

# Annual Report 1988/89







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# What is the JI?

The Justice Institute is a post-secondary educational institution similar to other colleges and institutes in B.C. The JI trains municipal police officers, provincial corrections staff, firefighters, ambulance personnel, court services staff, and employees from private agencies and the public.

The JI is unique in North America in a number of respects. It provides training for the justice and public safety system in one institute, whereas in other provinces and states the training is done by a mix of organizations. The Institute ensures its training programs are relevant and state-of-the-art by making extensive use of experienced personnel from the field who are seconded to the Institute as instructors. The various disciplines share all educational and support services, including a library, media centre, physical education facilities, program development expertise and other services. This sharing enriches all programs while making them very cost-effective.

Last year, the Justice Institute registered 22,500 students, for a total of 86,932 training days. In 1988-89 the Institute's budget was just under \$7 million.

The JI is governed by a Board of Directors and is managed by a Principal and an Executive Committee. It is organized under two divisions and four academies: Educational Services and Extension Programs Division, Finance and Administration Division, Fire Academy, Police Academy, Corrections Academy, and Emergency Health Services Academy. In 1989, a fifth — Provincial Emergency Program Academy — has been added, to train employees in this field.

As a provincial institute, the JI reports to the Government of B.C. through the Ministry of Solicitor General, which provides the Institute with its core budget. The Institute also receives funding from three other provincial ministries for training in their areas of responsibility, and generates additional revenue through other training contracts and fee-for-service programs.



# Letter of Transmittal

The Honourable Angus Ree  
Solicitor General of British Columbia  
Parliament Buildings  
Victoria, British Columbia

Dear Mr. Minister:

On behalf of the Board of Directors of the Justice Institute of British Columbia, I have the honour to submit to you the Annual Report of the Institute for the fiscal year 1988/89 pursuant to Section 60 of the College and Institute Act.



ROBERT J. STEWART  
*Chairman of the Board*

## Mission Statement

The Justice Institute of B.C. is dedicated to improving the quality of justice and public safety by developing and delivering training programs and educational services to professionals and the public.

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## Goals

1. To develop and deliver programs and services in the area of justice and public safety consistent with the identified needs of the Ministries of the Solicitor General, Attorney General, Health and Municipal Affairs.
2. To develop and deliver programs and services consistent with the identified needs of other government ministries, private agencies, community groups and others engaged in justice and public safety.

3. To engage in partnerships with other organizations in pursuit of the Justice Institute mission.
4. To share services, resources and expertise among Academics/Divisions to achieve more effective delivery of programs.
5. To heighten awareness of the unique nature and structure of the Justice Institute and its services.



# Report of the Principal

Growth in major academy programs and new Institute initiatives highlight the 1988/89 Annual Report.

Justice Institute training days hit an all-time high. Increased demand from our client groups, a growing number of tuition-paying students and a variety of new contracts have pushed all academies to record levels of productivity.

Under new initiatives, the JI:

- signed a contract with the Open Learning Agency to market its educational and training products outside British Columbia
- entered into a joint venture with the Insurance Corporation of British Columbia to create the Pacific Traffic Education Centre
- gained recognition of the Peace Officer Physical Abilities Test as a Canada-wide training standard by a number of justice and public safety organizations
- completed the "Fire Safety At Work" project with funds granted by the Open College Courseware Fund
- won national awards of excellence for two new video productions developed to support ongoing academy training needs

All of these programs and projects are examples of the Justice Institute's overall commitment to quality, flexibility and cost effectiveness. The Institute owes its successes to the efforts of our talented and dedicated staff, to the support received from our major client groups, and to the work of the Board of the Justice Institute.

The Institute celebrated its tenth anniversary in 1988. One of a series of special events to highlight the occasion involved nearly 300 current and former staff members and friends of the Institute attending a reunion dinner and dance.

In September, 1988, Principal Bernie Doyle resigned to take the position of Deputy Minister of Social Services and Corrections for the Northwest Territories. Bernie made an outstanding contribution to the Institute during his tenure here, and he is missed by his colleagues and friends.

Jack Giles resigned from the Board this year and three new appointees were added: RAdm. Robert D. Yanow, Peter Webster and Donald Pamplin.

As the Institute's new Principal, I am committed to moving forward on the strong foundation that exists, and providing leadership in strategic planning to assist the Institute in readying itself for the opportunities of the next decade.



LAWRENCE E. GOBLE  
*Principal*



# Justice Institute of B.C.

**Ministry of Municipal Affairs,  
Recreation and Culture**  
(Office of the Fire Commissioner)

**Ministry of Solicitor General**  
(Corrections Branch, Police  
Services)

**Ministry of Health**  
(Emergency Health Services  
Commission)

**Ministry of Attorney General**  
(Court Services Branch)

## Organization

**Board of Directors**

**Principal**

**Policy Advisory  
Committee**



**Fire  
Academy**



**Corrections  
Academy**



**Finance and  
Administration  
Division**



**Educational  
Services &  
Extension Pro-  
grams Division**  
(includes Court  
Services Training)



**Police  
Academy**



**Emergency  
Health Services  
Academy**



# Members of the Board

**Robert J. Stewart** (*Chairman*)  
Chief Constable, Vancouver Police  
Department

**Anthony P. Pantages, Q.C.**  
(*Vice Chairman*)  
Barrister and Solicitor,  
Russell and DuMoulin

**Joseph H. Cohen, C.M. L.L.D. (Hon.)**  
Vice President and Director,  
Sony of Canada Ltd.

**Donald J. Pamplin**  
Fire Chief, City of Vancouver

**Glen Ridgway, Q.C.**  
Barrister and Solicitor  
Williams, Davie and Co.

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

**Mary E. Saunders, Q.C.**  
Barrister and Solicitor,  
Campney and Murphy

**Peter Webster**  
Chairman, View West Services

**RADM Robert D. Yanow, CMM, CD**

## Executive Committee

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**Lawrence E. Goble**  
Principal

**Philip B. Crosby-Jones**  
Director, Police Academy

**Patricia D. Ross**  
Dean, Educational Services and  
Extension Programs Division  
including Court Services Training

**John E. Laverock**  
Director, Corrections Academy

**Paul C. Smith**  
Director, Fire Academy

**Anthony T. Williams**  
Director, Emergency Health Services  
Academy

**P. Dean Winram**  
Director, Finance and Administration  
(Bursar)

## Policy Advisory Committee

**James Kempling**, Assistant Deputy  
Minister, Support and Regulatory Services  
Ministry of Solicitor General

**Richard Dumala**, Fire Commissioner

**Jim Graham**, Deputy Commissioner of  
Corrections

**Fred Bates**, Executive Director  
Emergency Health Services Commission

**Robin B. Bourne**, Assistant Deputy  
Minister  
Police Services

**A.K.B. (Tony) Sheridan**, Director of  
Court Services

**Lawrence E. Goble**, Principal  
Justice Institute of B.C.

**Patricia D. Ross**, Dean, Educational  
Services and Extension Programs Division  
including Court Services Training  
Justice Institute of BC

**P. Dean Winram**, Bursar  
Justice Institute of BC



# Student Statistics Report 1988/89

Year to  
March 31, 1989

DIVISION:  
Corrections  
Academy



Regional Training	
S.O. Recruit Certificate	
Basic Supervisory Competency	
Word Processing	
Provincial Case File	
Instructional Techniques	
Working with the Sexual Offender	
Retraining in Youth	
Custody and Access & Child Development	
Labour Relations	
Youth Update	
Hostile Clients	
Managing Upwards	
Image Improvement	
Probation Officer Update	
Probation Record System	
Security Officer	
Firearm Instructors	
Advanced Training Meeting	
Chemical Agents Instructors	
Critical Incidents	
Youth Probation Workshop	
S.C.B.A. Instructional Techniques	
Financial Operations in Government	
Sex Offender Workshop	
Local Director Prof. Workshop	
Team Building	
Parole Co-ordinators	
Records Officer	
Contract Management	
GMACS Computer	
Advanced Adult Sex Offender	
CEOWRITE	
Occupational Health & Safety	
Retraining Family Court Counsellors	
Physical Assessment	
Advanced Institutional Training	
Classification Officer Workshop	
Advanced Conflict Resolution	
Probation Officer — Basic	
Conflict Resolution	
Managing Change	
Media Relations	

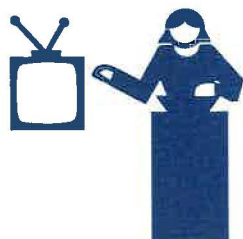
<u>No. of Courses</u>	<u>No. of Students</u>	<u>No. of Student Days</u>
1	834	2,818
9	155	3,555
16	221	989
18	65	181
19	82	117
1	4	8
1	26	51
1	8	16
1	3	12
1	18	36
1	18	18
3	49	49
1	26	26
1	12	12
1	3	3
24	108	204
6	126	2,382
1	9	45
1	20	20
1	15	45
1	12	36
1	16	16
1	15	75
1	18	54
1	26	52
1	55	110
1	8	24
1	20	40
1	29	58
1	21	83
1	12	36
1	23	46
2	8	21
1	16	32
1	19	81
1	12	12
2	26	77
1	14	25
1	13	39
2	46	839
2	29	54
1	8	24
1	6	12
<u>135</u>	<u>2,254</u>	<u>12,433</u>

DIVISION:  
Educational  
Services

Negotiation 1	
Negotiation 2	
Let's Talk About Touching	
Sexual Abuse Training	
Duties and Responsibilities of Directors	

11	206	662
3	63	272
13	292	622
16	322	977
3	71	142





	<u>No. of Courses</u>	<u>No. of Students</u>	<u>No. of Student Days</u>
Conflict Resolution — Introduction	11	214	355
Conflict Resolution — I	14	231	803
Conflict Resolution — II	7	137	411
Conflict Resolution III	3	20	180
Interviewing the Sexually Abused Child	1	17	17
Working with Pre-Delinquent & Delinquent Youth	6	169	240
Mediation — Commercial Disputes	1	18	18
Supervising in a Group Home Setting	4	71	142
Current Dilemmas, Future Challenges	1	150	300
Commercial Mediation	1	33	66
Asserting Yourself Under Pressure	3	53	106
Administrative Law	2	29	58
Mediation 1	8	155	465
Mediation 2	4	70	305
Legal In-Service	1	15	5
Victim Assistance	5	175	324
Adolescent Sex Offender	1	25	50
Choice and Change	1	13	13
Mediation Assessments	1	4	1
Basic Supervisory Competency	3	41	205
The Addicted Adolescent	2	32	64
Marketing Mediation Services	1	15	10
How to Protect Your Children	2	37	8
Dealing with Conflicts on the Job	1	15	15
Victim Offender Continuum	1	300	600
Volunteer Management for Victim Asst. Programs	1	35	70
Conflict Resolution with Committees & Boards	1	15	30
Making Order out of Chaos	3	61	61
Art & Play Therapy	2	48	96
Effective Presentation	1	17	23
Anger Management with Youth	3	91	223
Intermediate Mediation	1	36	72
Communication Skills for Conflict Resolution	1	14	28
Children in the Justice System	1	215	645
Effective Criticism	1	13	26
Mediation With Youth	1	15	30
Resolving Group Conflict	1	11	22
An Easy Pill to Swallow	1	15	15
Child Sexual Abuse	2	95	190
Grief, Loss and Process of Recovery	1	38	72
Mediation Training	3	27	204
Families In Conflict	1	8	16
Victim Services — Regional Workshop	2	72	144
Managing the Troublesome Employee	1	12	24
Clear and Simple Writing Skills	1	16	48
Cross-cultural Conflict Resolution	2	41	82
Performance Planning and Review	1	19	19
Adolescent Conference	1	175	438
Separating the People from the Problem	3	56	92
By-law Enforcement	2	33	165
Supervisory Skills	1	12	24
Advanced Communication Skills	2	32	64
Communication Skills	2	45	90
Group Conflict Resolution	1	20	40
Group Home Management	1	25	50
Accident Investigation	1	9	18
Help! A Workshop for Exhausted Parents	2	40	40



	<u>No. of Courses</u>	<u>No. of Students</u>	<u>No. of Student Days</u>
Network for Community Justice Conference	1	40	40
Group Facilitation Skills	1	18	36
Handling Sensitive People Issues	1	14	14
Creative/Expressive Process	1	12	12
Taking a Second Look	1	35	35
Violence in Intimate Relationships	1	14	28
Exploration of Risks and Dilemmas	1	13	26
Prosecution	2	32	170
Adult Children of Alcohol	1	43	86
Fundraising for Crime Prevention Groups	2	50	75
Management Skills for Supervisors	3	42	168
Coaching Skills	2	20	60
Deputy Sheriff — Block II	2	31	309
Management Training	1	25	50
Effective Influencing	1	17	51
J.P. — Basic Training	1	10	50
Crisis Intervention	1	12	24
Group Skills for Adolescents	2	30	51
Conflict Resolution for Teachers	1	15	15
Stress and Burnout	1	17	17
Loneliness and Grieving in Adolescents	1	26	26
Integrative Planning Process	1	14	28
Generation Connection	2	43	23
Conflict in Organizations	1	10	20
Critical Skills for Communications	1	28	56
Writing Skills: Executive Update	1	12	24
The Double Battle	1	37	37
Managing Complex Change	1	13	26
Women, Addictions and Healing	1	20	20
Caring for Yourself	1	15	15
Driver Examiner	1	4	36
	<u>212</u>	<u>5,066</u>	<u>12,225</u>

## Court Services



Deputy Sheriff — Block I	2	36	252
Deputy Sheriff — Block II	3	54	1,012
Deputy Sheriff — Block III	3	12	360
Instructional Techniques	3	17	79
Baton Instructors	1	10	50
Justice of the Peace	2	24	120
Deputy Sheriff Evaluators	3	15	48
Super Supervisor	1	15	15
Management Skills for Supervisors	3	43	172
Handgun Instructors	1	6	12
Fitness Tests	1	48	24
	<u>23</u>	<u>280</u>	<u>2,144</u>

## DIVISION: Emergency Health Services Academy

EMA I			
Training	6	483	3,233
Continuing Ed	2	1,600	5,028
EMA II			
Recert. Update/Defib/SED	7	101	1,854
I.V. Training 1 & 2	4	45	195
I.V. Training 3 & 4	11	36	73
Block I	1	635	907





	<u>No. of Courses</u>	<u>No. of Students</u>	<u>No. of Student Days</u>
Blocks II & III	2	23	625
Recert. Tutoring	1	39	43
Training	3	72	2,472
Instructor Training	1	12	12
EMA III			
ALS Recert	4	78	924
ALS Upgrade	4	47	1,125
ALS Cont. Educ.	2	170	180
ITT Cont. Educ.	7	102	38
AirEvac	4	56	116
PHP			
ACLS Instructor	1	19	76
ACLS Provider	16	562	1,249
ACLS Recertification	7	177	354
Trauma for R.N.'s	1	19	47
Certification	4	80	15
Trauma for MD's	2	41	82
BTLS	3	48	144
Medic Training — Search & Rescue	1	10	25
UNIT CHIEF			
Regional Meeting	3	26	46
Home Study/Tutorial/Exam	1	226	665
Teleconference	1	66	15
Manager	1	16	32
CONTINUING EDUCATION			
EMA 2/3 Cont. Ed.	<u>1</u>	<u>1,000</u>	<u>2,543</u>
	<u>101</u>	<u>5,789</u>	<u>22,118</u>

## DIVISION: Fire Academy



Volunteer Certification Program	265	5,448	17,065
In-Field — Basic	2	44	97
Training Officer	3	9	108
Training Officer II	2	8	32
Fire Training Refresher	1	6	11
Risk Management	3	122	127
INAC BC — Basic	12	110	298
INAC BC — Fire Safety Inspection	1	14	70
INAC BC — Training Techniques	16	161	428
INAC BC — Vol. Officer Phase I	1	17	85
INAC BC — Vol. Officer Phase II	1	8	40
Company Officer	1	422	2,918
Command Officer	1	36	365
INAC — Sask. — Basic	2	28	75
INAC — Sask. — Modules A & B	12	130	493
INAC — Sask. — Module C	2	27	128
Community Instructor	2	19	95
Fire Prevention Inspector	4	15	126
Evaluator — Phase I	2	16	80
Administrative Officer	1	1	6
Intro to Fire Prevention	1	1	10
Corrections Canada — Basic	1	19	38
Corrections Canada — Firefighting & SCBA	1	20	40
Fire Prevention	1	4	36
Fire Extinguisher Training	1	9	4
Training Techniques	3	14	35
Fire Science	1	1	6
Duties of the Fire Commissioner	<u>1</u>	<u>29</u>	<u>4</u>
	<u>344</u>	<u>6,738</u>	<u>22,820</u>



DIVISION:  
Police Academy

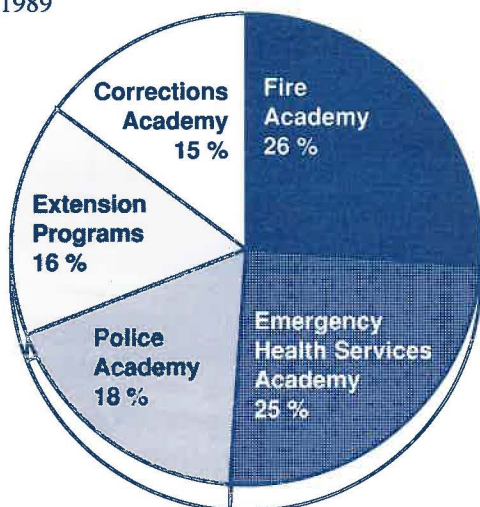


	<u>No. of Courses</u>	<u>No. of Students</u>	<u>No. of Student Days</u>
P.O.G.T.P. — Block I	3	88	4,741
P.O.G.T.P. — Block III	3	77	2,505
P.O.G.T.P. — Block IV	3	62	1,137
P.O.G.T.P. — Block V	2	69	1,242
Pre-Entry Testing	1	203	30
Exemption Candidates	1	5	5
Recruit Level Assessment Centre	16	143	466
Instructors Clinic	1	6	12
Recruit Exercise Workshop	1	9	27
Police (Non-Sworn) Personnel	1	18	72
Police Supervisors Advanced Refresher	1	16	64
Dispatchers Seminar	1	122	122
Self Defence & Control Tactics	1	17	17
Firearms Instructor	3	29	125
Accident Investigation	2	23	115
Effective Presentation	3	38	190
Telecommunications Operators	3	51	255
Field Trainers	3	63	189
Firearms Qualifications	3	168	168
Surveillance Techniques & Resources	1	8	80
Breathalyzer Technicians	1	19	171
Telecommunication Operators Refresher	1	17	51
Police — Labour Relations Seminar	1	31	62
Pre-Retirement Seminar (JR)	1	17	34
Pre-Retirement Seminar (SR)	1	25	75
Drug Investigation	2	47	235
Commanders/Negotiators	1	36	109
Negotiators	1	21	105
Crime Prevention Practitioners Program	1	29	145
Commanders	2	32	160
Challenge	2	10	20
Interviewing Techniques	3	49	98
S/Sgt. Assessment Centre	2	18	36
B.C. Tel Investigators	1	25	125
Negotiators Refresher	1	18	36
Police (Acting) Supervisors	1	23	115
Legal & Traffic Review	1	40	20
Bill C 15	1	55	27
B.C. Transit Peace Officers	1	5	10
Officer Survival	1	13	39
School Liaison Officer Program	1	12	48
Police Investigators	2	40	200
Future Face of Law Enforcement	2	60	60
Corporal Level Assessment Centre	2	24	48
Tactical Police Driving	1	12	36
Child Abuse Investigators Seminar	1	75	225
Asian Gang Seminar	2	280	560
Constables Advanced Program	1	23	230
Police Supervisors — Advanced	1	14	126
Air Brake Training	1	8	24
Fraud Investigator	1	30	150
Major Crime Investigators	1	20	200
Bill C-61	1	20	10
Basic Computer Training	1	10	40
	<u>97</u>	<u>2,373</u>	<u>15,192</u>



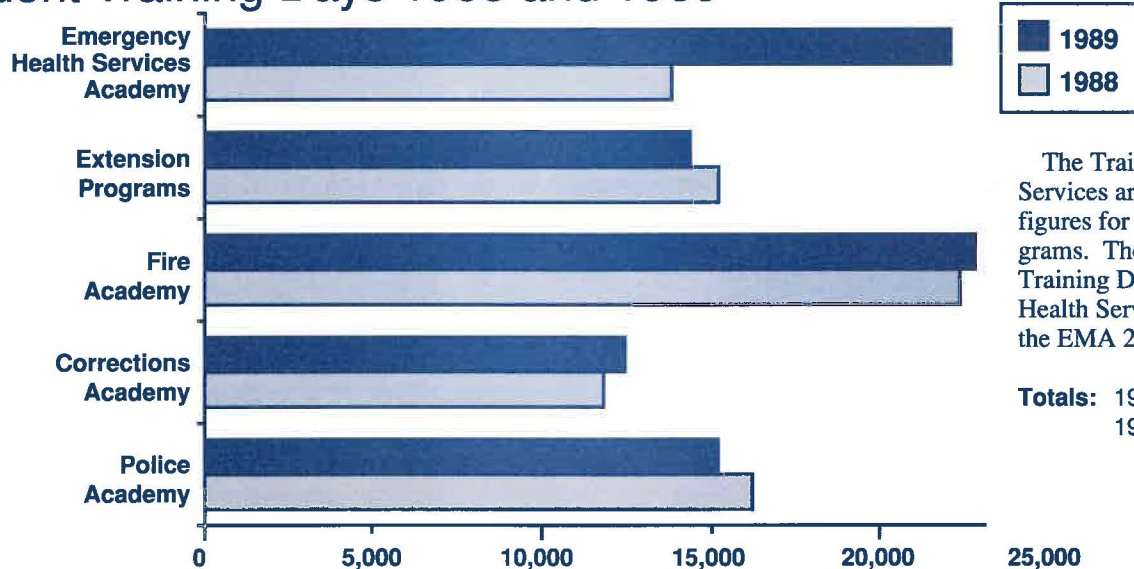
# Distribution of Student Training Days by Academy/Division

Year ending March 31, 1989



Percentage figures relate to total of all Institute training days for the year. The Institute delivers training programs by distance learning package (i.e., mail-out kits containing printed, audio and visual materials, KNOW, etc.), typical classroom-instructor situations and pre-course reading materials in order to ensure that programs are delivered in the most effective manner.

## Student Training Days 1988 and 1989

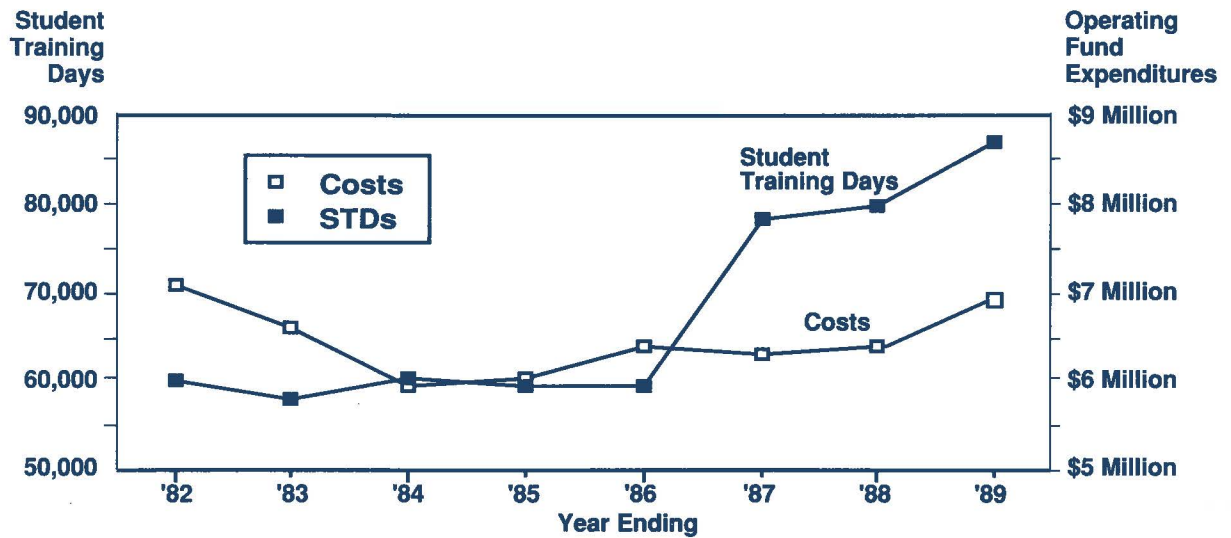


The Training Days for Court Services are included in the figures for Extension Programs. The increase in Training Days for Emergency Health Services is centred in the EMA 2 area.

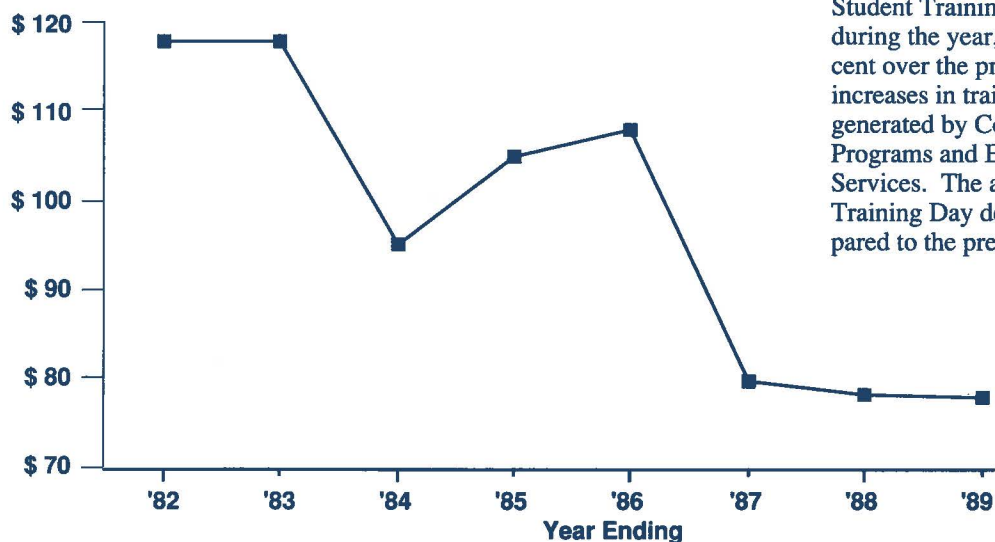
**Totals:** 1989 - 86,932  
1988 - 79,495



## Performance Summary 1982-83 through 1988-89



## Cost per Student Training Day (STD)



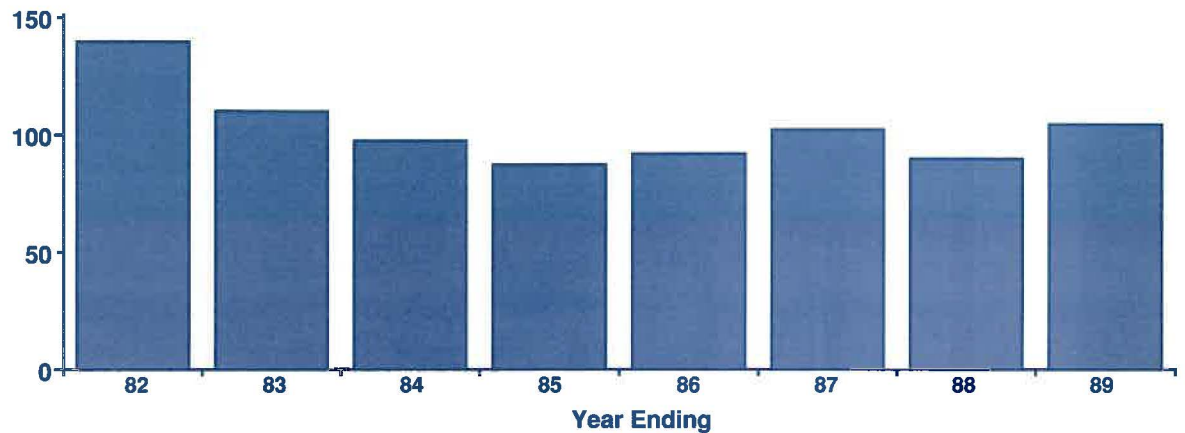
The Institute provided nearly 87,000 Student Training Days of instruction during the year, an increase of 9.4 per cent over the previous year. Substantial increases in training activity were generated by Corrections, Extension Programs and Emergency Health Services. The average cost per Student Training Day declined slightly compared to the previous year.



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## Total complement of Institute employees and seconded staff

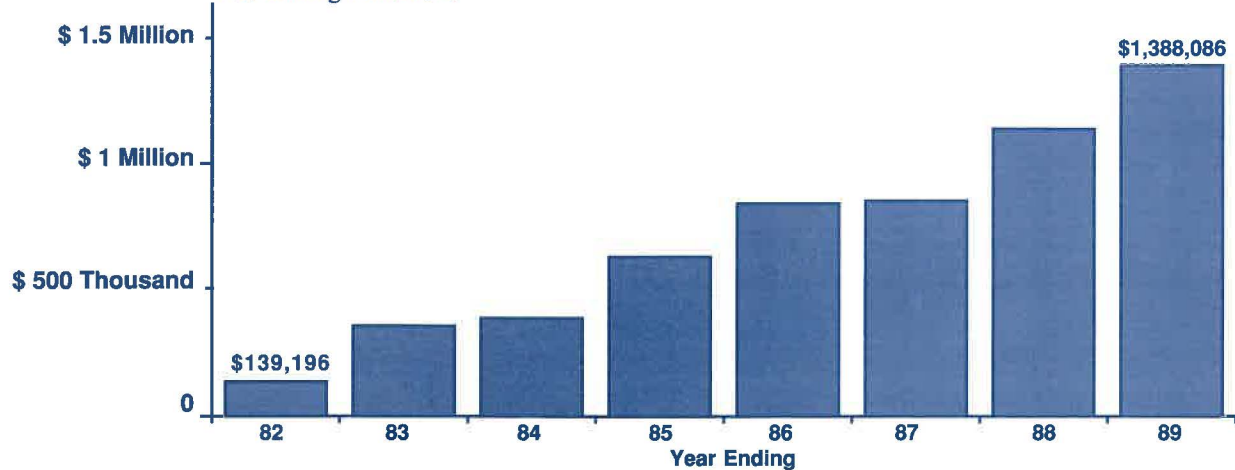
Full-time equivalents at March 31.



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## Outside income generated through special contracts and tuition fees

Year ending March 31.



The Institute provided a wide range of professional development programs to people employed in the justice and public safety system and an increasing participation led to a 22 per cent growth in tuition and contract income.

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# Divisional Reports

## Fiscal Year 1988/89

### Corrections Academy

This year the Academy completed 135 training courses, representing 12,433 employee training days. Overall productivity reached an all time high, with a record number of institutional training courses offered. Twelve security officer recruit courses were completed, using the new six week competency-based training design. Average class size increased from 20 to 28 students per course. An additional recruit course was offered in Kamloops through a cooperative arrangement with Cariboo college. Institutional recruit training accounted for 5,937 of the total employee training days.

Probation Officer recruit training was on hold for most of the year awaiting a decision on the model for family training. This delay meant three instructors were assigned to other duties for most of the year. The Academy assisted in the probation officer recruitment and selection process early in 1989. Forty new probation officers started basic training in February and March. Advanced courses were offered to experienced probation officers in topics ranging from *Custody and Access Reports* to *Dealing With Hostile Clients*. A series of new courses in *Working With Sexual Offenders* was offered.

The Academy helped establish an adolescent sex offender network for professional staff in B.C., and helped produce a newsletter covering issues related to adolescent sex offenders. The newsletter is widely-distributed and well-received.

Seventy-six training courses were offered to 255 clerical staff and probation officers in support of a major branch project to install computers in most probation offices in B.C. Course content included probation records systems, provincial case files and word processing.

The 10-day basic supervisory competency course was offered four times during the year to new corrections branch supervisors.

The popular course was also offered four times through the extension programs division on a tuition basis. A variety of management courses were offered to corrections managers, including *Financial Operations in Government*, *Contract Management*, *Labour Relations*, *Managing Change*, and *Media Relations*.

Two video productions were completed, one entitled *Performance Planning and Review*, the other, *Building Better Jails: The Living Unit Concept*. The performance planning video will be marketed across North America by the Justice Institute's contracted marketing agents.

Corrections employees continued to make heavy use of the Justice Institute's library, checking out 789 books and 644 audio visual items. Library staff carried out 618 reference checks.

As a result of the Drost Inquiry into the Lower Mainland Regional Correctional Centre, a number of new training initiatives were undertaken including additional tactical squad training and enhanced firearms training. A new three-day advanced correctional officer course was developed for experienced staff, focusing on the topics of conflict resolution and stress management. The course is both intensive and experiential with an emphasis on interpersonal skill development. The program was piloted and then offered four additional times with 80 officers completing the training.

In addition to the regular course plan, the Academy pursued an active role in branch committees and projects, including policy advisory groups, facility planning groups and regional workshops. Throughout the year, the Academy responded to emerging training needs, maintaining high quality services under an increased workload.

JOHN E. LAVEROCK  
*Director, Corrections Academy*

### Educational Services and Extension Program Division

Throughout 1988-89, the Division continued its commitment to supporting, integrating and initiating programs and services on behalf of the Justice Institute. Education and training resource services were provided to Justice Institute academies and other justice and public safety groups. Extension Programs continued to grow

through increased demand for fee-for-service interdisciplinary programs and contract courses.

The Division was involved in initiating a joint venture project with the Insurance Corporation of B.C., restructuring the delivery of programs and services to the Courts Services Branch, and supporting and coor-



minating the Institute's marketing initiatives.

Through an organizational change within the Division, the Instructional Services Unit was created. The ISU is an amalgam of the Instructional Resources Centre, the Program Services section and the Media Centre.

The Media Centre continued to provide video production services to academies, and audio visual equipment maintenance and distribution to instructors. Videotapes produced this year include *Policing as a Career*, *First Responders*, *Communicable Diseases*, and *Personal Injury Mediation*.

*First Responders* won the Award of Excellence (Silver) from the Police Video Awards of Canada.

The Resource Centre now uses computers to assist in providing library service to Justice Institute faculty, students and field clients. Reference services were enhanced by a new computerized library catalogue. A new computerized media reservations system enabled a 50 per cent increase in the number of audiovisual bookings over the year, allowing the staff to respond to 5,400 requests.

Resource Centre staff answered 4,122 reference questions. These included providing bibliographies and on-line database searches on topics such as critical incident stress, wife abuse, elderly offenders and driver training. For the second year in a row, there was a decline in the number of acquisitions due to constant dollar budgets of recent years.

Program Services provides curriculum development services for the Institute's academies and for client organizations. Major projects undertaken in the year included: a financial administration training program for Court Services Branch, a procedures documentation project for the Office of the Public Trustee, a training course for residential care workers, and a management development course for BC Transit.

Internal responsibilities of Program Services staff included management of the Institute's faculty development program. This is a key component of the Justice Institute because most instruction is delivered by personnel who may have limited teaching experience when they are seconded from the field.

This year, 5,066 students participated in 218 courses offered by Extension Programs. Interdisciplinary programs for professionals and programs for the public resulted in 12,225 participant training days, an increase of 17 per cent over last year.

Programs were offered in the areas of administration, children and youth, conflict resolution, family assault and sexual vio-

lence, crime prevention, intervention skills, staff development and victim services training. Justice-related adolescent issues emerged as a major content area. Extension Programs co-sponsored and delivered contract programs for 65 different ministries, educational organizations, societies and agencies.

This year Extension Programs assumed responsibility for management and coordination of Court Services Training. Previously, the Court Services Branch delivered programs through its own academy at the Justice Institute. In an effort to reduce overhead costs, the Branch decided to contract with Extension Programs for the ongoing delivery of programs for management, deputy sheriffs, justices of the peace, registrar and other court services staff.

In addition to the regular schedule of programs, Extension Programs received grants for four major projects during 1988-89. In June, a national conference on Children in the Justice System attracted more than 200 crown counsel, police and other professionals from across Canada. The conference was cosponsored with B.C. Ministry of Attorney General, with funding from Health and Welfare Canada, Solicitor General Canada and the Ministry of Justice.

*Let's Talk About Touching: Child Sexual Abuse Prevention* training project continued for the third year with funding from the Ministry of Solicitor General, Police Services Branch and the Vancouver Foundation. Thirteen workshops were held for 292 pre-school and child care staff to demonstrate the use of the Ministry's child sexual abuse prevention kit.

The Ministry of Solicitor General, Police Services Branch sponsored a project to develop and deliver workshops on crime prevention. Courses cover working with pre-delinquent and delinquent youth, fundraising for crime prevention programs, and recovering from grief and loss.

The Ministry of Attorney General provided funds to continue training related to the Ministry's Victim Assistance Program. The project included delivery of regional workshops, development of handbooks, and regular newsletter production.

Over 4,000 students registered in 200 different courses this year, using the new computerized central registration office. 1988-89 was the first complete year of operation of the office which was set up to support the growing number of fee-for-service courses offered by Extension Programs and all academies at the Institute.

The Justice Institute has contracted the Open Learning Agency to promote and sell the Institute's educational products and materials outside B.C. An extensive list of



## The Emergency Health Services Academy

products has been identified for marketing.

Last fall, the Institute and the Insurance Corporation of B.C. launched a joint venture project called Pacific Traffic Education Centre (PTEC). The Centre is an attempt to reduce the number and severity of accidents in B.C. PTEC will develop training in advanced driving techniques, accident investigation and traffic safety. Research initiatives will be undertaken in conjunction with other organizations.

In its first months of operation, the Centre offered fee-for-service and contract courses in accident investigation, and sponsored courses for groups like the Motor

The Academy's major client, the Emergency Health Services Commission, was restructured this year. Under its new structure the division charged with providing the province's ambulance services is now called the B.C. Ambulance Service.

Accompanying this, and following the lead of the Ministry of Health, the B.C. Ambulance Service vigorously promoted its own *Towards Excellence* program. One of its major premises is that people are its most valuable resource. To demonstrate this, the B.C. Ambulance executive promised "training, training and more training". As a result the Academy was charged with delivering a training plan worth over \$1.25 million. The result was a full and successful training year.

A new Emergency Medical Assistant (EMA) Level 1 program, for people entering the part-time service, was launched. The program is designed for "open-access". It allows participants to enter and re-enter at different times, to repeat workshops, to travel to other sites if local dates and times are inconvenient, and to repeated assessment of their learning.

The first year of the program was very successful. Although there are still adjustments to make, feedback on the delivery method has been very positive. Part-time ambulance attendants from Deese Lake and Fort St. John were among more than 500 participants.

Another first for part-timers was the opportunity to upgrade to the EMA 2 level. Experienced part-time EMA 1 attendants were allowed to join their full-time colleagues and receive EMA 2 level training. This not only boosted our depleted full-time service, but has meant an increase in the level of service in several smaller communities like Cassiar and Port McNeill. Four such EMA 2 Recruit programs put more than 90 EMA 2 graduates into the system.

Management training for 37 headquar-

Vehicle Branch and B.C. Tel. PTEC uses a former airport runway at Boundary Bay for advanced driver training courses. Training focuses on proper vehicle handling and control with emphasis on acceleration, braking and skid recovery. Plans are underway for a series of standardized advanced driver training courses that would grant certification upon successful completion of the courses.

PATRICIA D. ROSS

*Dean, Educational Services and  
Extension Programs Division  
including Court Services Training*

ters directors, regional superintendents, supervisors and unit chiefs in the B.C. Ambulance Service was also augmented. The training focused on promoting team work and excellence in delivering ambulance services.

Professional Health Programs provided a record number of programs for physicians and nurses this year. It was able to repay a major loan and remains totally self-supporting.

The popular continuing education program, which uses videos and the Knowledge Network to reach over 200 ambulance stations, was expanded this year. Almost 3,000 full-and part-time attendants received programs delivered into their homes on topics including *Patient Assessment*, *Communicable Diseases*, and *Treatment Review*. A first-time Donahue-style show allowed a studio audience to face a panel of physicians, nurses and ambulance experts and thrash out differences in patient treatments. Our marketing agency says these videos and the accompanying learning modules are getting a good reception at trade shows targeting North American and Pacific Rim markets.

One such video production, co-produced with RCMP E Division, won a Silver Medal at the National Police Video Awards. The topic, *Peace Officers First Responder Course*, was developed to help police officers respond more effectively in situations calling for emergency care. Production of the video shows how effective the Justice Institute is in bringing together police, paramedics, educators and media specialists.

The Academy's advance program division was also busy with classes for 19 adult paramedics and 10 infant transport team paramedics. Before this year, the adult paramedic service had two levels. With design assistance from a team of emergency medicine specialists, the two levels were combined, giving Level 1 paramedics a long-



## Fire Academy

awaited upgrading. The enhanced level of paramedic service will benefit six urban centres: Vancouver, Victoria, Prince George, Kamloops, Kelowna and Chilliwack.

By the end of the year, the Academy staff had provided over 22,000 student training days, a 60 per cent increase over last year. The cost per student day rose slightly to \$76, reflecting increased paramedic training costs.

The B.C. Ambulance Service demonstrated its commitment to excellence with

Training of personnel rose this year by approximately seven per cent, resulting in an increase of more than two per cent in student training days. A total of 6,738 personnel received training, representing 22,820 student training days.

The Academy met heavy demands for examinations and evaluations in spring and fall. Staff began preparation this fall for an open entry/exit system to replace the semester system utilized in the Professional Training and Education Program. The new system makes programs more accessible and allows for faster completion, and simplifies administrative tasks.

The Academy shifted emphasis from the Training and Education Program to Edukits — videotapes with accompanying guides — to meet the needs of fire fighters and departments who had already completed existing Edukits. We also began rewriting the SCBA Edukit to reflect new WCB regulations. With these new developments, the overall quality of the Edukits is greatly improved.

We completed development of Fire Safety at Work and wrapped up the printing and publishing process late this year. This training package was developed through a grant from the Open College Courseware Fund in conjunction with the Open Learning Agency.

The Fire Academy was awarded another grant from the Open College Fund this year to develop a training package entitled *Electrical Safety for Fire Fighters*. This project is being developed in conjunction with B.C. Hydro. Completion of the video and accompanying manual is scheduled for Fall, 1989.

A Community Instructor Program was implemented this year to put trainers in the field to conduct academy programs through-

this full training program. It has already committed itself to another solid year of training next year. The Ambulance Service's push toward excellence is gaining momentum, and the Emergency Health Services Academy is seen as a vital component of this movement.

ANTHONY T. WILLIAMS

*Director,*

*Emergency Health Services Academy*

out the province. Initial programs have been very successful.

The Volunteer Fire Fighter Certification Program is running smoothly, largely due to the work and dedication of volunteer evaluators. One person is solely involved in the development of Edukits.

The Training and Education Program for the Professional Fire Service produced its first two graduates: a Company Officer and a Training Officer. This hands-on four-day course requires a significant allocation of equipment and special training facilities. One piece of equipment required is a pumper truck, which was ordered for delivery this year.

The Justice Institute's portion of the Maple Ridge training facility project brief was completed and submitted to government. Funds were not available in this fiscal year, so the project will be resubmitted as a tri-ministry submission in 1989-90. The facility will provide much-needed practical training in a safe and efficient environment, and capability for specialty training required by the fire service.

The Academy conducted a considerable amount of contract work for various jurisdictions in B.C. and Saskatchewan. Other Fire-related programs included federal and provincial jurisdictions.

The Academy is reviewing the development of three diploma programs and working towards a Baccalaureate program. The diploma programs will be in place this fall, and the Baccalaureate program will be in place before the end of the coming fiscal year.

PAUL C. SMITH

*Director, Fire Academy*



Training rules established by the B.C. Police Commission provide the mandate and authority for the Police Academy to conduct police training and certification for all municipal police departments in the province. The academy also provides a range of career development and personnel services including an assessment centre for recruit entry and promotion, pre-service physical fitness testing, recruit entry and promotion exams, print and video productions, and related research.

The Peace Officers Basic and General Training Program is a series of five blocks of training undertaken at intervals during the first three years of police service. The program continues to be the most practical and effective process for blending theory with actual general patrol duties while maintaining strict adherence to training standards throughout.

This year, 234 constables in nine classes undertook various blocks of training at the Academy. Of this group, 60 made their initial entry as recruits. Visible minority and female recruits represented 18 per cent of those trained this year. Among those who graduated during the year were two constables from the Kwanlin Dun Indian Band Police of Whitehorse, Yukon, who were trained under special contract provisions. The Solicitor General, Honourable Angus Ree, addressed the graduates, reminding them of the special obligations associated with the office of Constable and the public's high expectations of police conduct and service.

A new funding formula was established by the provincial government for expenses incurred by out-of-town recruits attending the Peace Officers Basic Training Program (Blocks I, II, III). These recruits must now pay for their own travel, meals and accommodation and be reimbursed by their employers under new provisions of collective agreements.

Special provisions in the Training Rules permit those with previous police service to seek exemption from either the Basic Training Program, or where there is considerable past experience, to challenge all five blocks of training. Exemption candidates are required to complete Blocks IV and V. Ten candidates successfully completed the Challenge process, which involves approval by the Committee of Variance, three days of firearms, driving and physical abilities testing, and simulated incident investigations under the scrutiny of senior police officers.

The range of duties performed and the specialist services provided by the police call for an ever-expanding curriculum in the Advanced Programs Unit. More than 40 different training programs were conducted to

address the needs of general patrol, investigative techniques, supervisory and management responsibilities and special units. To keep abreast of trends in crime and society several new courses, workshops and seminars were developed and offered for the first time this year.

A series of courses were developed to deal with child sexual abuse investigations and the ramifications of Bill C-15. A seminar dealing with the role of the civilian dispatcher in officer survival incidents drew 123 dispatchers from both RCMP and municipal police departments. Interest in youth gang activity attracted 280 police officers to two workshops, one at the Academy, the other on Vancouver Island. Dealing with enterprise crime and Bill C-61 was the subject of a special workshop for drug, vice and organized crime investigations. A one-week course on computer operating was provided to police managers.

In recognition of the 10th anniversary of the Justice Institute, the Academy held two seminars for cross-systems personnel on *The Future Face of Law Enforcement*. The seminars, one held at the Academy, the other on Vancouver Island, were an examination of the social and technological trends and their future impact on the justice system.

Through the Advanced Programs Unit, 114 municipal police officers were able to attend senior management and specialized courses at the Canadian Police College, Ottawa.

Contract instruction was provided for BC Tel and BC Transit investigators, while teams of instructors went to Alberta to conduct officer survival training and telecommunication operators courses for Louis Bull police personnel.

In the areas of research, development and assessment, the Academy had an exceptional year. Normally, the Academy conducts 12 to 15 Assessment Centres each year. In 1988-89 21 entry-level centres were conducted, accommodating 240 candidates. To meet the increased demand, 17 new assessors were recruited and trained.

The Police Officers Physical Abilities Test, developed at the Justice Institute, was adopted by a number of major police departments across Canada, including the RCMP.

Statistics Canada contracted the Academy to develop a training video for the Law Enforcement Program of the Canadian Centre for Justice Statistics. The tape, covering the role of the street-level police officer in the Uniform Crime Reporting (UCR) process, stresses the need for accuracy in completing Occurrence Reports for investigation and UCR purposes. Outlining the scoring procedures and highlighting the



eventual statistical uses of Occurrence Reports, the tape explains the benefits these statistics provide for manpower planning, deployment and budgeting purposes.

This year, the Academy created and coordinated the first national Police Video Awards to recognize excellence in audio visual training productions. The awards were presented at the Police Educators Conference in Montreal. The Justice Institute production, *A Nose for Crime*, won top honours in Montreal, an Award of Merit from the Association for Media Technology in Education in Canada, and the Silver Cloud Award at the International Television Association Awards.

*Policing as a Career*, a 25 minute video completed this year, provides a realistic view of policing for those interested in careers in the field.

The Police Dog Standards Committee,

under the chairmanship of the Director of the Police Academy, developed a set of minimum training standards and recommended policy governing the operation of municipal police dog units.

Revenue from contract instruction, the sales of POPAT Conditioning Booklets, the publication of *Issues of Interest*, and tuition for Ports Canada Police training generated \$50,680, up from \$31,657 over the previous year.

Although the number of advanced programs during the fiscal year was reduced due to cuts in student support funding, the year end totals of student training days were only down marginally from 16,272 in 1987-88 to 15,202 this year.

PHILIP B. CROSBY-JONES

*Director, Police Academy*



# Auditors' Report

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

We have examined the balance sheet of the Justice Institute of British Columbia as at March 31, 1989 and the statements of revenues, expenditures, and fund balances, changes in fund balances — Special Purpose Fund and equity in fixed assets 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, 1989 and the results of its operations for the year then ended in accordance with the basis of accounting described in note 2 applied on a basis consistent with that of the preceding year.

The budget information included in these financial statements has not been audited by us.

COOPERS & LYBRAND

Vancouver, B.C.

May 30, 1989

## Balance Sheet

As at March 31

STATEMENT 1

	1989						1988
	Operating Fund	Contract Programs (note 4)	Program Development Fund (note 5)	Special Purpose Fund (Statement 3)	Debt Service Fund	Capital Fund	Total
	\$	\$	\$	\$	\$	\$	\$
<b>ASSETS</b>							
<b>CURRENT ASSETS</b>							
Cash	362,515	—	—	—	—	—	362,515
Short-term investments	737,032	—	—	—	—	—	737,032
Accounts receivable and prepaids	935,459	—	—	—	—	—	935,459
Inter-fund balances	(482,183)	221,176	71,000	64,307	125,700	—	—
	<u>1,552,823</u>	<u>221,176</u>	<u>71,000</u>	<u>64,307</u>	<u>125,700</u>	<u>—</u>	<u>1,334,575</u>
<b>FIXED ASSETS</b>							
Furniture, equipment and vehicles	—	—	—	—	—	2,175,404	2,175,404
Buildings	—	—	—	—	—	1,312,419	1,312,419
Site development	—	—	—	—	—	204,698	204,698
	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>3,692,521</u>	<u>3,692,521</u>
	<u>1,552,823</u>	<u>221,176</u>	<u>71,000</u>	<u>64,307</u>	<u>125,700</u>	<u>3,692,521</u>	<u>5,727,527</u>
<b>LIABILITIES &amp; EQUITY</b>							
<b>CURRENT LIABILITIES</b>							
Sinking Fund payments due within one year	—	—	—	—	—	90,410	90,410
Accounts payable and accrued liabilities	799,584	—	—	—	—	—	799,584
	<u>799,584</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>90,410</u>	<u>889,994</u>
<b>DEBENTURES (note 3)</b>	—	—	—	—	—	377,022	377,022
	<u>799,584</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>467,432</u>	<u>1,267,016</u>
<b>EQUITY</b>							
Equity in fixed assets (Statement 4)	—	—	—	—	—	3,225,089	3,225,089
Fund balances (Statement 2)	753,239	221,176	71,000	64,307	125,700	—	1,235,422
	<u>753,239</u>	<u>221,176</u>	<u>71,000</u>	<u>64,307</u>	<u>125,700</u>	<u>3,225,089</u>	<u>4,460,511</u>
	<u>1,552,823</u>	<u>221,176</u>	<u>71,000</u>	<u>64,307</u>	<u>125,700</u>	<u>3,692,521</u>	<u>5,727,527</u>

APPROVED BY:



R.J. STEWART

Chairman of the Board



P.D. WINRAM

Bursar



# Revenues, Expenditures and Fund Balances

For the year ended March 31, 1989

## STATEMENT 2

	1989						1988
	Operating Fund (Schedule A)	Contract Programs	Program Development Fund	Special Purpose Fund	Debt Service Fund	Capital Fund (Schedule G)	Total
	\$	\$	\$	\$	\$	\$	\$
<b>REVENUE</b>							
Province of British Columbia	6,301,818	—	—	—	—	206,017	6,507,835
Tuition and contract fees	952,599	410,156	—	—	—	—	1,362,755
Investment income	149,917	—	—	—	—	—	149,917
Other income	108,414	—	25,331	—	—	—	133,745
	<u>7,512,748</u>	<u>410,156</u>	<u>25,331</u>	<u>—</u>	<u>—</u>	<u>206,017</u>	<u>8,154,252</u>
<b>EXPENDITURES</b>	<u>6,990,460</u>	<u>325,874</u>	<u>—</u>	<u>54,670</u>	<u>—</u>	<u>206,017</u>	<u>7,577,021</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>522,288</u>	<u>84,282</u>	<u>25,331</u>	<u>(54,670)</u>	<u>—</u>	<u>—</u>	<u>577,231</u>
<b>FUND BALANCES —</b>							
Beginning of Year	281,793	150,478	45,669	54,551	125,700	—	658,191
Net inter-fund transfers	(50,842)	(13,584)	—	64,426	—	—	—
	<u>230,951</u>	<u>136,894</u>	<u>45,669</u>	<u>118,977</u>	<u>125,700</u>	<u>Nil</u>	<u>436,747</u>
<b>FUND BALANCES — End of Year</b>	<u>753,239</u>	<u>221,176</u>	<u>71,000</u>	<u>64,307</u>	<u>125,700</u>	<u>—</u>	<u>1,235,422</u>

# Changes in Fund Balances Special Purpose Fund

For the year ended March 31, 1989

## STATEMENT 3

	Balance at beginning of year	Operating Fund surplus allocations	Total before transfers and disbursements	Transfers to Operating Fund surplus	Disbursements		Reallocation of funding	Balance at end of year
	\$	\$	\$	\$	Supplies service	Equipment service	\$	\$
Firearms range, study	17,100	—	17,100	—	—	—	(17,100)	—
Driver training facility	25,000	—	25,000	—	—	—	(25,000)	—
Lecture theatre improvements	132	—	132	132	—	—	—	—
Registration system	648	—	648	648	—	—	—	—
Principal's fund 1985/86	11,671	—	11,671	—	(351)	4,578	—	7,444
Portable buildings	—	40,000	40,000	—	—	40,000	—	—
Feasibility study for student residence	—	4,000	4,000	—	—	—	—	4,000
Media centre	—	15,000	15,000	—	1,900	2,337	—	10,763
Information system	—	6,206	6,206	—	6,206	—	—	—
Admin. computer system	—	—	—	—	—	—	42,100	42,100
	<u>54,551</u>	<u>65,206</u>	<u>119,757</u>	<u>780</u>	<u>7,755</u>	<u>46,915</u>	<u>—</u>	<u>64,307</u>



# Equity in Fixed Assets

## STATEMENT 4

For the  
year ended  
March 31, 1989

	1989 \$	1988 \$
<b>BALANCE — BEGINNING OF YEAR</b>	<b><u>2,790,623</u></b>	<b><u>2,739,167</u></b>
Net additions contributed —		
Operating Fund	<b>272,356</b>	195,315
Special Purpose Fund	<b><u>46,915</u></b>	<u>—</u>
	<b>319,271</b>	195,315
Loss on disposal of fixed assets	<b>(29,357)</b>	(64,093)
Write-off of fixed assets	<b><u>—</u></b>	<u>(206,265)</u>
	<b>289,914</b>	(75,043)
	<b><u>3,080,537</u></b>	<u>2,664,124</u>
Decrease in debenture	<b>144,552</b>	126,499
<b>BALANCE — END OF YEAR</b>	<b><u>3,225,089</u></b>	<b><u>2,790,623</u></b>

# Notes to Financial Statements

For the  
year ended  
March 31, 1989

## 1. GENERAL

The Justice Institute of British Columbia (the Institute) is a post-secondary educational institution established in 1978 by the Province of British Columbia (the Province) under the provisions of the College and Institute Act. The Institute provides training in justice and public safety throughout the Province.

## 2. SIGNIFICANT ACCOUNTING POLICIES

### Fund Accounting

In order to ensure observance of limitations and restrictions placed on the use of resources available to the Institute, such resources are classified for accounting and reporting purposes into funds according to the activities or objectives specified.

### Fixed Assets

The Institute occupies, without rental charge, land and buildings owned by the B.C. Buildings Corporation. Fixed asset expenditures made by the Institute, including the cost of improvements and expansions of the buildings, are recorded as current expenditures to the Operating Fund and transferred at cost to the Capital Fund.

Fixed assets are stated at cost in the Capital Fund with a corresponding credit to equity in fixed assets. Depreciation is not provided on fixed assets, but fixed assets are written off when disposed of or no longer used by the Institute.

### Seconded Salaries

The salaries and benefits of seconded Corrections, Court Services and Emergency Health Services Academies' staff are included in these financial statements as revenue and as a corresponding expense. Although these funds are issued directly from the Province to the individuals and do not flow through the bank account of the Institute, they are considered part of the overall operations of the Institute. The seconded salaries (which were also added to the budgeted figures) are as follows:

	\$
Court Services	7,500
Corrections Academy	50,742
Emergency Health Services Academy	<u>210,000</u>
	<b><u>268,242</u></b>



### Pensions

The employees of the Institute belong to either of two multi-employer pension plans administered by the Province of British Columbia. The Institute records pension expense as cash contributions to the plan are made. There is an overall unfunded liability in each of these plans and the Institute's portion of the unfunded liability cannot be reasonably estimated. It is expected that any unfunded liability will be met by future government funding.

### 3. DEBENTURES

	1989 \$	1988 \$
13.39% Sinking Fund debenture, with Sinking Fund payments of \$63,324 per annum including interest until maturity in April 2000	400,000	400,000
9.00% Sinking Fund debenture, with Sinking Fund payments of \$142,693 per annum including interest until maturity in August 1991	689,339	689,339
	<u>1,089,339</u>	<u>1,089,339</u>
Less: Sinking Fund		
Principal payments to Sinking Fund	399,152	308,742
Accumulated interest earned in Sinking Fund	222,755	168,613
	<u>621,907</u>	<u>477,355</u>
	467,432	611,984
Less: Principal portion of Sinking fund payments due within one year	90,410	90,410
	<u>377,022</u>	<u>521,574</u>

The Province has guaranteed payment of the principal and interest of the Institute's debentures and assumed the responsibility in the redemption of the debentures by way of annual grants.

### 4. CONTRACT PROGRAMS FUND

The Contract Programs Fund is used to account for the Institute's non-recurring contracts with public and private sector organizations to develop and operate programs of a specific nature that often span several fiscal years.

### 5. PROGRAM DEVELOPMENT FUND

	1989 \$	1988 \$
Original base funding	96,000	96,000
Allocated funds to projects	(88,000)	(88,000)
Deficit in funded projects	(25,000)	(25,000)
Repayment of allocated funds	88,000	62,669
Fund balance — end of year	<u>71,000</u>	<u>45,669</u>

### 6. COMMITMENTS

The Institute rents equipment and classroom facilities under operating leases which expire in February 1991 and December 1992, respectively. The annual rental payments are \$40,218. The aggregate rental payable to the expiry dates amounts to \$92,847.

The Institute has entered into an agreement to purchase a pumper truck for the Fire Academy for approximately \$290,000, of which \$26,000 was paid prior to March 31, 1989. A borrowing facility of \$250,000 has been arranged with the bank to finance the purchase.

### 7. PACIFIC TRAINING AND EDUCATION CENTRE

On October 18, 1988, the Institute entered into an agreement with the Insurance Corporation of British Columbia (I.C.B.C.) to administer a training centre for professional and emergency vehicle operators. All the funding is to be provided by I.C.B.C. The assets, liabilities and operations of the training centre are separately reported upon and excluded from the financial statements of the Institute.



# Schedule of Operating Fund Revenues and Expenditures

For the year ended March 31, 1989

SCHEDULE A

	Province of British Columbia \$	Tuition and Contract Services \$	Investment and Other \$	Total \$	Budget \$
<b>REVENUE</b>					
Government of B.C. Grants					
Ministry of the Attorney General					
Court Services	200,820	28,000	—	228,820	265,294
Ministry of the Solicitor General					
Police Academy	1,232,720	50,680	30,675	1,314,075	1,274,720
Infrastructure	1,374,594	124,927	—	1,499,521	1,523,747
Corrections Academy	887,424	50,515	30,281	968,220	887,424
Extension Programs	149,060	588,207	—	737,267	480,380
Ministry of Health					
Emergency Health Services Academy	1,640,000	6,005	—	1,646,005	1,510,000
Ministry of Municipal Affairs					
Fire Academy	817,200	104,265	30,877	952,342	983,172
Interest					
Bank	—	—	102,582	102,582	—
Investment	—	—	47,335	47,335	—
Sundry income	—	—	16,581	16,581	—
	<u>6,301,818</u>	<u>952,599</u>	<u>258,331</u>	<u>7,512,748</u>	<u>6,924,737</u>
<b>EXPENDITURES</b>					
Divisional Instruction (Schedule B)					
Corrections Academy	—	—	—	923,452	887,424
Court Services Academy	—	—	—	169,779	265,294
Emergency Health Services Academy	—	—	—	1,530,723	1,510,000
Extension Programs	—	—	—	673,348	480,380
Fire Academy	—	—	—	905,934	983,172
Police Academy	—	—	—	1,251,439	1,274,720
	<u>—</u>	<u>—</u>	<u>—</u>	<u>5,454,675</u>	<u>5,400,990</u>
Administration (Schedule C)	—	—	—	552,540	561,650
Educational services (Schedule D)	—	—	—	302,765	281,457
Library/media services (Schedule E)	—	—	—	268,070	270,040
Facilities services (Schedule F)	—	—	—	412,410	410,600
	<u>—</u>	<u>—</u>	<u>—</u>	<u>6,990,460</u>	<u>6,924,737</u>
Surplus for the year	—	—	—	522,288	—
	<u>Nil</u>	<u>Nil</u>	<u>Nil</u>	<u>7,512,748</u>	<u>6,924,737</u>



# Operating Fund Expenditures

## Divisional Instruction

For the year ended March 31, 1989

SCHEDULE B

	1989		1988
	Actual \$	Budget \$	Actual \$
Books and periodicals	14,160	9,375	9,021
Contract instruction	678,950	709,962	575,923
Contract program development	331,039	366,646	299,653
Course calendars and brochures	33,776	31,400	29,427
Data processing	5,728	12,000	10,165
Equipment replacement	221,907	73,900	138,287
Leases and rentals			
Equipment	10,840	17,900	4,627
Vehicles	12,065	10,010	375
Accommodation	10,567	21,600	11,698
Maintenance and repairs			
Equipment	20,593	35,882	27,673
Vehicles	60,905	77,690	52,883
Buildings	28	1,500	905
Memberships	2,205	2,125	1,434
Other	8,883	16,100	7,374
Photocopying	81,491	67,050	75,368
Postage and telephone	21,380	35,444	19,123
Professional development	32,491	37,932	18,591
Program co-sponsorship	36,014	—	1,150
Salaries and employee benefits	2,902,385	2,934,911	2,766,003
Student activities	8,868	4,700	7,715
Student registrations	40,795	10,000	—
Supplies	349,551	303,450	211,875
Traffic and security	—	—	90
Travel, housing, meals — students	421,548	451,156	379,059
Travel — staff	156,415	170,257	125,903
Miscellaneous revenue	(7,909)	—	(3,129)
	<u>5,454,675</u>	<u>5,400,990</u>	<u>4,771,193</u>



# Operating Fund Expenditures Administration

For the year ended March 31, 1989

SCHEDULE C

	1989		1988
	Actual	Budget	Actual
	\$	\$	\$
Advertising and brochures	11,864	8,300	3,313
Books and periodicals	290	500	383
Data processing	13,953	20,000	18,965
Employee benefits	38,759	45,050	39,798
Equipment replacement	7,652	8,000	54
Insurance	—	200	5,762
Leases and rentals, equipment	61,561	350	61,493
Maintenance and repairs			
Equipment	3,560	3,500	3,522
Vehicles (including fuel)	3,828	5,200	4,495
Memberships	220	200	210
Other	2,532	6,400	8,104
Photocopying	1,170	1,200	1,064
Postage and telephone	85,667	91,000	76,216
Professional development	1,875	3,600	1,236
Professional fees	18,995	9,500	10,364
Salaries	346,770	341,050	373,997
Supplies	36,612	7,400	36,938
Travel — staff	8,048	10,200	6,736
Photocopy charge-backs	(90,816)	—	(93,647)
	<u>552,540</u>	<u>561,650</u>	<u>559,003</u>

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# Operating Fund Expenditures Educational Services

For the year ended March 31, 1989

SCHEDULE D

	1989		1988
	Actual	Budget	Actual
	\$	\$	\$
Advertising and brochures	115	419	168
Books and periodicals	118	214	80
Contract program development	96,600	91,000	51,177
Employee benefits	28,845	31,118	26,282
Equipment rentals	25	—	1,118
Equipment replacement	11,096	4,384	21,857
Maintenance and repairs			
Equipment	245	400	1,286
Vehicles (including fuel)	2,138	1,950	1,594
Memberships	203	200	157
Other	608	489	243
Photocopying	1,870	750	2,535
Professional development	1,129	2,395	1,257
Salaries	235,504	239,384	203,101
Supplies	16,854	4,454	9,169
Telephone and postage	594	300	374
Travel — staff	3,339	3,400	6,872
Physical education/registration charge-backs	(91,400)	(93,400)	(43,463)
Miscellaneous revenue	(5,118)	(6,000)	—
	<u>302,765</u>	<u>281,457</u>	<u>283,807</u>



# Operating Fund Expenditures Library/Media Services

For the year ended March 31, 1989

SCHEDULE E

	1989		1988
	Actual \$	Budget \$	Actual \$
Books and periodicals	23,713	22,950	26,752
Consulting fees	1,668	—	—
Data processing	11,775	11,500	13,974
Employee benefits	26,404	29,185	24,276
Equipment replacement	15,402	15,100	29,633
Maintenance and repairs			
Equipment	1,784	5,000	3,554
Vehicles (including fuel)	1,975	1,900	2,673
Memberships	425	100	180
Other	146	70	60
Photocopying	4,105	3,500	4,162
Professional development	535	2,283	696
Rentals, equipment	525	—	—
Salaries	228,849	227,848	202,684
Supplies	11,618	7,704	11,971
Telephone and postage	225	—	189
Travel — staff	1,234	1,400	241
Library field services charge-backs	(49,390)	(56,500)	(42,745)
Miscellaneous revenue	(12,923)	(2,000)	(7,137)
	<u>268,070</u>	<u>270,040</u>	<u>271,163</u>

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# Operating Fund Expenditures Facilities Services

For the year ended March 31, 1989

SCHEDULE F

	1989		1988
	Actual \$	Budget \$	Actual \$
Equipment replacement	16,298	9,000	1,049
Insurance	—	—	879
Leases and rentals			
Equipment	117	100	94
Buildings	12,327	16,100	15,632
Maintenance and repairs			
Equipment	1,011	1,200	198
Buildings and grounds	364,699	364,600	379,534
Other	—	500	81
Professional fees	—	600	—
Supplies	4,418	4,500	4,093
Traffic and security	13,540	14,000	12,371
	<u>412,410</u>	<u>410,600</u>	<u>413,931</u>



# Capital Fund Revenue and Expenditures

For the year ended March 31, 1989

## SCHEDULE G

**REVENUE**

Ministry of Advanced Education and Job Training

**EXPENDITURES**

Debentures

Principal

Interest

**EXCESS OF REVENUE OVER EXPENDITURES**

<u>1989</u>	<u>1988</u>
\$	\$
<u>206,017</u>	<u>206,017</u>
<u>90,410</u>	<u>90,410</u>
<u>115,607</u>	<u>115,607</u>
<u>206,017</u>	<u>206,017</u>
<u>Nil</u>	<u>Nil</u>



















**Justice Institute of B.C.**

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