXPENDITURES

ADMINISTRATION

SCHEDULE C

YEAR ENDED MARCH 31, 1984

	<u>Actual</u>	<u>Budget</u>
Salaries	\$407,857	\$382,053
Employee benefits	41,526	44,099
Professional development	2,879	3,100
Supplies	35,676	39,300
Postage and telephone	104,282	98,400
Leases and rentals - equipment	63,520	63,750
Maintenance and repairs		
Vehicles (including fuel)	4,310	6,575
Equipment	924	5,600
Books and periodicals	528	1,600
Equipment replacement	163	-
Travel - staff	2,395	6,650
Memberships	1,703	1,325
Consultant's fees	11,068	24,750
Insurance	1,500	750
Data processing	20,035	24,000
Advertising and publicity	1,915	30,200
Other	3,180	5,450
Miscellaneous income	(3)	-
	<u>\$703,458</u>	<u>\$737,602</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND EXPENDITURES

EDUCATIONAL SERVICES

SCHEDULE D

YEAR ENDED MARCH 31, 1984

	<u>Actual</u>	<u>Budget</u>
Salaries	\$263,032	\$266,554
Employee benefits	29,079	31,394
Professional development	1,433	2,616
Contract instruction	1,000	30,000
Supplies	6,486	13,100
Leases and rentals		
Buildings	62	-
Equipment	340	-
Maintenance and repairs		
Vehicles (including fuel)	2,742	2,200
Equipment	1,342	200
Books and periodicals	647	1,100
Equipment replacement	700	-
Postage and telephone	1,042	-
Travel - staff	2,050	8,400
Memberships	155	350
Consultant's fees	21,773	39,730
Advertising and publicity	-	2,771
Other	482	964
Charge-backs to Academies	(39,750)	(50,000)
Miscellaneous income	(6,849)	(7,500)
	<u>\$285,766</u>	<u>\$341,879</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND EXPENDITURES

LIBRARY/MEDIA SERVICES

SCHEDULE E

YEAR ENDED MARCH 31, 1984

	<u>Actual</u>	<u>Budget</u>
Salaries	\$289,753	\$298,514
Employee benefits	31,628	36,597
Professional development	974	3,050
Supplies	27,366	27,610
Rentals - equipment	9,497	8,500
Maintenance and repairs		
Vehicles (including fuel)	916	2,400
Equipment	5,339	4,500
Telephone and postage	1,013	-
Books and periodicals	34,945	60,230
Equipment replacement	1,459	-
Travel - staff	1,148	2,200
Memberships	47	684
Data processing	12,431	16,109
Advertising and publicity	-	2,000
Other	359	50
Charge-backs to Academies	(53,000)	(53,000)
Miscellaneous income	<u>(4,366)</u>	<u>-</u>
	<u>\$359,509</u>	<u>\$409,444</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

OPERATING FUND EXPENDITURES

FACILITIES SERVICES

SCHEDULE F

YEAR ENDED MARCH 31, 1984

	<u>Actual</u>	<u>Budget</u>
Supplies	\$ 1,381	\$ 500
Leases and rentals		
Equipment	70	2,600
Buildings	10,140	20,000
Maintenance and repairs		
Buildings and grounds	402,441	447,256
Equipment	216	2,000
Traffic and security	8,516	16,000
Consultant's fees	9,757	20,000
Insurance	(1,000)	2,700
Other	<u>116</u>	<u>500</u>
	<u>\$431,637</u>	<u>\$511,556</u>

JUSTICE INSTITUTE OF BRITISH COLUMBIA

CAPITAL FUND

EXPENDITURES

SCHEDULE G

YEAR ENDED MARCH 31, 1984

	<u>1984</u>	<u>1983</u>
Debentures		
Principal	\$ 48,085	\$ 48,144
Interest	156,668	156,683
Miscellaneous	304	-
Operating capital		
Furniture and equipment	63,624	-
Vehicles	-	-
Buildings	<u>8,819</u>	<u>13,302</u>
	<u>\$277,500</u>	<u>\$218,129</u>

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Justice Institute of British Columbia,
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