



# VICTORIA & ESQUIMALT POLICE BOARD

## Public Meeting Agenda

Tuesday, February 19, 2019 at 4:00pm

VicPD HQ – 3<sup>rd</sup> Floor Boardroom

Verbal ● Attachment ●

### 1. ADOPTION OF AGENDA

- a. Adoption of the Public Agenda of February 19, 2019

### 2. CONSENT AGENDA

- Pg. 1 ● a. Adoption of the Minutes of the Public meeting of January 15, 2019

### 3. GENERAL

#### FOR DECISION/DISCUSSION

- Pg. 4 ● a. 190201 Letter from Police Services re: Board Member Training
- b. Board Email Capabilities (CC Manak)
- Pg. 6 ● c. Expression of Interest to Host 2020 BCAPB Conference & AGM

#### FOR INFORMATION

- Pg. 7 ● a. 190111 Letter from Esquimalt Council re: Communities Against Criminalization
- Pg. 8 ● b. 181212 Email from Alliance Against Displacement re: Communities Against Criminalization
- Pg. 9 ● c. 190116 Letter from Ret'd Judge Quantz
- Pg. 11 ● d. 190122 Letter from Police Services to Former Board Member Shaw
- Pg. 12 ● e. 190122 Letter from Police Services to Former Board Member Helme
- Pg. 13 ● f. 190115 Letter from Police Services re: Body Worn Cameras and Missing Persons Investigations
- Pg. 30 ● g. 190126 Letter from Extinction Rebellion Vancouver Island
- Pg. 33 ● h. 190130 Letter from BCAPB re: Appeal for Conference Funding
- Pg. 34 ● i. 190131 Letter from ADM Pecknold re: New Assistant Deputy Minister & Director of Police Services
- Pg. 36 ● j. 190201 Email from OPCC re: OPCC Commissioner Retirement
- Pg. 37 ● k. 190201 Letter from CAPG To Abbotsford Police Board re: 2020 CAPG Conference
- Pg. 38 ● l. 190208 Email from Chief to VicPD re: Development of Strategic Plan
- Pg. 39 ● m. 190214 Email from CABRO re: Board Survey
- Pg. 40 ● n. VicPD Commendations

### 4. DEPARTMENT REPORTS

#### FOR INFORMATION

- a. Chief's Update
- Pg. 62 ● b. Chief's Monthly Report & Event Calendar
- Pg. 64 ● c. Human Resources Report
- Pg. 66 ● d. Financial Report
- Pg. 77 ● e. Crime Statistics

## 5. COMMITTEE REPORTS

### FOR INFORMATION

- Pg. 86 ● a. **Governance Committee Update** (K. Elder)
- Pg. 92 ● b. **Finance Committee Update** (S. Powell)
- c. **BC Association of Police Boards Director's Update**

## 6. STANDING ITEMS

- a. **Co-Chairs Update**
  - Status re: CABRO Application Process for New Board Members
- b. **Board Member Community Engagement Updates**



# VICTORIA & ESQUIMALT POLICE BOARD

## Public Meeting Minutes

Tuesday, January 15, 2018 at 5:00pm

VicPD HQ – 3<sup>rd</sup> Floor Boardroom

### PRESENT

Mayor Desjardins, Chair	P. Stockton	S/Sgt. McRae
Mayor Helps	Chief Cst. Manak	S/Sgt. Parks
K. Elder ( <i>phone</i> )	DC Watson ( <i>4:50pm</i> )	S. Hurcombe
S. Powell	A/DC Cst. Laidman	M. MacIntyre
E. Southern	Insp. M. Brown	
B. Smith, QC	Insp. Lindner	

Recording Secretary: Collette Thomson

### 1. ADOPTION OF AGENDA

#### a. Adoption of the Public Agenda of January 15, 2019

**MOTION:** *To adopt the Public Agenda of the January 15, 2019 Board meeting as presented.*

**MOVED/SECONDED/CARRIED**

### 2. CONSENT AGENDA

- a. Adoption of the Minutes of the Public meeting of December 18, 2018
- b. Approval: 2019 BCAPB Membership Dues (*previously approved by the Finance Committee*)
- c. Approval: CC Manak's Request for Tuition Reimbursement (*previously approved by the Finance Committee*)
- d. Approval: CACOLE Conference Attendees (*previously approved by the Governance Committee*)
- e. Approval: Board Skills Matrix (*previously approved by the Governance Committee*)

**MOTION:** *To approve the Consent Agenda items of January 15, 2019 as presented.*

**MOVED/SECONDED/CARRIED**

### 3. GENERAL

#### FOR INFORMATION

- a. **181203 Letter from Board of Education to Esquimalt Council re: School Liaison Officers**  
Refer to the letter provided – for information.
- b. **181220 Letter from Township of Esquimalt to Board of Education re: School Liaison Officers**  
Refer to the letter provided – for information.
- c. **190103 Letter from CC Manak to Board of Education re: School Liaison Officers**  
Refer to the letter provided – for information.

- d. **181213 Letter of Support for Late Night Transportation**  
Refer to the letter provided – for information.
- e. **190109 Order of the Lieutenant Governor in Council**  
Refer to the Order provided – for information.

**4. DEPARTMENT REPORTS**

**FOR INFORMATION**

- a. **Chief Constable Monthly Report**  
Refer to the document provided – for information. Future meetings will include a calendar of events which the Chief will be attending; for consideration by Board members to attend as well.
- b. **Chief Constable Update**
  - Operational stress injuries of officers are on the rise
  - Morning and evening Watch briefings are being cancelled more often due to high call volumes
- c. **Monthly Financial Report**  
Refer to the financial results report for the period ending December 31, 2018 – for information.
- d. **2015-2019 Strategic Plan Matrix Update**  
Refer to the document provided – for information. Chief Manak highlighted some of the key priorities that are currently being undertaken by members of the Senior Management Team.

**5. COMMITTEE REPORTS**

**FOR INFORMATION**

- a. **Governance Committee Update**
  - i. **Board Committee Member Appointments**  
The Co-Chairs appointed the Board members to the Committees as follows:

HR	Governance	Finance
Evan Southern, Chair	Keven Elder, Chair	Sean Powell, Chair
Keven Elder	Evan Southern	Brian Smith
Sean Powell	Patti Stockton	Patti Stockton
Brian Smith		

- ii. **Governance Structure Discussions**  
This will be referred to the February Governance Committee meeting.
- b. **BC Association of Police Board Director Nomination**  
Board member Southern volunteered to take on this role; the table accepted.

- c. **Co-Chairs Update**  
No update.

*Meeting adjourned at 5:50pm.*

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**Mayor Barbara Desjardins**  
Lead Co-Chair

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Date

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**Collette Thomson**  
Recording Secretary

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Date



February 1, 2019

Chairs of Municipal Police Boards

Chair, South Coast BC Transportation Authority Police Services Board

Chair, Stl'atl'imx Tribal Police Board

Dear Sirs/Madams:

In 2017/18 Policing and Security Branch (PSB) in partnership with the Institute of Corporate Directors (ICD) and Rotman Executive Programs (Rotman) developed and delivered a five-day pilot training program to strengthen police boards' ability to govern effectively. The program was the first of its kind in Canada and its overall rating had exceeded all of Rotman's pilot programs. To build on that success, PSB has resumed its partnership with ICD and Rotman to deliver formal training for British Columbia police board members in 2019. The program will cover key topics including, police board members' responsibilities and accountabilities under the *Police Act*, strategic planning and effective governance in the police context, financial literacy for police board governance, performance metrics for policing and law enforcement, and stakeholder relations. While curriculum enhancements are underway, I can advise that the training is confirmed for the following dates and locations:

- May 3-5, 2019 at UVic, Clearihue Building, 3800 Finnerty Road, Victoria
- June 8-9, 2019 at SFU, Morris J. Wosk Centre for Dialogue, 580 W. Hastings, Vancouver

Further program information and details will be provided in the coming weeks.

The Province will fund program tuition for two board members including chairs, from each of the 11 municipal police boards, the South Coast BC Transportation Authority Police Services Board and the Stl'atl'imx Tribal Police Board. Participants should not have participated in the pilot training program and have between one to three years experience on their respective police board. Travel and accommodation expenses will be the responsibility of each board.

The Province may explore potential cost-sharing options for future sessions of the police governance training program.

I would kindly ask that each board confirm its participants to [Artem.Kuznetsov@gov.bc.ca](mailto:Artem.Kuznetsov@gov.bc.ca) by March 1, 2019. In addition, please contact Mr. Kuznetsov or myself ([David.Pilling@gov.bc.ca](mailto:David.Pilling@gov.bc.ca)), with any questions or concerns regarding the program.

Yours truly,

A handwritten signature in blue ink, appearing to be 'DP', with a large loop at the top and a horizontal line across the middle.

David Pilling  
Director, Police Governance  
Policing and Security Branch  
Ministry of Public Safety and Solicitor General

pc: Patricia Fletcher  
Vice President, Education  
Institute of Corporate Directors

Cliff # 551418

**From:** BCA Police Boards [mailto:bcapbs@gmail.com]  
**Sent:** February-08-19 2:48 PM  
**Subject:** BCAPB: Consider hosting the 2020 Conference & AGM

Good afternoon,

I would ask that you kindly disseminate the message below to your board members. Thank you for your assistance.

Veronica

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*Sending of Behalf of Mary Collins*

Dear Colleagues,

On behalf of the BC Association of Police Boards Executive, I am writing to seek expressions of interest from our membership to host the 2020 BCAPB Conference and AGM.

Annual conferences and general meetings are an important component to police board training and development and provide an opportunity for the collection and sharing of information and a forum for the discussion of matters relevant to policing.

Host board(s) are not required to make a financial commitment as the conference is self-funding based on sponsorships and registrations, and the BCAPB Executive Board is committed to working with the host board(s) throughout the planning to ensure the event is a success.

Please discuss this hosting opportunity amongst your board members and if you have any questions or require further information I'd be happy to discuss further.

Thank you for your consideration.

Kindest Regards,

Mary Collins

President, BCAPB



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1  
Website: [www.esquimalt.ca](http://www.esquimalt.ca) Email: [info@esquimalt.ca](mailto:info@esquimalt.ca)

Voice: (250) 414-7100  
Fax: (250) 414-7111

Via email: [collette.thomson@vicpd.ca](mailto:collette.thomson@vicpd.ca)

January 11<sup>th</sup>, 2019

Collette Thomson, Executive Assistant  
Victoria & Esquimalt Police Board  
850 Caledonia Avenue  
Victoria BC V8T 5J8

Dear Ms. Thomson:

**Re: Letter received from Communities Against Criminalization**

Please be advised that at its Regular Meeting of Council held January 7<sup>th</sup>, 2019, the Corporation of the Township of Esquimalt Council approved the following resolution:

*"That the Email from Communities Against Criminalization, dated December 12, 2018, Re: Freeze the Victoria Police Department Budget be received and staff be directed to forward to the Victoria / Esquimalt Police Board for information and action as required."*

Should you require further clarification, please contact me at 250-414-7157 or via email to [rachel.dumas@esquimalt.ca](mailto:rachel.dumas@esquimalt.ca).

Yours truly,

A handwritten signature in black ink that reads "RDumas".

Rachel Dumas  
Deputy Corporate Officer

Encl.

**Subject:**

FW: Fwd:

**From:** "Alliance Against Displacement (AAD) Victoria" <[organizevic@gmail.com](mailto:organizevic@gmail.com)>

**Date:** December 12, 2018 at 10:11:45 AM PST

**To:** <[mayorandcouncil@esquimalt.ca](mailto:mayorandcouncil@esquimalt.ca)>, <[mayorandcouncil@victoria.ca](mailto:mayorandcouncil@victoria.ca)>

Greetings,

In an open letter released today, over 100 signatories are calling on Victoria and Esquimalt Councils to freeze the Victoria Police Department (VicPD) budget in favor of building strong and resilient communities and supporting alternatives to policing.

To view the letter and signatures received as of December 12, 2018:

<https://tinyurl.com/freezevicpdbudget>

As stated in the letter: "For the last 4 years, the VicPD have sought budget increases specifically to respond to health and social issues that cannot be solved by more policing and instead should be addressed at systemic and local levels. Continuing to invest millions in policing relies on the assumption that community problems cannot be solved by regular people and that surveillance, punishment, and threat of force to maintain control are the only things that can be done. It diminishes the creative power of communities to build real safety by caring for each other, increasing social cohesion, reducing inequality and engaging in transformative justice."

We look forward to continuing to engage with Councils on this issue.

Sincerely,

Communities Against Criminalization

CORPORATION OF THE TOWNSHIP OF ESQUIMALT		
For Information:		
<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor/Council	
<input type="checkbox"/>		
RECEIVED: DEC 19 2018		
Referred: <i>Anja</i>		
<input type="checkbox"/> For Action	<input type="checkbox"/> For Response	<input type="checkbox"/> COTW
<input type="checkbox"/> For Report	<input checked="" type="checkbox"/> Council Agenda	<input type="checkbox"/> IC

RE: 2019 BUDGET DELIBERATIONS FOR POLICING

Dear Honourable Mayor and Council:

It is my understanding that, as part of this year's budgetary process, you may be considering a reduction in police resources dedicated to integrated services with health, housing, probation and the Victoria Integrated Court. I am writing to provide information intended to assist in your deliberations.

In 2007, a Victoria Mayor's Task Force released a report entitled, *Breaking the Cycle of Mental Illness, Addictions, and Homelessness*. The report's authors relied on an expert panel, chaired by Dr. Perry Kendall, recommending a client centered, integrated, service delivery model with a housing first strategy. This report led to the expansion of the Act Teams, including the creation of VICOT, with its embedded police and probation services. These teams in turn were, and remain, the foundation for the Victoria Integrated Court (VIC).

Offenders who suffer from substance abuse and/or mental illness, and who also have a history of homelessness commit a significant amount of the street crime in our community. When dealing with these offenders in the justice system it is tempting to throw up one's hands in frustration, believing it is the responsibility of the health care system and the housing providers to address the underlying causes of this criminal activity. However, with the benefit of working for many years in both the traditional and integrated justice approaches to this type of criminal activity, I am convinced that without integration, none of the service providers, including the courts, are able to effectively achieve their mandates.

If these agencies are not integrated, and focused on the needs of the offender in making informed decisions for bail and sentencing, with facts only available to them through information sharing protocols and the informed consent of the offender, the pattern is one of the individual bouncing from the emergency and psychiatric wards to jail, when often they lose their housing, and to then being released back onto the street. Each one of these transitions uses valuable police resources and often causes further harm to the community.

The evidence confirms the effectiveness of this integrated approach. In 2016 the UK Centre for Justice Innovation reviewed the evidence based analysis and concluded that there is "strong" evidence of reduced recidivism where this approach is implemented. Similarly, Dr. Somers, from SFU, conducted a comparative study of the Case Management Team approach in Downtown Community Court in Vancouver, concluding it leads to a "significant reduction" in recidivism. While no formal study has occurred at VIC, at last count, of the nearly 300 persons who have been placed on court orders since its opening in 2010, approximately 200 are no longer on any form of court order.

The Victoria and Esquimalt Police Service is a leader in its innovative approach to policing of persons with mental illness and/or abuse of substances. The dedicated members supporting the ACT and VICOT teams would be sorely missed by the other agencies involved in providing justice, health and housing services to this population.

If there is any further information I could provide to assist you in your decision-making, I would be pleased to do so.

Regards,

Ernie Quantz

Retired Provincial Court Judge



Date: January 22, 2019  
Ref: 548339

Maureen Shaw  
1161 Fort Street  
Victoria BC V8V 3K9

Dear Ms. Shaw:

I would like to thank you for serving as a provincial board member on the Victoria Police Board since 2013.

In doing so, you volunteered your valuable time and expertise to the Victoria Police Department and the community. Over this time, you have made a number of contributions that will guide the police department in future years.

Your dedication and commitment to the Victoria Police Department is sincerely appreciated by the Ministry of Public Safety and Solicitor General, Policing and Security Branch.

Again, thank you for serving your community.

Yours truly,

A handwritten signature in black ink, appearing to be "D. Pilling", written over a light grey rectangular background.

David Pilling,  
Director, Police Governance  
Policing & Security Branch  
Ministry of Public Safety and Solicitor General

pc: Her Worship Lisa Helps, Mayor of the City of Victoria  
Co-Chair, Victoria-Esquamalt Police Board  
Her Worship Barbara E. Desjardins, Mayor of the City of Esquamalt  
Co-Chair, Port Moody Police Board



Date: January 22, 2019  
Ref: 548339

Roxanne Helme  
1668 Hampshire Road  
Victoria BC V8R 5T6

Dear Ms. Helme:

I would like to thank you for serving as a provincial board member on the Victoria Police Board since 2013.

In doing so, you volunteered your valuable time and expertise to the Victoria Police Department and the community. Over this time, you have made a number of contributions that will guide the police department in future years.

Your dedication and commitment to the Victoria Police Department is sincerely appreciated by the Ministry of Public Safety and Solicitor General, Policing and Security Branch.

Again, thank you for serving your community.

Yours truly,

A handwritten signature in black ink, appearing to be "D. Pilling", written over a light grey rectangular background.

David Pilling,  
Director, Police Governance  
Policing & Security Branch  
Ministry of Public Safety and Solicitor General

pc: Her Worship Lisa Helps, Mayor of the City of Victoria  
Co-Chair, Victoria-Esquimalt Police Board  
Her Worship Barbara E. Desjardins, Mayor of the City of Esquimalt  
Co-Chair, Port Moody Police Board



January 15, 2019  
Ref: 551219

Chairs of Municipal Police Boards  
Chair, SCBCTA Police Services Board  
Chief Officer, Stl'atl'imx Tribal Police Services

Dear Sirs/Madams:

I am writing to you regarding two updates to the BC Provincial Policing Standards (BCPPS). The first is the completion of new BCPPS for body-worn cameras (BWC), and the second is an amendment to the BCPPS governing missing person investigations.

Please find enclosed the BCPPS for BWC that have now been approved by the Solicitor General. The standards will be posted on <https://www2.gov.bc.ca/gov/content/justice/criminal-justice/policing-in-bc/policing-standards>, and will come into effect on July 1, 2019.

As you are aware, Policing and Security Branch had been working for some time to develop these standards, in consultation with a diverse range of stakeholders. The draft standards were also presented to the Advisory Committee on Provincial Policing Standards (ACOPPS) for feedback. Police representatives on ACOPPS include four members from the BCAMCP (Deputy Chief Constables from the Vancouver, Delta, New Westminster and Central Saanich police departments) as well as senior RCMP officers. Following the ACOPPS consultations the standards were finalized and signed by the Solicitor General.

The standards are grounded in a series of guiding principles, which are enclosed for your reference. Overall, these principles recognize that the use of BWC comes with both potential benefits as well as risks and limitations, and that research to date has shown mixed results as to its impact. As such, the standards do not mandate BWC use, but will ensure that any agencies deploying BWCs do so in a consistent manner, with an appropriate balance between privacy and accountability.

The standards cover the following general areas:

- **Pre-implementation requirements:** a privacy impact assessment must be completed, and written policy and procedures developed prior to implementing BWCs. In addition, key information about the police agency's BWC program must be available to the public on the police agency's website.
- **When to record:** officers equipped with a BWC must record any instance of the use of force or incidents where violent/aggressive behaviour is displayed or anticipated. Apart from such situations, police agencies may use BWCs for other determined purposes, as long as those purposes are consistent with their Privacy Impact Assessment and agency policy.
- **Notification and documentation of recording:** officers must inform persons at the beginning of every recorded encounter that they are being recorded, unless providing this information is unsafe or impractical. Officers must also note the existence of a BWC video in their police report. Additionally, if an officer fails to record an incident which would have been required to be recorded, or if the camera is de-activated during an incident, the officer must document their reasons for failure to record in their report.

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Chairs of Municipal Police Boards  
Page 2

- **Security and access to BWC video:** BWC video must be securely stored with viewing access restricted to authorized persons. An automated and immutable audit trail is required of all dates, times, and persons who have accessed the video.
- **Retention periods for BWC video:** BWC video retained for an offence or complaint must be kept for the relevant retention periods in accordance with applicable legislation. Any other BWC video is to be retained for one year from the day after it was recorded, and then promptly deleted.
- **Internal audits:** an internal audit of a random sample of video must be conducted each year to assess compliance with policy and procedures.

Please refer to the attached standards for more detail. If you have any questions or require additional information about the BWC standards, please contact Dr. Gabi Hoffmann at [Gabi.Hoffmann@gov.bc.ca](mailto:Gabi.Hoffmann@gov.bc.ca).

The other matter I am writing to you about is amendments to the BCPPS governing missing person investigations (attached). Specifically, BCPPS 5.1.7 has been amended by adding a new requirement that police forces provide information about the missing person reporting and investigation process on their website in an easy-to-find location, effective March 2019. In addition, standard (6) of BCPPS 5.1.2 has been amended to correct a cross-referencing error. Please ensure your procedures are reviewed and updated as required to ensure consistency.

If you have any questions or require additional information about the amendments to the BCPPS governing missing person investigations, please contact Lucie Vallieres at [Lucie.Vallieres@gov.bc.ca](mailto:Lucie.Vallieres@gov.bc.ca).

Yours truly,



Tonja Enger  
Associate Director Police Service  
Policing and Security Branch

**Attachments:**

- Attachment 1- Principles for BCPPS for body-worn cameras
- Attachment 2 - BCPPS for body worn cameras
- Attachment 3 - BCPPS 5.1.2 Risk Assessment
- Attachment 4 - BCPPS 5.1.7 Prevention, Intervention and Outreach

**BCPPS 4.2.1 Body Worn Cameras**

The purpose of the BC Provincial Policing Standards for Body Worn Cameras (BWCs) is to ensure consistency in the way that critical aspects of BWC use are addressed by police agencies that have chosen to implement this technology. BWCs involve potential benefits but also potential risks. Standardizing key aspects of their use is intended to help mitigate these risks and promote an appropriate balance between the use of BWCs as an evidence gathering tool, and the need to safeguard privacy and other rights, and manage costs.

- **Viewpoints on BWCs vary significantly.** A wide range of interest groups and stakeholders cite different reasons for both supporting and being concerned about the use of this technology. These perspectives must be appropriately balanced so that BWCs can help the police do their job while also fostering the community's trust in the police.
- **BWCs can enhance evidence gathering for the police.** BWCs can provide an independent record of events, which can be used as evidence during a police investigation or prosecution. The adoption of this technology might thereby contribute to a more efficient and effective criminal justice system.
- **BWCs can increase accountability.** Video recordings of interactions between police and citizens can also provide evidence to be used in investigations of alleged police misconduct. Some studies have determined that BWCs have the potential to improve the behaviour of both police officers and citizens, and reduce complaints. To realize these potential benefits, there must be consistent and appropriate use of the technology; there should never be unexplained gaps in BWC recordings.
- **Privacy protections must be safeguarded.** Steps must be taken to ensure that any adoption of BWC technology by police agencies in British Columbia does not result in violations of existing privacy rights and associated legislation. Unauthorized viewing or distribution of BWC footage cannot be allowed, and the retention periods for BWC videos should be as short as possible without preventing the technology from assisting with an investigation or serving as an accountability tool.
- **Video can be a powerful tool, but it does not show the whole picture.** There will almost always be aspects of an incident described by witnesses but not captured by BWC footage and vice versa. Human perception is influenced by many factors including training and past experience, which BWC footage will not reflect. It is important to remember that BWCs are not a stand-alone solution.

**BCPPS 4.2.1 Body Worn Cameras**

- **BWCs are a resource-intensive technology.** Police agencies that consider implementing BWCs will need to weigh the costs of the technology (such as purchasing and maintaining the equipment, training staff, and securely storing, processing and disposing of footage) against the potential benefits, while taking into account other local policing priorities. The BC Provincial Policing Standards for BWCs do not require police agencies in British Columbia to implement BWCs, but rather set requirements for those agencies choosing to do so.

Section 4.0 – <b>Equipment and Facilities</b>	<b>Page 1 of 4</b>
Sub Section 4.2 – <b>Equipment</b>	<b>Effective:</b> July 1, 2019 <b>Revised:</b> n/a
Subject 4.2.1 – <b>Body Worn Cameras</b>	

## Definitions

**“Body Worn Camera” (BWC)** – a wearable video and audio recording system.

**“Exigent circumstances”** – circumstances where a delay in taking action would result in danger to human life or safety or where action is necessary to prevent the continuation of an offence which threatens human life or safety.

**“Officer”** – a constable appointed under the *Police Act* or an enforcement officer appointed under s. 18.1 of the *Police Act*.

## Standards

Prior to deploying body-worn cameras (BWC) to any of its officers, the chief constable, chief officer, or commissioner; and if required under the police force’s policies or guidelines, the Police Board:

### Pre-implementation & privacy impact assessment

- (1) Must ensure that a privacy impact assessment (PIA) has been completed and approved by the appropriate head of the public body.
- (2) Must ensure that information about the police force’s use of BWC is available to the public on the police force’s website, including at minimum:
  - (a) The purpose of the BWC program, including when the BWC will be turned on and off as per Standards (5) and (6);
  - (b) For how long BWC video will be retained, as per Standards (20) and (21); and
  - (c) How someone can request access to BWC video.
- (3) Must ensure that written policy exists which covers, at minimum:
  - (a) That only BWCs which are issued by the police force are permitted to be used;
  - (b) The circumstances under which a BWC is permitted to be used to record an encounter, as per Standards (5) and (6);
  - (c) Procedures for processing and storing BWC video;
  - (d) Procedures for accessing and reviewing BWC video;
  - (e) Procedures for processing freedom-of-information requests for BWC video; and
  - (f) Procedures for ensuring that any potential disclosure of BWC video is consistent with applicable provincial or federal privacy legislation.

### Training in use of BWC

- (4) Must ensure that officers receive an orientation and training on the use and operation of the BWC equipment as well as the police force's associated policies and procedures prior to being assigned a BWC.

### Indiscriminate use not permitted

- (5) Must ensure that the officers assigned BWCs do not use BWCs in a manner that requires or permits full, automatic recording of all calls or continuous recording during patrol.

### Mandatory recording of police use of force and violent or aggressive behaviour

- (6) Must require that any officer equipped with a BWC activates their camera as soon as it is safe and practicable to do so when attending a call or responding to an incident where there is a reasonable belief that there will be use of force, or where violent or aggressive behaviour is anticipated or displayed.

### Other recordings

- (7) Must ensure that other purposes for which BWCs are used, in addition to mandatory incidents described under Standard (6) above, are consistent with the police force's privacy impact assessment and described in policy, unless there are exigent circumstances that warrant recording an incident; and the exigent circumstances are subsequently documented in the police report.

### Activating and deactivating the BWC

- (8) Must require that once the BWC has been activated, it is left on continuously without interruption until the incident is concluded, unless there are exigent circumstances that warrant the BWC being deactivated; and the exigent circumstances are subsequently documented as per Standard (13).
- (9) Must require that officers de-activate their BWC when the incident referred to in Standard (6) or (7) above is concluded.
- (10) Must prohibit officers from deleting BWC video.

### Notification

- (11) Must require officers to inform persons at the beginning of every recorded encounter, or as soon as reasonably possible, that they are being recorded, unless to provide this information is unsafe.

### Documenting recording and lack of recording

- (12) Must require that officers note the existence of a BWC recording in the police report.
- (13) Must require that if an officer fails to record an incident which should have been recorded, or deactivates the BWC before the incident is concluded, that the officer articulates the reasons for the failure to record in their notes or report, within 12 hours of the end of their shift.
- (14) Must ensure that officers continue to write notes and reports in accordance with existing policy and do not rely on BWC video to replace notes and reports.

### Security and access to BWC video

- (15) Must ensure that BWC video is stored in a secure manner, with access restricted to authorized persons.
- (16) Must ensure that BWC video cannot be altered at any time.
- (17) Must ensure procedures restrict the viewing of BWC video only for:
  - (a) Investigative purposes by persons who are authorized to investigate the incident;
  - (b) Training purposes, consistent with Standards (22)–(24) below; or
  - (c) Internal audit purposes, consistent with Standard (25) below.
- (18) Must require that any BWC video is released or viewed only in accordance with applicable law.
- (19) Must require that an audit trail, which is automated and immutable, is maintained of all persons, dates and times when BWC video was accessed, and what action the user took.

### Retention of BWC video

- (20) Must ensure that any BWC video retained as evidence in relation to an offence or complaint is kept for the relevant retention periods in accordance with applicable provincial and federal legislation.
- (21) Must ensure that any BWC video which is not covered by Standard (20) above, is retained for one year from the day after it was recorded, and then promptly deleted.

### Retention of video for training purposes

- (22) May, notwithstanding Standards (17), (20) and (21), permit BWC video to be retained and used for training purposes provided that all proceedings regarding the incident are complete (e.g. any criminal or disciplinary procedures).

- (23) Must ensure, if BWC video is retained for training purposes according to Standard (22), that all persons in the BWC video, including officers, have been anonymized or have provided written consent that the BWC video be retained and viewed for training purposes.
- (24) Must ensure that when seeking consent for the purposes of Standard (23) above, that:
- (a) Consent is not sought until after all proceedings regarding the incident are complete (e.g. any criminal or disciplinary procedures); and
  - (b) The purpose for which the BWC video will be used is explained in writing.

### **Internal audits**

- (25) Must ensure that an internal audit of a random sample of BWC video is conducted and reported on each year to assess compliance with policy and procedures, in particular:
- (a) Whether the BWC recording was in compliance with Standards (5) to (9), and (11) to (14);
  - (b) Whether BWC video is securely stored;
  - (c) Whether any unauthorized viewing has occurred; and
  - (d) Whether BWC video has been deleted as required by Standard (21).

### **Maintenance of equipment**

- (26) Must ensure that responsibility for maintaining the BWC equipment in good working order is clearly assigned.

### **Policies and procedures**

- (27) Must ensure policies and procedures are consistent with these *BC Provincial Policing Standards*.

Section 5.0 – Specialized Investigations	<b>Page 1 of 6</b>
Sub Section 5.1 – Missing Person Investigations	<b>Effective:</b> September 1, 2016
Subject 5.1.2 – Risk Assessment Process	<b>Revised:</b> September 15, 2018

## Definitions

**“High risk missing person investigation”** – a missing person investigation in which the missing person’s health or wellbeing may be in immediate danger due to:

- (a) Their own vulnerability (e.g., the very young and very old, persons with physical illness, disability, addictions or mental health concerns, persons who may be suicidal and persons involved in activities that may place them at increased risk of harm);
- (b) Being part of an identifiable group that is at an increased risk of harm;
- (c) The weather or physical conditions where the missing person is believed to be; or
- (d) Reasonable grounds to believe they may be the victim of a crime.

A “high risk missing person investigation” under these Standards does not have the same meaning as a “person at risk” under the *Missing Persons Act* or regulations.

**“Missing person”** – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

**“Missing person coordinator”** – the police officer designated as responsible for oversight and support functions for the police force’s missing person investigations, including those functions listed in Standard (1) of 5.1.4 *File Review and Monitoring* of these *British Columbia Provincial Policing Standards*.

**“Missing Person Risk Assessment Template”** – a template in PRIME-BC for assessing the level of risk related to a missing person report, which includes all of the questions and instructions contained in the sample template in Appendix A of these Standards.

## Standards

The chief constable, chief officer, or commissioner must ensure that:

### Initial risk assessment

- (1) An initial risk assessment is completed by a police officer without delay for all missing person reports within the police force’s jurisdiction.
- (2) Consideration is given to completing an initial risk assessment pending the determination of jurisdiction and/or transfer of the investigation to the police force of jurisdiction.

- (3) The initial risk assessment includes:
  - (a) Completion of the *Missing Person Risk Assessment Template* in PRIME; and
  - (b) Determination of risk in consultation with a supervisor.
- (4) If the response to **all** questions on the *Missing Person Risk Assessment Template* is “no”, the police officer must then consult with a supervisor to confirm the screening result.
- (5) If the response to **any** question on the *Missing Person Risk Assessment Template* is “yes”, the matter requires **immediate review** and consultation with a supervisor to assess the appropriate response and resources.
- (6) The consultation under Standard (5) includes consideration of the following factors:
  - (a) Any reason to suspect the missing person may have been abducted;
  - (b) Any suspicious, dangerous or unknown circumstances surrounding the missing person’s disappearance, which suggest the missing person may be the victim of a crime;
  - (c) The mental or emotional state of the missing person (e.g., emotionally distraught, suicidal or likely to cause harm to self or others);
  - (d) Whether the missing person has been involved in a violent or threatening incident prior to going missing (e.g., domestic or relationship violence, bullying or elder abuse);
  - (e) Whether the missing person is part of an identifiable group that is statistically at an increased risk of harm (e.g., Aboriginal women);
  - (f) Characteristics of the missing person which may make them vulnerable, such as their age, addiction to drugs/alcohol, infirmity, inability to communicate or other factors;
  - (g) The weather and physical conditions (e.g., terrain) in the location where the missing person may be and their preparedness to deal with those conditions (e.g., clothing, equipment, and/or experience), if known;
  - (h) Whether the missing person requires any essential medications;
  - (i) Whether the missing person has any physical illness, disability or mental health problems;
  - (j) The circumstances of any previous incidents of going missing (e.g., suffered harm while missing, previous designation as a high risk missing person by the same or another police force);
  - (k) Whether the behaviour is out of character for the missing person;
  - (l) Whether the missing person was scheduled to testify in court either as a witness or victim;
  - (m) Whether the missing person was involved in activities that may put them at increased risk of harm (e.g., sex trade, hitchhiking, gambling and/or transient lifestyle);
  - (n) Whether the missing person is associated to gangs or organized crime;

- (o) Whether the missing person may have been involved in an accident or mishap;
  - (p) The length of time the person has been missing; and
  - (q) Any other circumstance or factor that leads the officer conducting the risk assessment to determine that the missing person may be at an increased risk of harm.
- (7) The completed *Missing Person Risk Assessment Template* and decision regarding risk are approved by a supervisor and documented in the case file.

#### High risk missing person investigations

- (8) If the initial or ongoing risk assessment determines that a missing person investigation is a high risk missing person investigation:
- (a) Appropriate resources are immediately assigned;
  - (b) A senior ranking officer and the missing person coordinator (see Standard (1) of *BCPPS 5.1.4 File Review and Monitoring*) are notified;
  - (c) The file is continuously and actively investigated;
  - (d) The file is scored and documented as a high risk missing person investigation in PRIME; and
  - (e) The family/reportee are notified of the action to be taken, unless to do so would jeopardize the missing person or the investigation.

#### High risk missing person investigations – foul play suspected

- (9) In addition to Standard (8) above, if foul play is suspected, the investigation is assigned to a section or investigator responsible for major or serious crime investigations.

#### Non-high risk missing person investigations

- (10) If the initial or ongoing risk assessment determines that a missing person investigation is **not** a high risk missing person investigation:
- (a) Appropriate resources are assigned;
  - (b) The missing person coordinator is notified; and
  - (c) The family/reportee are notified of the action to be taken.

### Ongoing risk assessment

- (11) The level of risk is re-evaluated as an ongoing process throughout the investigation by the officer assigned to the investigation, for both high risk and non-high risk missing person investigations, including at minimum:
- (a) When new information pertaining to the missing person or their disappearance is obtained or received; and
  - (b) With the exception of investigations where the missing person is reasonably believed to have committed suicide, within 7 days of the start of the investigation.
- (12) The ongoing risk assessment is based on the factors listed in Standard (6).
- (13) Any decision to vary or change the level of risk must be reviewed by a supervisor, and documented in the case file, including updating PRIME scoring.

### Policies and procedures

- (14) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards*.



## PROVINCIAL POLICING STANDARDS

Section 5.0 – Specialized Investigations	Page 5 of 6
Sub Section 5.1 – Missing Person Investigations	Effective: September 1, 2016
Subject 5.1.2 – Risk Assessment Process	Revised: n/a

### Appendix “A” for BCPPS 5.1.2 – Risk Assessment

#### Missing Person Risk Assessment Template

Click here to enter police force name  
**MISSING PERSON RISK ASSESSMENT TEMPLATE**

File Number	Year (yyyy)
Click here to enter text.	Click here to enter text.

**INSTRUCTIONS**

This form must be completed by the investigating member upon the initial contact with the Complainant. In the event the Missing Person returns prior to or upon initial contact with the complainant, this form is not required.

If you answered Yes to any of the questions in the Risk Assessment Section, the matter requires immediate review and consultation with a supervisor to assess the appropriate response and resources.

A supervisor must review all missing person investigations.

**Note:** This is an investigational aid only. Appropriate monitoring of all Missing Person investigations must be ongoing. There may be other factors to consider and document when determining risk and investigational response. A supervisor must review all missing person investigations regardless of the risk factors considered.

**RISK ASSESSMENT**

Missing Person Surname Click here to enter text.	Given Name Click here to enter text.	Date of Birth (yyyy-mm-dd) Click here to enter text.
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Missing Person Information Questions	Answers
1. Is the person the subject of a crime in progress? E.g. Abduction	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is this person emotionally distraught, suicidal or likely to cause harm to self or others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has the person been involved in a violent or threatening incident prior to going missing? E.g. Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is this person vulnerable due to age, addiction to drugs / alcohol, infirmity, inability to communicate or other factors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are there inclement weather conditions, terrain, inadequate clothing or lack of proper equipment that would seriously increase risk to health?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does the person require essential medication?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does the person have any physical illness, disability or mental health problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Has the person been subject to bullying / elder abuse?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. If previously missing, did he / she suffer any harm at that time?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Is this behaviour out of character? E.g. overdue and / or personal property has not been taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Is this person scheduled to testify in court either as a witness or victim?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Is this person involved in the sex trade, hitchhiking, gambling and / or transient lifestyle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Is the person associated to Gang Members or other Organized Crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**COMPLETED BY**

Rank Click here to enter text.	Surname Click here to enter text.	Given Name Click here to enter text.	Number Click here to enter text.
Signature		Date of signature (yyyy-mm-dd) Click here to enter a date.	

**REVIEWED BY (SUPERVISOR)**

Rank Click here to enter text.	Surname Click here to enter text.	Given Name Click here to enter text.	Number Click here to enter text.
Signature		Date of signature (yyyy-mm-dd) Click here to enter a date.	



## PROVINCIAL POLICING STANDARDS

Section 5.0 – Specialized Investigations	<b>Page 1 of 3</b>
Sub Section 5.1 – Missing Person Investigations	<b>Effective:</b> <b>Standard (1):</b> January 1, 2017 <b>Standards (2)–(7), (8):</b> September 1, 2016 <b>Standards (7.1)–(7.2):</b> March 1, 2019 <b>Revised:</b> September 15, 2018
Subject 5.1.7 – Prevention, Intervention, and Outreach	

### Definitions

**“BC Police Missing Persons Centre (BCPMPC)”** – a provincial force unit that provides guidance and support to all police in the province for missing person investigations, and coordinates and supports unidentified human remains investigations.

**“Delegated Aboriginal Agency”** – an Aboriginal agency that has established a delegation agreement with the Provincial Director of Child Welfare to undertake administration of all or parts of the *Child, Family and Community Service Act*.

**“Missing person”** – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and they are considered missing until located.

### Standards

The chief constable, chief officer, or commissioner must ensure that:

#### Extra standard of care required for found missing persons under the age of 19

- (1) Consideration is given to conducting an interview with found missing persons under the age of 19 in an effort to determine:
  - (a) Any requirements for follow up investigation; and
  - (b) Any resources or assistance that could be offered to help promote the minor’s safety or prevent them from going missing again.

A minor has the right to refuse to cooperate or answer questions and should not be pressured to provide information.

#### Child protection authorities

- (2) The police force has protocols in place with Ministry of Children and Family Development authorities and Delegated Aboriginal Agencies (where relevant), to facilitate missing person investigations involving youth in local group homes and foster care.

- (3) The police force has protocols in place to refer found missing persons under the age of 19 to child protection authorities for assessment of their needs, where appropriate.

### **Aboriginal liaison**

- (4) The police force has access to at least one of the following means to obtain advice or assistance during missing person investigations where the missing person is Aboriginal:
- (a) An Aboriginal liaison officer; or
  - (b) An officer from a federal First Nations Policing Program Community Tripartite Agreement or Quadpartite Agreement; or
  - (c) Local Aboriginal leaders or organizations, through written protocol or agreement.

### **Protocols with other agencies**

- (5) Protocols are in place with local mental health facilities, hospitals and nursing homes to facilitate missing person investigations involving patients or residents.

### **Frequent reports involving the same individual**

- (6) If frequent reports involving the same individual are identified, the police force identifies mitigating strategies, in conjunction with relevant local agencies or resources.

### **Suspicious links between cases**

- (7) If links between cases are suspected at any time during an investigation, or as a result of aggregate analysis, the police force:
- (a) Notifies the BCPMPC; and
  - (b) Identifies any additional action to be taken or procedures to be followed when a missing person report involving similar characteristics is received by the police force.

### **Public awareness of the missing person reporting and investigation process**

- (7.1) Information about missing persons is available on the police force's public website, including at minimum:
- (a) How to report a missing person, including that there is no waiting period to make a report and that anyone can make a report (e.g., non-family members);
  - (b) A description or examples of the information that may be requested to assist police with the risk assessment and investigative process;
  - (c) How members of the public may provide, or seek, information about an ongoing missing person investigation; and

- (d) Information about support services and resources related to missing persons, including local victim services and links to relevant Provincial or National websites.
- (7.2) The link to the information referred to under standard (7.1) can be easily located on the main page of the police force's or RCMP detachment's website.

**Policies and procedures**

- (8) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards*.

January 26, 2019

**Dear Mayors and Police Board Co-Chairs Helps and Desjardins,**

I am writing to the Victoria and Esquimalt Police Board on behalf of Extinction Rebellion Vancouver Island, in the matter of two peaceful, civil society engagements in downtown Victoria:

1. December 3, 2018, on the Johnson Street Bridge (sit-in with approximately 400 participants to dramatize the global climate emergency);
2. January 8, 2019 at the Legislature and the nonviolent occupation of the constituency office on Fort Street of the Deputy Premier, Finance Minister Carole James (international day of solidarity rally march and office occupation involving approximately 1,000 land defenders in response to the RCMP raid on the Wet'suwet'en land defenders who were forcibly removed and arrested on January 7<sup>th</sup> from their unceded and unsurrendered ancestral lands).

While we prefer reduced police involvement at our events as we take pride in our self-policing and given our sensitivity toward enforcement impacts on vulnerable communities, during both of the cited events, the VICpd were exemplary in their community leadership in demonstrating clear respect for indigenous and settler rights to lawful public protest.

Officers of distinction include: Cst. Dan O'Connor, Sgt. Cliff Watson, Sgt. Derek Tolmie and Cst. Brendan Leblanc. These officers worked reciprocally with our police liaison representatives, legal observers, and march marshals, to successfully ensure our mutual interests in public safety were attained and minimize traffic disruptions and servicing costs for the VICpd and the community. They also helped monitor a few bystanders who tried to incite hate. In all instances where commitments in the interests of the greater public good were made, they were jointly kept.

We are enormously grateful to Victoria Mayor Lisa Helps, Sooke Mayor Maja Tait, and Saanich Councilor Ned Taylor's recent unanimous passing of the CRD committee 'climate emergency declaration' motion seeking the CRD board to ask all local governments in the region to declare climate emergencies.

Chief Del Manak, with city staff assistance, would be well-advised to have the VICpd similarly publicly acknowledge the worsening climate crisis (a first by a police department in Canada) and act with all haste to convert the police fleet to electric zero-emission vehicles for field operations, and jointly investigate other departmental sources for rapid carbon emission reduction (potentially combined with solar rooftop structures, police electric vehicles would be cheaper being no longer held hostage to rising fossil fuel prices and more durable operationally due to less mechanical issues and completely zero out the greenhouse gas emissions associated with vehicle

operation). As we are all now beginning to realize, pollution 'crime-busting' has now become an all-in all-out war for all sectors of civil society.

Most important to the Police Board, such a regional municipal emergency declaration would be foundational in building further trust between the VICpd and all local climate-campaigning first responders, and the VICpd should operationally accept that further protests are indeed an enlightened 'climate necessity' if all citizens of British Columbia and sovereign First Nations are to jointly raise both public climate safety urgency and political consciousness (at all levels of government) and act to ensure adequate time for civil emergency preparedness that democratizes survival – not just for the ultra-wealthy, but the greatest number globally.

To do otherwise, is to surely risk many more B.C. storm, wildfire and flooding states of emergency, co-extinctions of local wildlife, suicides due to climate despair, and more low elevation neighbourhoods, lands, highways and other infrastructure will be subject to costly sea level rise adaptation and reforestation, accompanied by greater global civic concern and possibly unrest, ultimately, even precipitating uncontrollable mass migration, martial law, and worsening conflict and war.

It is becoming clear that this is indeed the most pressing threat of our time, and the most important aspect of public safety and health is now collaboratively to mitigate and adapt to further climate disruptions and eliminating any use of police force or violence to advance our mutual cause.

The Extinction Rebellion will continue to plan boldly imaginative and symbolic citizen direct actions to inspire the many locally who want fossil fuel liberation for B.C. cities.

Hopefully the local police, municipal governments, and our progressive activist community can work together to minimize the climate and extinction existential threat, and assert greater climate and indigenous justice protocols, by being mutually self-critical of our actions, dispel police-activist stereotypical misperceptions, and raise the level of public awareness and goodwill about why we do what we do – together for the common good.

Wishing the Police Board, a safe, peaceful and wonderful New Year.

Howard Breen  
Organizer, Extinction Rebellion Vancouver Island

*"The greatest threat to our planet is the belief that someone else will save it."*

- Robert Swann

## APPENDICES

### **Draft Guiding Principles for the Extinction Rebellion Vancouver Island:**

We actively work to...

1. Use creative, nonviolent, disruptive civic conflict that invokes moral clarity and unmask the systemic violence of the status quo.
2. Create a community of climate and extinction dissidents and fossil fuel abolitionists who are engaged as whole people, bonded by love and trust, who have each other's backs in this risky work, and who recognize relationships and counter-cultural community-building will sustain us now and as the crisis deepens.
3. Nurture our own continuing moral, and ethical development of body, mind and spirit in order to live fully in a time of grave, urgent crisis without despair or apathy by embracing hope through bold emergency action.
4. Tell the full truth about ourselves and our world to the best of our understanding.
5. Engage everyone, even our enemies and opponents, with openness, tolerance and humour.
6. Resist the historical oppressions of racism, indigenous colonialism, patriarchy, classism, parochialism, ageism, nationalism, and Canadian settler privilege with humility, vulnerability and courage.
7. Honour the inherent worth and dignity of every person by replacing the dehumanizing systems of our world with relationships of mutuality, equality and respect.
8. Act for people, other species, wild places and the very web of life itself, with priority given to those facing immediate endangerment and victimization.
9. Grapple with the true questions of fairness, risk and equity confronting our society, with a focus on urgency and moral imagination rather than policy and political feasibility.
10. Acknowledge we're in a war: Those who want to take much better urgent care of our planet versus those who would ignore science in order to continue on our current path. The latter has decades of post-industrial revolution steam built up. If we're going to protect and preserve the planet, it's going to take a hell of a fight by all of us, and we can no longer wait for others to save us.

### **Times-Colonist OpEd: Sorry for the delays, Victoria: We are slowing down climate change** DECEMBER 5, 2018

<https://www.timescolonist.com/opinion/op-ed/comment-sorry-for-the-delays-victoria-we-are-slowng-down-climate-change-1.23519494>



January 30, 2019

Dear Colleagues:

**Re: Canadian Association of Police Governance Annual Conference August 2020**

The Canadian Association of Police Governance (CAPG) is investigating the possibility of holding its 2020 Annual Conference in Victoria BC in August 2020, to align its location with the Canadian Association of Chiefs of Police Conference (CACP). The two organizations conferencing in the same city is a CAPG goal supported by the obvious benefits and achieved almost every year with the exception of Winnipeg 2018. The Victoria and Esquimalt Police Board has advised CAPG that it would be willing to host CAPG Conference 2020 and has committed a contribution of \$ 15,000 in its bid.

A critical condition for hosting a CAPG conference is that the host police agency must provide a non refundable hosting fee of \$ 30,000 to CAPG. To complete its bid to host CAPG Conference 2020 and keep it in the same location as CACP the Victoria and Esquimalt Police Board must raise the required \$15,000 balance payable to CAPG.

Holding the CAPG Conference 2020 in Victoria will have some obvious savings to travel costs for all as well as accommodation cost savings for South Vancouver Island police boards. With these potential savings in mind the BC Association of Police Board Executive agreed to make an appeal to member Boards on behalf of the Victoria and Esquimalt Police Board to consider a voluntary funding contribution to make up the needed balance of \$15,000.

I am writing to you today to ask if you would enquire and advise whether or not your Police Board would be willing to provide a contribution. One small south island police board is pledging \$2,500. Please consider any amount (preferably equal or greater) that is affordable to your Board. This is a great opportunity to support a fellow Board and to welcome CAPG to beautiful BC!

At your earliest opportunity and on reaching a decision, please notify BCAPB Executive Assistant Veronica Bandet at [bcapbs@gmail.com](mailto:bcapbs@gmail.com):

1. Yes, the \_\_\_ Police Board will contribute \$\$\$; or,
2. Regrettably, the \_\_\_ Police Board is unable to participate.

Instructions for receiving your contribution will follow your reply.

Thank you for your consideration of this request and if you have any questions or would like more details, please get in touch with either John Rizzuti who is our representative to CAPG or myself.

Kind regards,

Mary Collins – 778-828-0319, [mmdcollins@hotmail.com](mailto:mmdcollins@hotmail.com)  
President, BCAPB

John Rizzuti – 250-888-9649, [jprizzuti@gmail.com](mailto:jprizzuti@gmail.com)  
Vice President, BCAPB



January 31, 2019

Ref: 551400

Chief Constables of Independent Municipal Police Departments  
Chief Officer, SCBCTA Police Service  
Chief Officer, Stl'atl'imx Tribal Police Services  
Chairs of Municipal Police Boards  
Organized Crime Agency Board (CFSEU-BC)  
Chair, SCBCTA Police Services Board  
Commanding Officer, RCMP "E" Division

Dear Sirs/Madams:

I write to inform you of my plans to step down as Assistant Deputy Minister and Director of Police Services. An all-party Special Committee of the Legislature has recommended my appointment to the position of Police Complaint Commissioner.

Brenda Butterworth-Carr has been appointed Assistant Deputy Minister and Director of Police Services, effective March 5th, 2019. Brenda Butterworth-Carr; Tr'injà Shär njit dintlät is from the Tr'ondëk Hwëch'in Han Nation, Yukon Territory. In 1987, she joined the RCMP. Over her 31-year career she was posted to BC, the Yukon Territory, Saskatchewan and Ontario. Brenda held key senior executive leadership positions which included Officer in Charge of BC RCMP Criminal Operations – Core Policing, Commanding Officer of the Saskatchewan RCMP, Director General National Criminal Operations - Aboriginal Policing & Crime Prevention Services and, most recently, Commanding Officer of the BC RCMP.

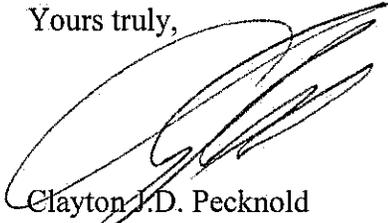
During the transition period Tonia Enger, Associate Director, will be acting Assistant Deputy Minister of Policing and Security Branch. She may be contacted at 250 387-1100 or [Tonia.Enger@gov.bc.ca](mailto:Tonia.Enger@gov.bc.ca).

Finally, I wish to thank all of our partners and colleagues in The Public Safety Sector for their continued support for Policing and Security Branch. I depart with the satisfaction of knowing that British Columbians are well protected and well served by Public Safety agencies and partners in this province.

.../2

Page 2

Yours truly,



Clayton J.D. Pecknold  
Assistant Deputy Minister  
And Director of Police Services  
Policing and Security Branch

**From:** Stacey Kimura [<mailto:SKimura@opcc.bc.ca>]  
**Sent:** February-01-19 12:38 PM  
**Subject:** Police Complaint Commissioner update

Good Afternoon,

On behalf of the Office of the Police Complaint Commissioner, we would like to announce that after 10 years as Commissioner, Stan T. Lowe has officially retired as of January 31, 2019. Our new Police Complaint Commissioner, Clayton Pecknold, has now been sworn in and will be starting with us next week.

We look forward to this new chapter and wish Stan the best in his future endeavours. If you have any communication you would like passed on to Stan, please forward to our office and we will direct it accordingly.

Sincerely,  
Stacey

**Stacey Kimura** | Executive Coordinator | Office of the Police Complaint Commissioner  
250.953.4128 | [skimura@opcc.bc.ca](mailto:skimura@opcc.bc.ca) | [www.opcc.bc.ca](http://www.opcc.bc.ca)

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Sent Electronically

February 1, 2019

Mayor Henry Braun  
Abbotsford Police Board

Dear Mayor Braun,

Re: Victoria & Esquimalt Police Board potential to host CAPG 2020 Conference

I am writing today about the possibility of Victoria as the location for the CAPG 2020 annual conference. The Canadian Association of Chiefs of Police (CACCP) will be in Victoria for their annual conference in 2020 and at the encouragement of their Chief Del Manak, we have pursued this as our ideal destination. There are benefits in having the CACCP and CAPG located in the same city and it allows us to work on joint programming or even a combined social event. The economic gains to the host city are increased significantly when both of these national police associations are present with their delegates.

You are likely aware that CAPG does not receive any type of core funding and relies completely on membership dues, conferences and webinar revenue to operate at the same high level as our other national counterparts. We have a small amount of sponsorship at conferences outside of our membership's support but we pride ourselves on focusing first and foremost on the content of our programming and providing opportunities for rich dialogue and networking with fellow police governors.

We have received a commitment from the Victoria & Esquimalt Police Board to provide half of the funding that is required to host. This is why we are now turning to our membership in British Columbia to see if there is a willingness to contribute whatever amount you can so that we are able to raise the balance of \$15,000.

The \$30,000 is used for the following:

- \$5,000 sponsorship to launch a kick off breakfast at the CAPG Calgary 2019 conference
- \$15,000 to support the 2020 conference host evening
- \$10,000 to support speaker fees, travel and accommodation.

Putting on a first-rate experience for all delegates is our number one goal and with your help we will make Victoria a memorable event.

If you have any questions, please feel free to get in touch with me but I do look forward to your positive reply.

Sincerely,

Jennifer Malloy  
Executive Director

**From:** Manak, Del  
**Sent:** February-08-19 12:05 AM  
**To:** !ALL VICPD  
**Subject:** Update re: Development of the VicPD 2020 Strategic Plan

Hello, everyone:

This is the first of what I hope will be monthly updates on the development of our new Strategic Plan, which we will launch in January 2020. This plan is important because it will set the course for our department for the next five years.

Right now, I am working with our Police Board to establish the foundation of the plan as outlined in the *Police Act*. That foundation will include our vision, mission, values and goals and will be based on guidance from Public Safety Canada, the BC Association of Chiefs of Police, the strategic plans of other BC police agencies, and our community and business surveys.

Once that framework is determined over the next few weeks, that's where you come in. It is vital that we get as much input as possible from all VicPD employees about how we actually implement the strategic plan on a day-to-day basis. For example, one of the key objectives might be to enhance public safety. I will be looking to you for your ideas about how we can achieve that and, just as importantly, how we can measure that over time. We will also be seeking input from our community along the same lines: how we can achieve the main objectives in our plan.

In the end, we will have a straight-forward and meaningful strategic plan that includes practical key performance indicators against which we can measure our success as a police agency; measures that will be internally and externally available to review to 'tell our story' in real time. This will then form the basis of future budget requests and divisional action plans that will outline exactly how we will put this plan into effect at the operational level.

So stand by for more information and for more details about how you can take part in this important process over the next few months. Thank you.



**Del Manak**  
Chief Constable  
Victoria Police Department  
850 Caledonia Avenue  
Victoria, BC V8T 5J8  
T: 250-995-7216  
[www.vicpd.ca](http://www.vicpd.ca)

**From:** "ABC BRDO:EX" <[ABC@gov.bc.ca](mailto:ABC@gov.bc.ca)>

**Date:** February 14, 2019 at 4:41:30 PM GMT-7

**To:** "ABC BRDO:EX" <[ABC@gov.bc.ca](mailto:ABC@gov.bc.ca)>

**Subject: Notice of BC Stats Provincial Board Appointees Diversity Survey**

Thank you for your service to the people of British Columbia. As a public sector board member, you play an important role in delivering government's mandate to make life more affordable, provide the services people need, and build a sustainable economy.

I am writing to request your assistance in helping government deliver on another key initiative: promoting greater diversity and inclusion in the public service, including provincial appointees to agencies, boards and commissions. To that end, I request you to take a few minutes to complete a short survey in the coming weeks.

Women, visible minorities, Indigenous Peoples, persons with disabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), and others who may contribute to diversity in public sector board appointments are needed to support strong boards that reflect the diversity of our province.

To track progress towards achieving diversity objectives, we need baseline demographic information on the current cohort of provincial appointees on public sector boards.

In the coming days, you will receive emails from BC Stats ([BCStats.SurveyMail2@gov.bc.ca](mailto:BCStats.SurveyMail2@gov.bc.ca)), which contain the link to a brief online questionnaire for current board appointees. All current provincially appointed board members will be included in the survey. If you received this email and did not receive an email from BC Stats, try checking your "junk" email box to see if it is there.

The survey should take less than 10 minutes to complete. It is completely voluntary, and you are under no obligation to participate. The information collected by BC Stats will be compiled for statistical purposes, and responses will be edited or grouped by BC Stats as needed so that individual board members cannot be identified when survey results are provided to CABRO. All data collected for this project will be managed by BC Stats in full compliance with the *Statistics Act* and the *Freedom of Information and Protection of Privacy Act*.

If you have any questions or concerns about this survey, please contact [ABC@gov.bc.ca](mailto:ABC@gov.bc.ca).

Thank you,

Charley Beresford  
Senior Executive Lead  
Crown Agencies and Board Resourcing Office  
BC Ministry of Finance

IPDHA ✓  
TO DAWNORA



# SAANICH POLICE

....keeping Saanich safe since 1906

ROBERT A. DOWNIE  
CHIEF CONSTABLE

June 26, 2018

Constable Dawndra Tolsma  
Investigative Services Division  
Victoria Police Department  
850 Caledonia Ave  
Victoria, B.C.  
V8T 5J8

**Re: Participating in the Strategic Advisory Group for Saanich file [redacted]**

Dear Constable Tolsma,

I would like to express our sincere thanks for taking the time to attend and contribute to our Strategic Advisory Group for our file [redacted]. As a result of the feedback received from the group, a considerable list of recommendations was noted and will be considered as we move forward with the investigation. A couple of the recommendations were incredibly valuable and will be actioned immediately.

Again, thanks for taking the time to assist with our investigation. As you know, the value of having other investigative practitioners assist in an open dialogue is vital to team success.

Sincerely,

Inspector Steve Morgan  
OIC Detective Division  
Saanich Police Department

WELL DONE  
DAWNORA  
M# 31



D. JUSTICE ✓  
C. STEPHEN ✓



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Officer In Charge  
West Shore RCMP Detachment  
698 Atkins Avenue  
Victoria, BC V9B 3A4

Your File - Votre référence

VICTORIA POLICE DEPT.

Our File - Notre référence

NOV 05 2018

POLICE CHIEF'S OFFICE

Date

October 25, 2018

Victoria Police Department  
850 Caledonia Avenue  
Victoria, BC V8T 5J8

Cst. Cameron STEPHEN & Cst. Debbie JUSTICE,

I would like to take this opportunity to thank-you both for your assistance and support in a file you attended to last month.

On September 5, 2018 West Shore RCMP Detachment received a call which resulted in an individual being apprehended and escorted to the Royal Jubilee Hospital (RJH). Once at the hospital, another situation arose resulting in your attendance on VICPD file

In addition to responding to your own file, you checked in with our member who had been waiting for an assessment. Our member, although an experienced member, had only just recently transferred to our Detachment and was new to the Victoria area. You not only provided invaluable information to him regarding the procedures and assessments of RJH and Victoria General Hospital but also followed up with the intake nurse upon learning that our member had already been waiting upwards of 4 hours. As you are aware, attendance to RJH removes a member from our area of jurisdiction and in this case did so for a significant amount of time. Your attention and consideration in this situation is a prime example of policing agencies working together to benefit and enhance our ability to successfully perform our jobs as police officers.

On behalf of West Shore RCMP Detachment, I would like to acknowledge you for a job well done.

Regards,

Inspector Todd Preston  
Officer in Charge  
West Shore RCMP Detachment

✓ IPDMA Scans  
✓ To members



- MUNRO
- RICE
- TOBIN
- GUBBINS

November 8, 2018

Chief Constable Del Manak  
Victoria Police Department  
850 Caledonia Ave  
Victoria, BC V8T 5J8

Dear Chief Manak:

**Re: Major Case Management File Coordinator Course**

I am writing to thank the Victoria Police Department for the opportunity to take part in the File Coordinator Course.

It is clear that the hard work of all the officers and staff who developed and teach the course, including Kris Rice, Justin Munro, and Mark Tobin, has resulted in a "gold standard" product. With attendees ranging from across the country and a variety of law enforcement backgrounds, it is clear VicPD has created something very special here.

The course was challenging, well-structured, and informative. It covered everything from the 20,000 foot view of why the FC is critical, to the minutiae of practice tips that make an FC's life livable.

Guest speakers were interesting, practical and brought a breadth of experience and viewpoints to the room. As an example, Bill Gubbins' explanation of ss. 489 and 490 was the best summation of those challenging *Criminal Code* sections I have ever heard (and I teach the Criminal Procedure course at UVic Law).

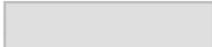
As a Crown Counsel, it was inspiring to have a front row seat not only to the diligence, professionalism and raw talent that has been applied to the course, but, more broadly, the Major Case Management paradigm. The precision with which multiple layers of accountability have been applied is remarkable.

As you know, I spent most of my career as a defence lawyer. I come to a course like this with, what I believe is, a critical eye. I was amazed at the principled application of not just the letter of the law, but its spirit as well. My respect for the investigative work of police could not be higher.

In years past, I had the pleasure of taking weeks of computer forensic training developed primarily for law enforcement officers in the U.S. and abroad. This FC course, measure for measure, meets or exceeds those curricula that were developed by, and for, much larger national law enforcement agencies.

I likely do not need to advise you that this team deserves recognition; I am writing to tell you they have my appreciation.

Yours truly,

A rectangular grey box used to redact the signature of the sender.

Crown Counsel

To MEMBERS ✓



VICTORIA POLICE DEPT.

DEC 18 2018

POLICE CHIEF'S OFFICE

November 29, 2019

Chief Constable Del Manak  
Victoria Police Department  
850 Caledonia Avenue  
Victoria, BC V8T 5J8

Dear **Chief Constable Del Manak,**

Thank you for your incredible support of the 2018 Canadian Cancer Society Cops for Cancer Tour de Rock. Thanks to your support we were able to raise over \$1,234,000 to help kids who are battling cancer!

In its 21st year, this island-wide event relies heavily on the support from local police departments and first responders. Your support allows us to raise money for pediatric cancer research and valuable support programs like Camp Goodtimes. Your support makes a huge difference to the lives of children and their families living with cancer. Thank you.

We are so grateful to you for providing the support necessary to allow **Michael Johnston, Derek Tolmie, Ian Hynes and Michael Sherman** to participate as a rider on the 2018 Tour de Rock team. This team did a wonderful job of representing their detachment and raising money to help the kids. They were always professional and positive, making sincere connections with each of the 27 communities we visited on Vancouver Island. Thank you!

Also, thank you so very much for allowing **Matt Rutherford, Jason Eagles, Larry Worock and the wonderful escort team** to participate as support crew members in this year's Tour de Rock. Without this help, the Tour de Rock would not be possible.

In 2019, we will continue to work hard to increase the childhood cancer survival rate and ensure children have a good quality of life after cancer treatment. The research and services required to do this are made possible by caring individuals like these members from your department.

Once again, thank you for providing us with the necessary manpower to fuel the 20<sup>th</sup> Canadian Cancer Society Cops for Cancer Tour de Rock. Together, we work as a team, so no one has to fight cancer alone.

Sincerely,

Jan Buehler  
Manager, Annual Giving  
Canadian Cancer Society, BCY

Debi Dempsey  
Chair  
Tour de Rock Steering Committee

G. SHAW ✓

**From:** [Redacted]  
**Sent:** Monday, January 14, 2019 2:59 PM  
**To:** info  
**Subject:** Constable Greg Shaw

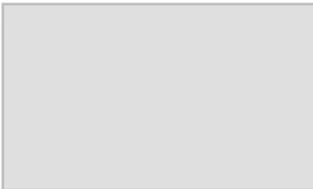
To Chief Constable Del Manak

A few months ago I was involved in a traffic incident along Admirals Road by Naden. Two deer ran into the side of my car and did considerable damage.

One of your staff, Constable Greg Shaw, happened along moments after, on his regular duties. He quickly took control of the situation and called for assistance as one of the deer was struggling and had to be put down.

I guess I was shook up and Constable Shaw realized this immediately. He was very thorough, did his job professionally and made sure I was ok. He is a great credit to your staff.

Thank you





VICTORIA POLICE DEPT.  
JAN 17 2019  
POLICE CHIEF'S OFFICE

2019-01-10

Chief Constable Del Manak  
Victoria Police Department  
850 Caledonia Avenue,  
Victoria, BC, V8T 5J8

**RE: Constable Kyle PISTONE #443  
GPEB File [redacted] et al" – [redacted] - Theft of Lottery Tickets**

In the beginning of July 2018 Victoria Gaming Policy and Enforcement Branch (GPEB), Compliance Division, began to investigate numerous thefts of lottery tickets from businesses in the Greater Victoria District including Saanich, Langford, Oak Bay and Victoria. The identified suspect, [redacted]

[redacted] S/Cst. Charlene Beck of GPEB, working in conjunction with BCLC, reached out to the Victoria Police Department (VicPD) at the end of July 2018 to obtain their assistance in organizing the multiple police agencies and investigators. The goal was to streamline the dissemination of information between the police agencies, the multitude of Crown prosecutors, GPEB and BCLC to ensure all requests for information were obtained and distributed to the appropriate investigators in a timely manner as [redacted]

Cst. Kyle Pistone of VicPD, while already dealing with a heavy workload, took on the role to coordinate and assist in the investigation of these files (which increased to 29 complaints of theft by October 2018). Because of Cst. Pistone's efforts in continual communication with Crown Counsel, one Crown prosecutor was assigned to deal with the thefts that occurred in Victoria PD's jurisdiction which resulted in these investigations being dealt with in a more timely and efficient manner.

Cst. Pistone worked with investigating officers in multiple jurisdictions to not only assist in the gathering and submission of documents required for charge approval but also to ensure there was always an open line of communication between VicPD, other police jurisdictions, GPEB and BCLC. Cst. Pistone became the main contact at VicPD for GPEB and was always available to assist in any way he could. Without the assistance of Cst. Pistone, GPEB's ability to receive information, as well as assist and provide required information to investigating members, would have been very challenging. GPEB would like to acknowledge and thank Cst. Pistone for his hard work, professionalism, dedication, his commitment to enhance safety in his community and his open communication with his partner agencies. It was truly a pleasure working with Cst. Pistone.

Sincerely,

S/Cst. Charlene Beck  
Investigations Division Island Region  
Gaming Policy and Enforcement Branch  
Ministry of Attorney General

Sam MacLeod  
Assistant Deputy Minister  
Gaming Policy and Enforcement Branch  
Ministry of Attorney General



✓ To All IPDMA  
Files +  
Members

✓ To: R Wilson  
for Reserves

# OFFICE OF THE CHIEF CONSTABLE

850 CALEDONIA AVENUE VICTORIA, BRITISH COLUMBIA, CANADA V8T 5J8 T: 250.995.7217 F: 250.384.1362

May 25, 2018

Victoria Police Department Staff

*Via email*

Dear VicPD Staff:

I would like to take this opportunity to thank you for your significant contribution to our full police honours funeral held on April 19, 2018 in memory of Cst. Ian Jordan. The tremendous level of professionalism and expertise was evident through the entire process and it is something you should all truly be proud of.

There was a significant amount of planning that was required within a very short period of time. I am aware that many of you had to juggle other priorities and adjust your workload and personal plans. A team effort was required by all involved and each of you rose to the challenge. The end result was a well-executed plan for the arrival, briefings, march-off, service, and reception.

The Jordan family was impressed beyond words at the precision and professionalism of the funeral service and the outpouring of love and support they received from the department. A countless number of current and retired officers and staff personally thanked me for the department's ability to organize a professional, fitting, and honorable funeral service.

I want to personally thank you for the role you played in honoring a fallen hero. You are all recognized for your commitment to the department, your attention to detail, and for your willingness to do your part as part of a larger team to ensure the funeral service was in keeping with the highest standards of a full honours funeral.

OFFICE OF THE CHIEF CONSTABLE

---

Once again, thank you for your dedication and professionalism.

Yours truly,

A handwritten signature in blue ink, appearing to read "Del Manak".

Del Manak  
Chief Constable

✓ IPDMA  
✓ To JASON



# SAANICH POLICE

... keeping Saanich safe since 1906

ROBERT A. DOWNIE  
CHIEF CONSTABLE

June 26, 2018

Constable Jason Eagles  
Investigative Services Division  
Victoria Police Department  
850 Caledonia Ave  
Victoria, B.C.  
V8T 5J8

**Re: Participating in the Strategic Advisory Group for Saanich file [REDACTED]**

Dear Constable Eagles,

I would like to express our sincere thanks for taking the time to attend and contribute to our Strategic Advisory Group for our file [REDACTED]. As a result of the feedback received from the group, a considerable list of recommendations was noted and will be considered as we move forward with the investigation. A couple of the recommendations were incredibly valuable and will be actioned immediately.

Again, thanks for taking the time to assist with our investigation. As you know, the value of having other investigative practitioners assist in an open dialogue is vital to team success.

Sincerely,

Inspector Steve Morgan  
OIC Detective Division  
Saanich Police Department

Will Donk  
JASON  
M# 31





## Mount Douglas Seniors Housing Society

22 – 1550 Arrow Rd.  
Victoria, BC V8N 1C6  
250-721-1818  
info@mdshs.net  
www.mdshs.net

May 22, 2018

Chief Constable Del Manak  
Victoria Police Department  
850 Caledonia Ave.,  
Victoria, BC V8T 5J8

Dear Chief Constable Manak,

On behalf of Mount Douglas Seniors Housing Society, I wish to commend Constable Cameron Macintyre and his fellow officers for the patience, compassion, kindness and extraordinary leadership they showed when assisting one of our residents last night. The [REDACTED] was found in Victoria without identification. He has [REDACTED] That Cst. Cameron managed to figure out where he lived using only an grocery store rewards card (without his name on it) is quite incredible. When the resident refused to leave the police vehicle for more than an hour, Cst. Cameron was patient, calm and never once showed signs of frustration. Finally, when his fellow officers arrived, they worked together and resolved the situation without any trauma to our resident.

I have had the great privilege of being involved in a few events with the Greater Victoria Police Diversity Advisory Committee as a volunteer facilitator with the Victoria Intercultural Association and have witnessed your commitment and leadership around making your force responsive to the needs of the community. I was thrilled to hear that you had been promoted to Chief. Last night, your officers exemplified the Victoria Police Department values integrity, professionalism, accountability, trust and respect. You have every reason to be proud of them. Congratulations and thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gail Caryn', written in a cursive style.

Gail Caryn  
Executive Director

Cc: Victoria Mayor and Council

July 24, 2018

Dear Chief Manak:

On behalf of my family, I want to recognize one of your exceptional officers, Constable Kevin Nystedt.

On [redacted], our [redacted] son, [redacted] passed away due to complications from a drug overdose on [redacted] in downtown Victoria.

Constable Nystedt attended the scene on [redacted] and worked with other first responders to try to save our son's life. [redacted] was admitted to the Jubilee Hospital and we were faced with the difficult decision to remove him from life support on [redacted]. We were fortunate to be with him when he passed away peacefully.

Constable Nystedt visited us at the hospital on [redacted] to express his condolences and to return some of [redacted] personal belongings. He was with us when [redacted] passed. Later that week, we asked for Constable Nystedt's assistance to locate [redacted] last known address and he took time on [redacted] to help us collect our son's personal belongings from his apartment and introduce us to his landlord/roommate.

It was clear to us that Constable Nystedt sincerely cared about [redacted] and shared our family's grief in this tragic loss. During our conversations with him, it was obvious he is very passionate about his work and he wants to make our community a better place and find solutions to the current issues our society faces with addiction.

The VicPD is fortunate to have such a caring and compassionate person on your team.

In closing, we also want to acknowledge all of the other VicPD officers who tried to help [redacted] over the past five years as he struggled with his addiction. The officers were always professional and respectful and we are grateful for your support.

Sincerely,

[redacted signature block]

K. KELLEY  
D. MANAK

**From:** [REDACTED]  
**Sent:** December-14-18 10:37 AM  
**To:** Kelley, Kimberly  
**Subject:** Re: Esquimalt Christmas Parade Details - Sunday, December 2nd

Hello Kimberly,

I wanted to express my deep thanks for having our family out to the Esquimalt Parade alongside VicPD. It was a very special day for [REDACTED] who was nervous in the beginning but beaming and so happy by the end. Police Chief Manak and a number of other officers really put in time to get her to open up and feel comfortable. She was overjoyed and has talked about it to everyone since. Before we left, [REDACTED] told me we had to go say good-bye and she gave high fives and even a hug to the Chief. That's a long way from how nervous she was at the station on Halloween.

Thank you so much for the work you do, and to everyone who made my little girl's holiday season brighter. It's a great way for her to feel safe, included and supported by police in the community which I am so happy to foster from a young age. I am in trouble next year though as I am pretty sure she is best friends with everyone and will want to join in again!

I hope you and the whole team at VicPD have a wonderful holiday season.

Many thanks from the [REDACTED]

**From:** [Redacted]  
**Sent:** July 19, 2018 3:15 PM  
**To:** Bylaw Services <BylawServices@victoria.ca>  
**Subject:** Thank you!

Hello

I live across the street from Beacon Hill Park and I just want to say how I have noticed that this summer the by law and police officers have been going the extra mile and ensuring that we don't have people over extending their camping "rights" in the park.

I watched a few weeks ago as one of your by law folks and a police officer moved some tents that had settled in semi permanently for approximately a week or so down near the stone bridge (near the herons).

The campers were fairly 'assertive' when confronted with the by law officer and police constable and both city employees were more than polite and reasonable. The campers had left quite a mess of garbage like clothes and discarded food and they did not easily pack up and move on. It took quite some time for them to leave but the officers remained polite and reasonable the entire time.

I just wanted you to know that those of us who live in the area do realize this is a very difficult job to accommodate these campers and I don't have any complaints about overnight camping because the majority of the people that do camp abide by the by law.

Unfortunately there are always people who will push the limit.

Last winter we had some people who were dug in semi permanently but the by law officer told me they had secured safe housing and I am happy for them.

So if you could pass along my appreciation to all your people working to keep our park clean and safe.

Sincerely yours

[Redacted Signature]

S. TWARDY  
C. BARKER

---

-----Original Message-----

From: [REDACTED]  
Sent: Sunday, July 29, 2018 9:31 PM  
To: info  
Subject: [REDACTED] Victoria Police case #.

I recently had a break and entry at my house at [REDACTED]  
I would like to sent my a big thank you to Steven Twardy and his partner, whose name I am sorry I don't know.  
The officers were able to recover my bicycle, iPad and iPhone. All were very important and valuable to me.  
The officer said I would very likely get my bike back and it was recovered the same day. The iPad and iPhone the next day.  
The forensic unit were called in to take photographs and checking for finger prints.  
Thank you Victoria Police Department.

[REDACTED]

-----Original Message-----

From: [REDACTED]  
Sent: April-27-18 10:11 AM  
To: Manak, Del  
Cc: Sheldon, Jonathan; Rice, Kris  
Subject: Ian Jordan Funeral

Chief Manak,

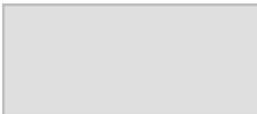
I writing to commend Sergeant Jonathan Sheldon and Sergeant Kris Rice on their handling of the arrangements for, and their participation in the full honours funeral service held last week to honour the life of Constable Ian Jordan.

1. The multi-agency procession from HQ to Christ Church with pipe bands, motorcycle escort, security, and traffic control.
2. The Honour Guard pallbearers, whose movements were so precise and dignified. The inclusion of honorary pallbearers, all contemporaries of Cst. Jordan, of whom I was one.
3. The careful timings of the arrival and departure of the motorcade, including the hearse, the family, and the Lieutenant Governor.
4. The conduct of the service itself, which included the Greater Victoria Police Chorus, the elaborate and respectful ceremony surrounding the presentation of the flag to Mrs. Jordan, and the re-creation of the last radio call.
5. The compassionate and thoughtful treatment of [REDACTED] the dispatcher on the night of September 22, 1987.
6. The photography and videography of the event, which I've just viewed, and 7. The wonderful, uplifting reception at the arena afterwards.

I know there were many other critical things they took care of that were invisible to those attending, and that's because they handled them. I also know they were part of a larger team of VicPD staff who put this tribute together in less than a week. But somebody's got to own it, and they clearly did.

Their leadership and professionalism was exemplary and the occasion gave me yet another reason to be proud of my service with, and continued connection to the Victoria Police Department.

Well done.



**From:** [REDACTED]  
**Sent:** November-17-18 8:24 AM  
**To:** Manak, Del; [lisa.helps@vicpd.ca](mailto:lisa.helps@vicpd.ca); [barb.desjardins@vicpd.ca](mailto:barb.desjardins@vicpd.ca)  
**Cc:** Elliott, Joan  
**Subject:** Ride Along Update

Chief Manak and Board Co-Chairs Helps and Desjardins,

I am writing you this quick note, copied to A/Sergeant Joan Elliott, to let you know my thought in regard to my ride along with Sergeant Elliott and C Watch on Saturday, November 10, 2018.

While I will spare you the detail, although all of it is interesting, I would like to at least say how impressed I was with every element of my experience. I rode with Sergeant Elliott in her role as supervisor of the watch that night. Joan had been on shift since 1:00 pm that day, beginning with an afternoon of training, and was scheduled to be on until 5:00 am Sunday. I only attended six hours of that marathon, from 8:00 pm to 2:00 am, and even that was tiring.

Throughout the shift Joan was a tremendous ambassador for the VicPD, not only with me, but with her colleagues, other people working that night (ambulance, security, hotel staff, etc.), and most importantly the "clients" of all types that we encountered that night. She was competent, confident, strong, gracious, kind and tough, all at the same time, truly a pleasure to be alongside. As well, the officers with whom we interacted, and there were many as we attended as lead or support in a continuous flow of calls, demonstrated the same qualities. Whether helping a heavily intoxicated person, interceding in a physical altercation among drunk bar patrons, responding to a report of a domestic incident, attending a B and E in progress, stopping an impaired driver, or any of the other calls I observed, the officers were respectful, clear, and just the right combination of assertive and diplomatic. That happened every time, in every way. I could not have been more impressed.

Thank you for the opportunity to do this ride along, not my last I hope.

With respect and appreciation,

Keven

Keven Elder, EdD, ConRes  
Member, Victoria and Esquimalt Police Board

PERKINS, OSOKO  
+ FILATOV

----- Original message -----

From: Registered Member [REDACTED]  
Date: 2018-07-24 11:15 PM (GMT-08:00)  
To: "Perkins, Shannon" <[shannon.perkins@vicpd.ca](mailto:shannon.perkins@vicpd.ca)>  
Subject: Re: Online Driving Complaint

Sergeant Perkins,

Thank you for your mail.

Please let me know if you or Constable Filatov require any further assistance.

Between you and Mr. Osoko's public online presence I can tell you that I never seen any police force so personable and delightful to deal with. Thank you for your service to the community, despite what some vocal minorities might say, it is much appreciated.

Stay safe!

Cheers,

[REDACTED]

M. Waterman  
K. Kelley

**From:** [REDACTED]  
**Sent:** October-01-18 4:34 PM  
**Subject:** Watch Commander's Open House, Thursday, Sept. 27

Hi, All,

As you know, [REDACTED] and I attended the VicPD meeting last Thursday evening with the Watch Commander. We were very favorably impressed. First off, I learned what the Watch Commander does. At the VicPD, everyone's daily duties are organized around two watches of twelve hours each - a morning watch from midnight to noon and an evening watch from noon to midnight. A constable's work week is 48 hours in eight days, consisting of two morning watches, two evening watches, and four days off. The Watch Commander is in charge of the department's operations on a given morning or evening. In our case this meant S/Sgt. Matt Waterman, a Victoria native who's been with the force for over 25 years. He introduced other speakers, chaired the Q&A session, and handed out four door prizes - a Tim Horton's gift card - one of which we were lucky to receive.

A second thing we learned was that what we call the Chief of Police they call the Chief Constable. That is Del Manak, also a Victoria native with more than 25 years experience, who became Acting Chief at the urging of the constables themselves after Chief Elsner was made to step down. Chief Manak cuts an impressive figure, and we sensed a lot of camaraderie between him and the force. His talk stressed his admiration for Victoria's health and social services people that deal with the sick, the addicted, and the homeless. He pointed out that most such people work usual daytime hours, so that from 4PM to sunup it is the police who are left to handle many of their functions.

The Q&A session taught us the difference between police and City Hall initiatives and between police and bylaw officers. [REDACTED] praised the two speed boards installed in Vic West - one in front of The Spiral Cafe and the other on the Skinner hill. She thinks they have a traffic-calming effect, and she wondered if they can be made permanent. She also noted the [REDACTED] and often parks overnight on residential streets in defiance of bylaws. Our hosts were puzzled by these issues; it seems that the speed boards were installed by civilian city employees without overt action by the police, and the [REDACTED] assertion that his truck must be available for emergency nighttime use is a matter to be sorted out between him and the city's bylaw officer.

Kimberly Kelley, the Block Watch liaison person, was at the meeting and noted our speed board and [REDACTED] questions. We are inclined to let the [REDACTED] matter ride as long as the truck is parked in front of the driver's home on [REDACTED]. Kimberly also takes note of our concern for pedestrian safety at the intersection of Bay and Tye. Westbound cars coming off the Bay Street bridge and turning right on red up the Skinner hill are often not noticing pedestrians who have the walk light.

In sum, we enjoyed the meeting and stayed the full ninety minutes. Our hosts were gracious and helpful, and we are impressed by their esprit de corps.

[REDACTED]



**VICTORIA POLICE DEPT**

**JAN 31 2019**

**OFFICE OF THE CHIEF CONSTABLE**

**COMMONWEALTH OF  
VIRGINIA**

Colonel Gary T. Settle  
Superintendent

(804) 674-2000

Lt. Colonel Tracy S. Russillo  
Deputy Superintendent

**DEPARTMENT OF STATE POLICE**

240 Third Division Loop  
Appomattox, Virginia 24522

434-352-7128

January 22, 2019

Chief Constable Del Manak  
Victoria Police Department  
850 Caledonia Avenue  
Victoria, BC V8T 5J8

Dear Chief Constable Manak:

Please accept my sincere thanks and appreciation for the cooperation and professionalism exhibited by Detective Justin Munro during a recent sexual abuse investigation in the Commonwealth of Virginia.

In August 2017, Special Agent James M. Buzzard of the Virginia State Police was contacted by Detective Munro concerning an alleged sexual abuse that occurred in 1990 in Prince Edward County, VA when the victim was a high school student and the suspect was a teacher. The victim was residing in Victoria, British Columbia when the crime was reported to law enforcement. Detective Munro was able to conduct a thorough and comprehensive interview of the victim for Special Agent Buzzard. With this information, Special Agent Buzzard interviewed the suspect in Virginia and was able to obtain a full confession. As a result of their joint efforts, the suspect entered a plea of guilty to four counts of taking indecent liberties with a child on January 14, 2019. He was sentenced to serve three years of confinement in a correctional facility. In addition, he also received 17 year suspended sentence, probation and is required to register as a sex offender.

This investigation would not have reached the same conclusion had it not been for the assistance and professionalism demonstrated by Detective Munro. In addition to interviewing the victim, Detective Munro remained actively engaged in the investigation by serving as a liaison between the victim and law enforcement in Virginia.

It is always gratifying to see this level of cooperation between law enforcement agencies, especially when it involves different countries. The level of cooperation experienced during this assignment could not have been better.

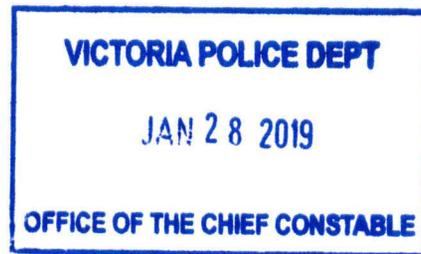
Again, please convey my appreciation to Detective Munro and I wish you and the Victoria Police Department all the very best in the future.

Sincerely,

A handwritten signature in cursive script that reads "David Cooper, II". The signature is written in dark ink and is positioned above the typed name.

Captain David O. Cooper, II  
Bureau of Criminal Investigation  
Appomattox Field Office

DOC



1/23/2019

SHANE  
2018 Tour De Rock Rider  
Nanaimo Royal Canadian Mounted Police

Chief Constable Del Manak  
Victoria police Department

**Greetings Chief Constable Manak,**

On behalf of the 2018 Canadian Cancer Society Cops For Cancer Tour De Rock riders, I would like to extend a heartfelt thank you for opening not only your police station but your heart to Kaiden Finley on January 16, 2019. I was truly impressed with the how the entirety of the Victoria Police Department welcomed Kaiden and made him feel like a part of the police family. While Kaiden is something of an introvert in public and difficult to read sometimes, I know he had an amazing time. He and his family were comforted in this difficult time by your caring, compassion and sense of humor during the visit. I know that these sentiments are also felt by not only myself but the entire Tour De Rock Team.

One of Kaiden's highlights of the day was learning that the Victoria Police Department was founded in 1858 and is older than the RCMP. A fact he was more than happy to tell me all about! He is an incredible young man and inspiration. Speaking of incredible and inspiring people, I would like to express how much respect I have for Derek Tolmie, who arranged Kaiden's swearing in, Michael Johnson and Ian Hynes for everything they have done since the Tour ended to help create positive memories for the Finley family.

I have enclosed a challenge coin that I created for the 2018 Tour De Rock and lightning bolt stickers. Kaiden's favorite super hero is the Flash. When he first went through cancer treatment he had a small Flash figure that he held for strength (you may have seen on your desk during his phot op). Kaiden gave that figure to Allison to carry during the Tour to give her strength when she needed it. When we learned that Kaiden's cancer had returned during the tour, we had these stickers made and put them on our helmets and anywhere else we could find to show Kaiden that we were thinking of him.

Thank you so very much.

A handwritten signature in blue ink, appearing to read "Shane Coubrough".

Shane Coubrough



# VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

<b>DATE</b>	February 19, 2019
<b>ACTION</b>	For information
<b>SUBJECT</b>	Chief Constable Report
<b>RECOMMENDED BY</b>	Chief Constable Del Manak
<b>APPROVED BY</b>	Chief Constable Del Manak

## Community Events and Presentations

January 16	Participated in the City of Victoria Budget Town Hall meeting
January 17	Presented at the VicPD Communication Centre Staff Recognition Ceremony
January 18	Attended the Victoria Police Athletic Association senior high school basketball tournament
January 19	Presented awards at the Victoria Police Athletic Association senior high school basketball tournament
January 21	Presented the 2019 Budget to Esquimalt Council
January 22	Attended the new South Island Police Dispatch Centre Go-Live event
January 22	Attended the Anti-Racism Community Conversation
January 24	Visited Grade 1-2 class at George Jay Elementary re: school champion
January 27	Attended the South Asian Community Event at the Sikh Temple
January 29	Presented at the Greater Victoria Chamber of Commerce Executive meeting
January 30	Attended the Black History Month Launch Reception at City Hall
January 31	Presented at the VicPD Retirement Recognition Ceremony
February 1	Attended the Royals Hockey Game with the Aboriginal Street Community
February 5	Attended the Royals Hockey Game re: Ceremonial Guard for national anthem
February 7	Attended the Camosun College Career Fair: Criminal Justice Information Session
February 7	Presented awards at the Victoria Police Athletic Association Junior basketball tournament
February 12	Presented at the Executive Resource Group Luncheon
February 13	Participated in the Moose Hide Campaign Provincial Gathering event
February 13	Attended the Opening of Parliament dinner reception at Government House
February 17	Participated in the Special Olympics BC Polar Plunge
February 19	Visited Grade 6 class at Central Middle School

## Upcoming Events

*Board members welcome to attend*

Date	Time	Event	Location
March 3, 2019	TBA	Wounded Warrior Run	BC Legislature
March 6, 2019	12:00pm	Grand opening of the South Island Police Dispatch Centre	4219 Commerce Circle
March 8, 2019	2:00pm	VicPD Honors Ceremony	Government House
March 11, 2019	7:00pm	VicPD Q4 Report to Esquimalt Council	Esquimalt Council Chambers
March 14, 2019	6:30pm	Esquimalt Business Town Hall meeting	Esquimalt Rec Centre
April 11, 2019	6:30pm	VicPD Volunteer & Reserves Awards ceremony	VicPD HQ – Briefing Room



# VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

DATE:	February 19, 2019
ACTION:	For information
SUBJECT:	HR Report (Orders #14-2018, #01-2019)
APPROVED BY:	Chief Cst. Del Manak

## HIRES

### Sworn

*Effective: January 3, 2019*  
Recruit Constables (5)

*To:*  
JIBC /Patrol

### Civilians

*Effective: January 2, 2019*  
Computer Technician Analyst

*To:*  
Information Technology Division

*Effective: December 28, 2018*  
Clerk (Auxiliary)

*To:*  
Esquimalt Division

*Effective: February 11, 2019*  
Computer Technician Analyst

*To:*  
Information Technology Division

## RETIREMENTS

### Sworn

*Effective: March 31, 2019*  
Sergeant

*From:*  
Regional Domestic Violence Unit

*Effective: May 31, 2019*  
Staff Sergeant  
Sergeant

*From:*  
Executive Services Division  
JIBC – Use of Force Coordinator

### *Rescinded*

*Effective: January 31, 2019*  
Constable

*From:*  
Integrated Road Safety Unit

**Civilians**

*Effective: November 30, 2018*  
Information Disclosure Advisor

*From:*  
Legal Services Division

*Effective: January 31, 2019*  
Complaint Taker

Communication Centre

**RESIGNATIONS**

**Sworn**

*Effective: November 23, 2018*  
Jailer (Auxiliary)

*From:*  
Jail

*Effective: December 4, 2018*  
Jailer (Auxiliary)

*From:*  
Jail

**Civilians**

*Effective: November 6, 2018*  
Communication Specialist (Auxiliary)

*From:*  
Communication Centre

*Effective: December 31, 2018*  
Computer Technician Analyst

*From:*  
Information Technology Division

*Effective: January 1, 2019*  
Supervisor

*From:*  
Communication Centre

*Effective: February 1, 2019*  
Administrative Assistant

*From:*  
Investigative Services Division



## VICTORIA-ESQUIMALT POLICE BOARD REPORT

Public

DATE:	February 19 <sup>th</sup> , 2019
ACTION:	For Information
SUBJECT:	Preliminary 2018 Year End Financial Report
RECOMMENDED BY:	Steve Hurcombe, Controller
APPROVED BY:	Chief Cst. D. Manak

### BACKGROUND:

This report contains the preliminary financial results for the year ending **December 31<sup>st</sup>, 2018**. Please note, although the City of Victoria has substantially completed their yearend entries, adjustments may still be required that affect the final financial position.

Monthly financial reports for the 2019 fiscal year will be prepared once we have a clearer indication of the likely councils approved operating budget.

### SUMMARY:

As of December 31<sup>st</sup>, 2018 the net financial position was 99.2% of the approved budget. The Department is in a slightly better surplus position than originally anticipated and we currently expect a surplus of approximately \$413,621.

Personnel expenditures were in line with the budget, despite retirement expenditures being higher than expected. Total personnel costs were below budget, largely to staffing shortages in the Communications Centre during the transition to the Regional Communications Centre. The Communications Centre successfully transitioned to E-Comm on January 22<sup>nd</sup>. We therefore do not expect significant surpluses from personnel costs to continue into 2019.

Communications and professional service expenditures were also below budget. Communications were approximately \$350,000 below budget. Approximately \$200,000 of this was due to the timing of implementing the new radios, and we expect to see communications expenditures increase accordingly in 2019. The remainder was due to savings from the renegotiated mobility contract, and reductions in the number of radios realized through pooling. Professional service expenditures were below budget due to lower than budgeted costs for

managing legal claims against the department. Actual expenditures can vary significantly from year to year.

Remaining expenditures were largely within the approved budget. Overages in travel, training and supplies were offset by savings under other expenditure categories.

### **Distribution of Surpluses**

The distribution of surplus is determined under Section 9.2 of the Framework Agreement between the Victoria and Esquimalt Police Board, the City of Victoria and the Township of Esquimalt. Any surplus funds will be used to fund the Financial Stability Reserve to its maximum amount established under Section 8.4 of 2.5% of the net police budget, with remaining funds going towards the Employee Benefit Obligation Reserve until that fund is fully funded. Any additional surplus is transferred to the Municipalities in accordance with the Budget Allocation Formula in effect for the year in which the surplus was generated.

At the end of 2017 there was a shortfall of \$715,273 in the Employee Benefit Obligation Reserve. The actuarial valuation of the obligation for 2018 will likely be available in March or April 2019. It is likely that available surplus funds, after application to the Financial Stability Reserve Fund, will be insufficient to fully fund the Employee Benefit Obligation Reserve fund.

### **DISCUSSION:**

See following detailed report



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# 2018 PRELIMINARY YEAR END FINANCIAL REPORT

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## Statement 1

**Victoria Police Department**  
**Revenues and Expenditures By Section (Unaudited)**  
**For the Year Ending December 31st, 2018**

	<b>Annual Budget</b>	<b>Actual</b>	<b>(Over) Under</b>	<b>% of Total Budget</b>
<b>Revenue</b>				
Special Events	100,000	587,071	(487,071)	587.1%
Records	191,000	169,515	21,485	88.8%
Grants <sup>1</sup>	-	39,677	(39,677)	N/A
Other	-	3,362	(3,362)	N/A
Jail Operations	34,000	28,947	5,053	85.1%
<b>Total Revenue</b>	<b>325,000</b>	<b>828,572</b>	<b>(503,572)</b>	<b>254.9%</b>
<b>Operating Expenditures By Section</b>				
Executive Services	3,621,350	3,591,965	29,385	99.2%
Integrated Units	2,305,142	2,287,965	17,177	99.3%
Crime Prevention Services	1,392,474	1,156,057	236,417	83.0%
Crime Reduction Division	3,404,480	3,937,369	(532,889)	115.7%
Patrol - Primary Response Division	17,065,817	17,144,611	(78,794)	100.5%
K9	803,198	1,022,665	(219,467)	127.3%
Community Services Division	2,596,141	2,489,602	106,539	95.9%
Investigative Services	6,095,413	6,105,812	(10,399)	100.2%
Traffic Enforcement and Crash Investigations	1,372,543	1,320,882	51,661	96.2%
Communications Centre - 911	3,196,107	2,866,671	329,436	89.7%
Centralized Corporate Costs	1,919,700	2,469,560	(549,860)	128.6%
Support Services	8,562,187	7,940,411	621,776	92.7%
Jail Operations	943,254	934,187	9,067	99.0%
<b>Total Operating Expenditures</b>	<b>53,277,806</b>	<b>53,267,757</b>	<b>10,049</b>	<b>100.0%</b>
<b>Transfers to Capital</b>	<b>1,056,000</b>	<b>1,056,000</b>	<b>-</b>	<b>100.0%</b>
<b>Transfer from Financial Stability Reserve</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>0.0%</b>
<b>Net Budget</b>	<b>53,908,806</b>	<b>53,495,185</b>	<b>413,621</b>	<b>99.2%</b>

## Notes:

1. Civil Forfeiture Grants

## Statement 2

**Victoria Police Department**  
**Revenue and Expenditures by Object (Unaudited)**  
**For the Year Ending December 31st, 2018**

	<u>Actual</u>	<u>2018</u>		<u>(Over)/Under</u>	
		<u>Budget</u>	<u>% Used</u>	<u>\$</u>	<u>%</u>
<b>Revenue</b>					
Special Events	587,071	100,000	587.1%	(487,071)	-487.1%
Records	169,515	191,000	88.8%	21,485	11.2%
Grants <sup>1</sup>	39,677	-	N/A	(39,677)	N/A
Other	3,362	-	N/A	(3,362)	N/A
Jail Operations	28,947	34,000	85.1%	5,053	14.9%
<b>Total Revenue</b>	<b>828,572</b>	<b>325,000</b>	<b>254.9%</b>	<b>(503,572)</b>	<b>-154.9%</b>
<b>Operating Expenditures</b>					
Salaries and Benefits	42,223,553	43,147,278	97.9%	923,725	2.1%
Retirements	865,164	400,000	216.3%	(465,164)	-116.3%
Overtime	2,439,621	2,117,220	115.2%	(322,401)	-15.2%
Professional Services	1,524,808	1,605,450	95.0%	80,642	5.0%
Equipment Maintenance - Fleet & Computers	1,057,587	1,107,610	95.5%	50,023	4.5%
Telephone Line Charges/CREST	785,423	1,136,000	69.1%	350,577	30.9%
Travel and Training	811,332	706,600	114.8%	(104,732)	-14.8%
Building Maintenance	780,600	749,700	104.1%	(30,900)	-4.1%
General and Office Supplies	623,398	501,300	124.4%	(122,098)	-24.4%
Other Operating Expenditures	1,000,145	738,498	135.4%	(261,647)	-35.4%
Protective Clothing/Uniforms	352,676	238,150	148.1%	(114,526)	-48.1%
Lease/Rental/PRIME	314,483	330,600	95.1%	16,117	4.9%
Fuel and Motor Oil	282,864	281,000	100.7%	(1,864)	-0.7%
Insurance	187,180	190,000	98.5%	2,820	1.5%
Postage and Freight	18,923	28,400	66.6%	9,477	33.4%
<b>Total Operating Expenditures</b>	<b>53,267,757</b>	<b>53,277,806</b>	<b>100.0%</b>	<b>10,049</b>	<b>0.0%</b>
<b>Transfers to Capital</b>	<b>1,056,000</b>	<b>1,056,000</b>	<b>100.0%</b>	<b>-</b>	<b>0.0%</b>
<b>Transfer from Financial Stability Reserve</b>	<b>-</b>	<b>100,000</b>	<b>0.0%</b>	<b>100,000</b>	<b>N/A</b>
<b>Net Budget</b>	<b>53,495,185</b>	<b>53,908,806</b>	<b>99.2%</b>	<b>413,621</b>	<b>0.8%</b>

Notes:

1. Civil Forfeiture Grants

## Statement 3

**Victoria Police Department**  
**Operating Expenditures by Section and Business Unit (Unaudited)**  
**For the Year Ending December 31st, 2018**

	<u>Annual Budget</u>	<u>Actual</u>	<u>(Over) Under</u>	<u>% of Total Budget</u>
<b>Executive Services</b>				
Office of The Chief Constable	886,342	855,749	30,593	96.5%
Executive Services, Policy and Professional Standards	1,515,042	1,574,569	(59,527)	103.9%
Esquimalt Administration	550,832	575,452	(24,620)	104.5%
Police Board	208,670	106,065	102,605	50.8%
Public Affairs	460,464	480,130	(19,666)	104.3%
<b>Total Executive Services</b>	<b>3,621,350</b>	<b>3,591,965</b>	<b>29,385</b>	<b>99.2%</b>
<b>Integrated Units</b>				
Vancouver Island Integrated Major Crime Unit	1,029,259	966,056	63,203	93.9%
Diversity Unit	3,500	3,135	365	89.6%
Integrated Mobile Crisis Response Team	95,609	96,177	(568)	100.6%
Regional Domestic Violence Unit	188,399	137,746	50,653	73.1%
Crowd Management Unit Training	30,500	36,048	(5,548)	118.2%
Assertive Community Treatment	397,875	428,671	(30,796)	107.7%
Explosive Ordinance Disposal	7,708	13,797	(6,089)	179.0%
Crime stoppers	57,681	58,608	(927)	101.6%
Mobile Youth Service Team	49,061	52,171	(3,110)	106.3%
Emergency Response Team Training	268,415	327,164	(58,749)	121.9%
Tactical Liaison Officer	2,758	3,408	(650)	123.6%
Critical Incident Scribes	493	-	493	0.0%
Municipal Undercover Program	66,229	66,229	-	100.0%
Restorative Justice	40,000	40,000	-	100.0%
Crisis Negotiating	13,238	15,177	(1,939)	114.6%
PRIME tables	1,560	-	1,560	0.0%
Youth Camp	15,500	17,533	(2,033)	113.1%
Allowance for incremental increases	11,357	-	11,357	0.0%
Canadian Intelligence Services British Columbia	26,000	26,045	(45)	100.2%
<b>Total Integrated Units</b>	<b>2,305,142</b>	<b>2,287,965</b>	<b>17,177</b>	<b>99.3%</b>
<b>Crime Prevention Services</b>				
Community Resource Officers	598,295	673,216	(74,921)	112.5%
School Resource Officers	396,375	199,226	197,149	50.3%
Community Programs	99,108	85,296	13,812	86.1%
Volunteer Program	272,196	118,548	153,648	43.6%
Reserve Program	26,500	79,771	(53,271)	301.0%
<b>Total Crime Prevention Services</b>	<b>1,392,474</b>	<b>1,156,057</b>	<b>236,417</b>	<b>83.0%</b>
<b>Crime Reduction Division</b>				
Strike Force	1,186,503	1,184,470	2,033	99.8%
Crime Reduction Unit	1,136,662	1,114,893	21,769	98.1%
Analysis and Intel	653,257	587,678	65,579	90.0%
Operational Planning	264,538	263,825	713	99.7%
Special Duties	163,520	786,503	(622,983)	481.0%
<b>Total Crime Reduction Division</b>	<b>3,404,480</b>	<b>3,937,369</b>	<b>(532,889)</b>	<b>115.7%</b>

	<u>Annual Budget</u>	<u>Year To Date</u>	<u>(Over) Under</u>	<u>% of Total Budget</u>
<b>Patrol - Primary Response Division</b>	<b>17,065,817</b>	<b>17,144,611</b>	<b>(78,794)</b>	<b>100.5%</b>
<b>K9</b>	<b>803,198</b>	<b>1,022,665</b>	<b>(219,467)</b>	<b>127.3%</b>
<b>Community Services Division</b>	<b>2,596,141</b>	<b>2,489,602</b>	<b>106,539</b>	<b>95.9%</b>
<b>Investigative Services Division</b>				
Detective Division - Support	1,096,835	1,017,556	79,279	92.8%
Special Operations	100,000	-	100,000	0.0%
Historical Case Review	175,899	155,568	20,331	88.4%
Financial Crimes	452,696	416,497	36,199	92.0%
Integrated Tech Crime Unit	386,357	329,806	56,551	85.4%
Special Victims Unit	883,676	1,137,517	(253,841)	128.7%
Major Crimes	1,437,515	1,506,555	(69,040)	104.8%
Behavioural Assessment & Management Unit	570,379	540,718	29,661	94.8%
Forensic Identification	992,056	1,001,595	(9,539)	101.0%
<b>Total Investigative Services Division</b>	<b>6,095,413</b>	<b>6,105,812</b>	<b>(10,399)</b>	<b>100.2%</b>
<b>Traffic Enforcement and Crash Investigations</b>				
Traffic Enforcement and Crash Investigation	1,359,043	1,320,882	38,161	97.2%
Motorcycle Escort Team	13,500	-	13,500	0.0%
<b>Total Traffic Enforcement and Crash Investigations</b>	<b>1,372,543</b>	<b>1,320,882</b>	<b>51,661</b>	<b>96.2%</b>
<b>Communications Centre - 911</b>	<b>3,196,107</b>	<b>2,866,671</b>	<b>329,436</b>	<b>89.7%</b>
<b>Centralized Corporate Costs</b>	<b>1,919,700</b>	<b>2,469,560</b>	<b>(549,860)</b>	<b>128.6%</b>
<b>Support Services</b>				
Automotive	908,000	852,806	55,194	93.9%
Critical Incident Stress Management	16,200	16,391	(191)	101.2%
Legal Services and Freedom of Information	297,823	316,166	(18,343)	106.2%
Finance, Exhibit Control and Purchasing	2,653,781	2,134,963	518,818	80.4%
Human Resources, firearms and use of force training	1,885,296	1,908,261	(22,965)	101.2%
Records Management	1,700,398	1,653,175	47,223	97.2%
Information Systems	1,100,689	1,058,649	42,040	96.2%
<b>Total Support Services</b>	<b>8,562,187</b>	<b>7,940,411</b>	<b>621,776</b>	<b>92.7%</b>
<b>Jail Operations</b>	<b>943,254</b>	<b>934,187</b>	<b>9,067</b>	<b>99.0%</b>
<b>Total Operating Expenditures</b>	<b>53,277,806</b>	<b>53,267,757</b>	<b>10,049</b>	<b>100.0%</b>

## Statement 4

**Victoria Police Department  
Capital Expenditures (Unaudited)  
For the Year Ending December 31st, 2018**

	<u>Transfers to Capital Fund</u>	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>(Over) Under</u>	<u>%</u>
Vehicles	405,000	650,808	1,013,960	(363,152)	155.8%
Computer Equipment	500,000	886,500	287,067	599,433	32.4%
Communications Equipment	40,000	50,000	25,719	24,281	51.4%
Furniture	45,000	77,000	4,929	72,071	6.4%
K9	6,000	-	-	-	N/A
Police Building Upgrades	60,000	115,000	46,358	68,642	40.3%
<b>Total Capital</b>	<b><u>1,056,000</u></b>	<b><u>1,779,308</u></b>	<b><u>1,378,033</u></b>	<b><u>401,275</u></b>	<b><u>77.4%</u></b>

## **1. REVENUE**

Revenues are above budget, including revenue from special duties. The special duties budget is prepared based on net expenditures. These revenues are offset, where recoverable, by corresponding expenditures under the Special Duties business unit. For 2019 an estimate has been made in the budget for revenues and expenditures to more closely match historical revenue and expenditure levels.

Grant revenue represents monies received from civil forfeiture grants for the purchase of specific equipment. Other revenue consists of recoveries from other police agencies for training hosted by VicPD. Jail revenues for provincial prisoners show no sign of improvement.

## **2. SALARIES AND BENEFITS:**

The Human Resources section recruits police officers based on a projection of retirements and authorized strength. As it takes at least 18 months for a recruit to be fully operational, VicPD tries to hire recruits ahead of anticipated retirements. At this time, salaries and benefits expenditures are below budget.

The bulk of retirements typically occur early in the year, although they can and do occur later in the year as well to a lesser extent. Retirement expenditures exceed the budget and we expect to see retirement costs increase over the next few years as eligible members retire.

Salaries and benefits were below budget due to staffing shortages in the Communications Centre and Records Section.

## **3. OVERTIME:**

Net overtime costs are, once adjusted for special duties, in line with expectations. Overages in overtime experienced in the Communications Centre and Records Section, were more than offset by below budget expenditures under regular and auxiliary wages.

## **4. PROFESSIONAL SERVICES:**

Professional fees include the costs for Integrated Units, as well as sufficient funds to meet any unexpected legal costs. Expenditures are below budget due to the costs to defend the department against claims and litigation being less than expected based on average costs.

**5. TELEPHONE LINE CHARGES:**

The 2018 budget includes the annual cost of leasing replacement mobile radios from CREST. Approximately \$200,000 of the amount below budget was temporary, due to delays in implementing the new radios, with approximately \$150,000 in savings being realized through a combination of radio pooling and lower than expected costs from rolling out smart phones to front line officers.

**6. BUILDING MAINTENANCE:**

Building Maintenance costs include the one-time annual fixed cost allocation from the City of Victoria for VicPD Headquarters, as well as quarterly billings from the Township of Esquimalt for the West Division.

**7. GENERAL AND OFFICE SUPPLIES:**

Expenditures are above budget, due to costs related to recruitments required due to higher than expected retirements. Overages were offset by savings in other expenditure categories, such as communications and professional services.

**8. OTHER EXPENDITURE CATEGORIES:**

Other expenditure categories are within budget. Travel and training expenditures were offset through grants, recoveries from other agencies, or reductions in in other budget line items.

**9. CAPITAL AND RESERVE EXPENDITURES:**

Capital expenditures include planned fleet and information technology equipment replacement. The timing of Capital expenditures is dependent on tendering and delivery timelines but is expected to remain within the current year's budget. Transfers to the Financial Stability and Employee Benefit Obligation reserves are made at the end of the year and are dependent on having sufficient surplus.

**10. SURPLUS AND DEFICIT, THE FRAMEWORK AGREEMENT:**

The distribution of surplus is determined under Section 9.2 of the Framework Agreement between the Victoria and Esquimalt Police Board, the City of Victoria and the Township of Esquimalt. Any surplus funds will be used to fund the Financial Stability Reserve to its maximum amount established under Section 8.4 of 2.5% of the net police budget, with remaining funds going towards the Employee Benefit Obligation Reserve until that fund is fully funded. Any additional surplus is transferred to the Municipalities in accordance with the Budget Allocation Formula in effect for the year in which the surplus was generated.

Any extraordinary expenditures or shortfall in revenue shall be funded from the Financial Stability Reserve Fund or through adjustment of the expenditures under the approved budget. If there still are insufficient funds within the approved budget to meet the Department's obligations, the Municipalities shall cover any shortfall in accordance with the Budget Allocation Formula in effect for the year in which the deficit was incurred.

#### **11. DIVISIONAL BUDGETS:**

Divisional budgets are on the whole in line with the budget. K9 is slightly over budget due to expenditures in anticipation of a partnership with the RCMP that was expected to be offset by additional funding, should an agreement be reached. The bulk of our expenditures are related to salaries, which are budgeted based on the assignment of resources in the previous year. Some variances occur as a result of changes to resource assignments in the intervening period.

##### **Integrated Units:**

Expenditures for Mobile Youth Service Team, Restorative Justice, Municipal Undercover Program and Canadian Intelligence Services British Columbia represent one-time expenditures, and are recorded as paid. Expenditures for Youth Camp represent the costs for hosting the event, as well as expenditures related to the Chief's Youth Council, are shown net of donations.

##### **Strike Force:**

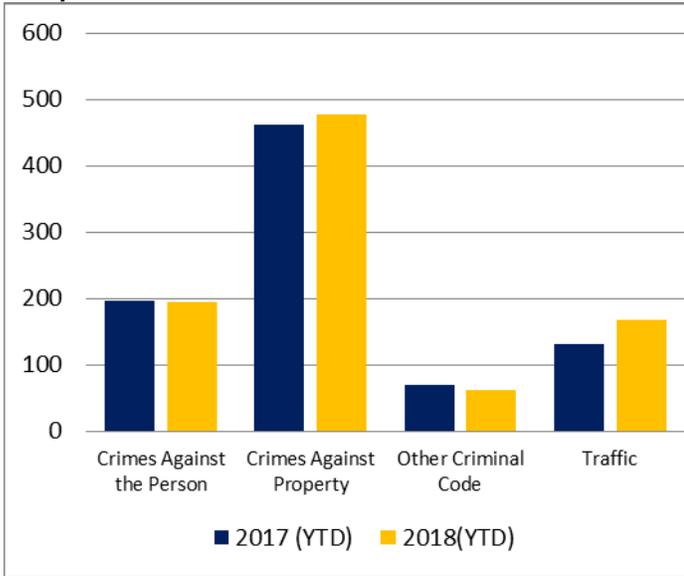
\$120,000 in funds received towards the opioid crisis in 2017 and 2018 have been carried forward to 2019 for future use.



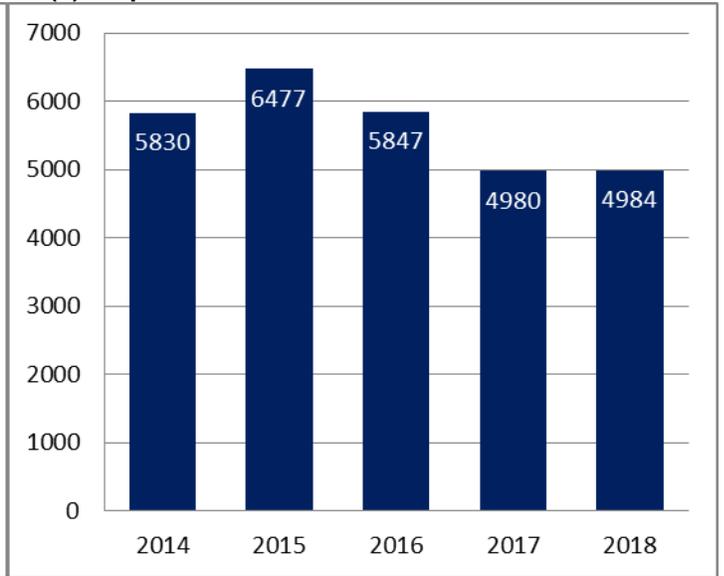
**VICTORIA  
POLICE**

**Crime Trends for Victoria and Esquimalt: January - December, 2017-2018 (1,2)**

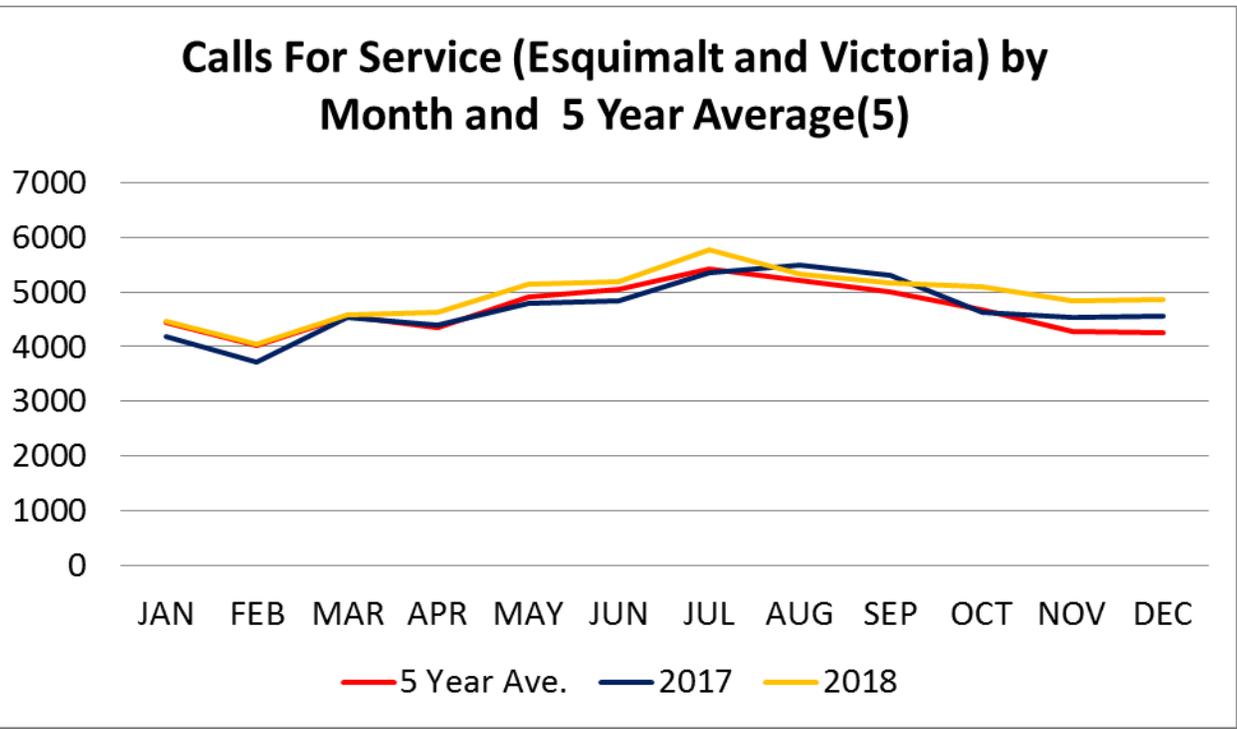
**Key Crime Trends (1, 2)  
Esquimalt**



**Reported Calls for Service (from RMS)  
YTD(5) Esquimalt**



**Calls For Service (Esquimalt and Victoria) by  
Month and 5 Year Average(5)**





**VICTORIA  
POLICE**

## Crime Trends for Victoria and Esquimalt: January – December, 2017–2018 (1,2)

### Key Crime Trends for Esquimalt (YTD January - December)

	2017		2018		% Change 2017 - 2018(4)
	Jan-Dec	Rate(3)	Jan-Dec	Rate(3)	
Crime Against the Person	197	1172.6	195	1160.7	-1.0
Crimes Against Property	462	2750.0	477	2839.3	3.2
Other Criminal Code of Canada Offences	70	416.7	61	363.1	-12.9
Total CCC Offences Excluding Traffic	729	4339.3	733	4363.1	0.5
Traffic Offences	131	779.8	167	994.0	27.5
Total CCC Offences and Traffic	860	5119.0	900	5357.1	4.7

### Crimes Against Person for Esquimalt (YTD January – December)

	2017		2018		% Change 2017 - 2018(4)
	Jan-Dec	Rate(3)	Jan-Dec	Rate(3)	
Homicide		0.0		0.0	-
Attempted Murder		0.0		0.0	-
Robbery/Extortion	6	35.7	7	41.7	16.7
Assault	117	696.4	117	696.4	0.0
Sexual Assault	20	119.0	21	125.0	5.0
Criminal Harassment	11	65.5	9	53.6	-18.2
Uttering Threats	42	250.0	41	244.0	-2.4
Arson - Disregard for Life	1	6.0		0.0	-

### Notes:

1. The data presented are taken from the Police Records Information Management Environment (PRIME).
2. The crime statistics published in this report are based on the day that they were analyzed. Due to ongoing police investigation and internal data quality control efforts, this information is subject to change, including addition, deletion and reclassification of any and all data. Rates and percentages have been rounded.
3. Rate is calculated on a per 100,000 population for each month and year. As provided by Capital Region District, 2015 population was estimated for Esquimalt at 17,655.
4. The % change is based on the actual values and is subject to (2).
5. As of April 2012, Victoria Police now record all abandoned 911 calls (e.g. “pocket dials”) when calculating total calls for service. They are dispatched as Priority 2 calls.
6. The line graph on page 1 and the table on page 7 are reflective of those 911 calls (“pocket dials”) not previously captured.
7. Graphs and charts on page 1 include all ‘abandoned 911’ calls for service.
8. Abandoned 911 calls have been removed from the tables on pages 7 and 8.



**VICTORIA  
POLICE**

## Crime Trends for Victoria and Esquimalt: January – December, 2017–2018 (1,2)

### Crimes Against Property for Esquimalt (YTD January - December)

	2017		2018		% Change 2017 - 2018(4)
	Jan-Dec	Rate(3)	Jan-Dec	Rate(3)	
B&E Business	6	35.7	9	53.6	50.0
B&E-Other	11	65.5	16	95.2	45.5
B&E-Residence	23	136.9	19	113.1	-17.4
Fraud	36	214.3	66	392.9	83.3
Mischief	120	714.3	104	619.0	-13.3
Theft Over \$5000	3	17.9		0.0	-
Theft Under \$5000	66	392.9	70	416.7	6.1
Theft from Motor Vehicle	112	666.7	120	714.3	7.1
Theft of Motor Vehicle	17	101.2	17	101.2	0.0
Take Vehicle without Consent	6	35.7	3	17.9	-50.0
Theft of Bicycle	29	172.6	28	166.7	-3.4
Shoplifting	23	136.9	21	125.0	-8.7
Arson	10	59.5	4	23.8	-60.0

### Other Criminal Code Offences for Esquimalt (YTD January - December)

	2017		2018		% Change 2017 - 2018(4)
	Jan-Dec	Rate(3)	Jan-Dec	Rate(3)	
Bail Violations/Breach of Probation	45	267.9	50	297.6	11.1
Drugs	11	65.5	4	23.8	-63.6
Indecent Acts	5	29.8	2	11.9	-60.0
Counterfeit Currency	2	11.9	2	11.9	0.0
Offensive Weapons	7	41.7	3	17.9	-57.1

### Traffic Offences for Esquimalt (YTD January - December)

	2017		2018		% Change 2017 - 2018(4)
	Jan-Dec	Rate(3)	Jan-Dec	Rate(3)	
Traffic - Collisions	77	458.3	96	571.4	24.7
Traffic - Fatal	0	0.0	0	0.0	-
Traffic – Suspensions	15	89.3	23	136.9	53.3
Dangerous Operation of Motor Vehicle	3	17.9	3	17.9	-
Fail to Remain	13	77.4	12	71.4	-7.7
Impaired/Refuse	23	136.9	33	196.4	43.5

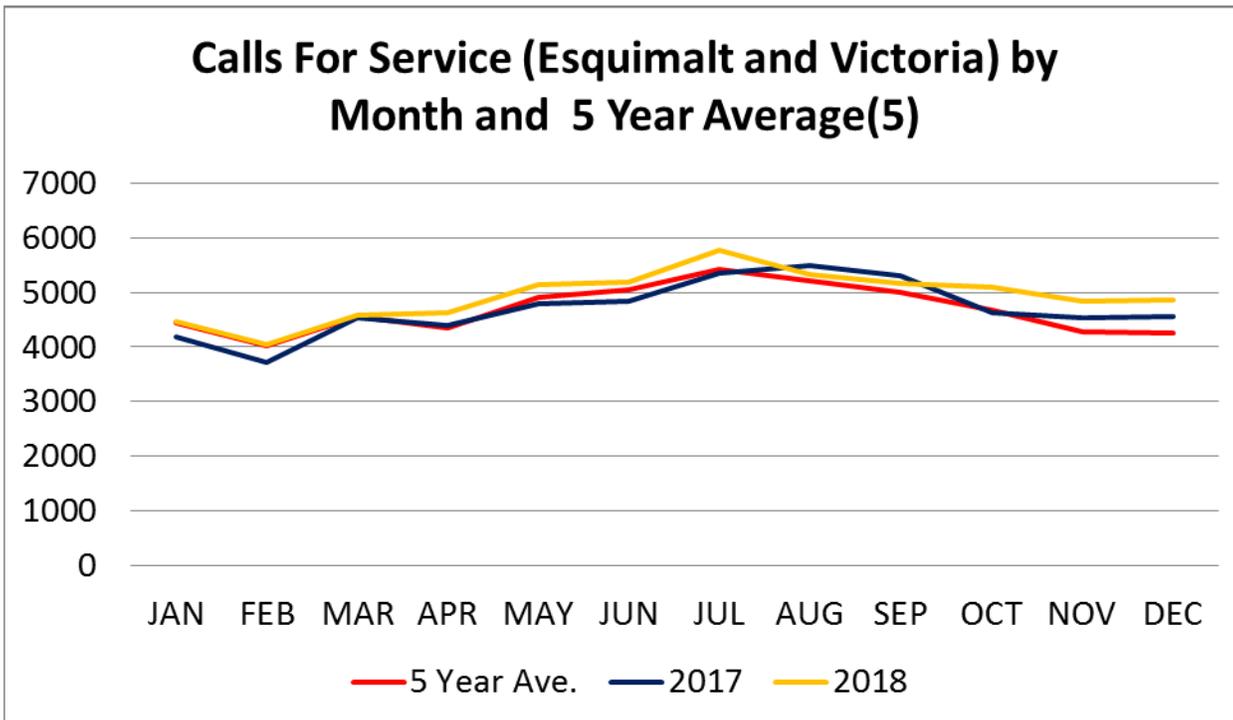
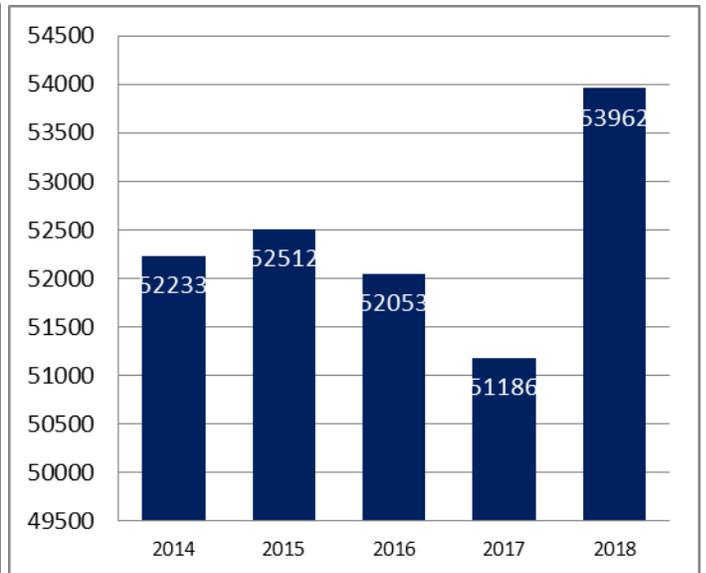
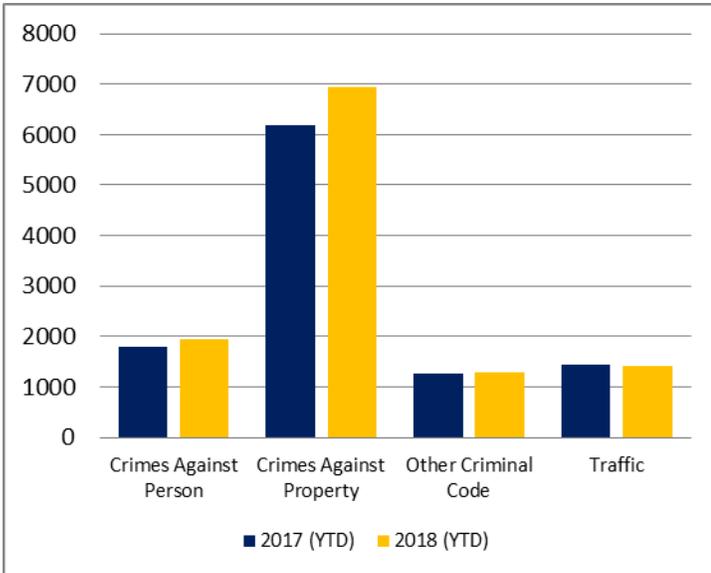


**VICTORIA  
POLICE**

**Crime Trends for Victoria and Esquimalt: January - December, 2017-2018 (1,2)**

**Key Crime Trends (1, 2)  
Victoria**

**Reported Calls for Service (from RMS)  
YTD(5) Victoria**





**VICTORIA  
POLICE**

## Crime Trends for Victoria and Esquimalt: January – December, 2017–2018 (1,2)

### Key Crime Trends for Victoria (YTD January - December)

	2017		2018		% Change 2017 - 2018(4)
	Jan-Dec	Rate(3)	Jan-Dec	Rate(3)	
Crime Against the Person	1803	2154.2	1939	2316.7	7.5
Crimes Against Property	6181	7384.9	6937	8288.1	12.2
Other Criminal Code of Canada Offences	1275	1523.3	1301	1554.4	2.0
Total CCC Offences Excluding Traffic	9259	11062.4	10177	12159.2	9.9
Traffic Offences	1429	1707.3	1426	1703.7	-0.2
Total CCC Offences and Traffic	10688	12769.7	11603	13862.9	8.6

### Crimes Against Person for Victoria (YTD January - December)

	2017		2018		% Change 2017 - 2018(4)
	Jan-Dec	Rate(3)	Jan-Dec	Jan-Apr	
Homicide	1	1.2		0.0	-
Attempted Murder	1	1.2		0.0	-
Robbery/Extortion	78	93.2	90	107.5	15.4
Assault	1133	1353.7	1247	1489.9	10.1
Sexual Assault	151	180.4	147	175.6	-2.6
Criminal Harassment	69	82.4	66	78.9	-4.3
Uttering Threats	369	440.9	384	458.8	4.1
Arson - Disregard for Life	1	1.2	5	6.0	400.0

### Notes:

1. The data presented are taken from the Police Records Information Management Environment (PRIME).
2. The crime statistics published in this report are based on the day that they were analyzed. Due to ongoing police investigation and internal data quality control efforts, this information is subject to change, including addition, deletion and reclassification of any and all data. Rates and percentages have been rounded.
3. Rate is calculated on a per 100,000 population for each month and year. As provided by Capital Region District, 2015 population for Victoria was estimated at 85,792.
4. The % change is based on the actual values and is subject to (2).
5. As of April 2012, Victoria Police now record all abandoned 911 calls (e.g. "pocket dials") when calculating total calls for service. They are dispatched as Priority 2 calls.
6. The line graph on page 4 and the table on page 7 are reflective of those 911 calls ("pocket dials") not previously captured.
7. Graphs and charts on page 4 include all 'abandoned 911' calls for service.
8. Abandoned 911 calls have been removed from the table on pages 7 and 8.



**VICTORIA  
POLICE**

## Crime Trends for Victoria and Esquimalt: January – December, 2017–2018 (1,2)

### Crimes Against Property for Victoria (YTD January - December)

	2017		2018		% Change 2017 - 2018(4)
	Jan-Dec	Rate(3)	Jan-Dec	Rate(3)	
B&E Business	173	206.7	216	258.1	24.9
B&E-Other	262	313.0	239	285.6	-8.8
B&E-Residence	141	168.5	118	141.0	-16.3
Fraud	461	550.8	602	719.3	30.6
Mischief	986	1178.0	1147	1370.4	16.3
Theft Over \$5000	15	17.9	19	22.7	26.7
Theft Under \$5000	1002	1197.2	1086	1297.5	8.4
Theft from Motor Vehicle	1255	1499.4	1507	1800.5	20.1
Theft of Motor Vehicle	163	194.7	168	200.7	3.1
Take Vehicle without Consent	11	13.1	15	17.9	36.4
Theft of Bicycle	716	855.5	672	802.9	-6.1
Shoplifting	968	1156.5	1122	1340.5	15.9
Arson	28	33.5	26	31.1	-7.1

### Other Criminal Code Offences for Victoria (YTD January - December)

	2017		2018		% Change 2017 - 2018(4)
	Jan-Dec	Rate(3)	Jan-Dec	Rate(3)	
Bail Violations/Breach of Probation	774	924.8	838	1001.2	8.3
Drugs	281	335.7	232	277.2	-17.4
Indecent Acts	69	82.4	61	72.9	-11.6
Counterfeit Currency	57	68.1	68	81.2	19.3
Offensive Weapons	94	112.3	102	121.9	8.5

### Traffic Offences for Victoria (YTD January – December)

	2017		2018		% Change 2017 - 2018(4)
	Jan-Dec	Rate(3)	Jan-Dec	Rate(3)	
Traffic - Collisions	778	929.5	758	905.6	-2.6
Traffic - Fatal	2	2.4	1	1.2	-
Traffic - Suspensions	209	249.7	208	248.5	-0.5
Dangerous Operation of Motor Vehicle	7	8.4	11	13.1	-
Fail to Remain	202	241.3	188	224.6	-6.9
Impaired/Refuse	231	232.0	260	310.6	12.6



**VICTORIA  
POLICE**

**Crime Trends for Victoria and Esquimalt: January – December, 2017–2018 (1,2)**

**Calls for Service (YTD January - December)**

	2017				2018				
	Vic	% of Total	Esq	% of Total	Vic	% of Total	Esq	% of Total	% Change 2017 - 2018(4)
<b>Priority 1</b>	2695	86.0	438	14.0	2929	85.7	489	14.3	9.1
<b>Priority 2</b>	15545	90.9	1548	9.1	16289	91.1	1593	8.9	4.6
<b>Priority 3</b>	22181	91.3	2104	8.7	23428	92.3	1959	7.7	4.5
<b>Priority 4</b>	10508	92.2	889	7.8	10990	92.1	942	7.9	4.7
Other Alternative	12	-	1	-	19	95.0	1	5.0	-
<b>Total - All Priorities</b>	<b>50941</b>	<b>91.1</b>	<b>4980</b>	<b>8.9</b>	<b>53655</b>	<b>91.5</b>	<b>4984</b>	<b>8.5</b>	<b>4.9</b>

**\*\*\*Please Note\*\*\***

Abandoned 911 calls are dispatched as Priority 2 calls for service.

- a) All "Abandoned 911" received at 850 Caledonia have been removed.
- b) All calls attended by VicPD to outside jurisdictions have also been removed.

When a call is taken at VicPD, it is generated in our "CAD" system. Not all "CAD" calls become an "RMS" call. Because calls can be concluded "in CAD" without generating an "RMS" (i.e. general occurrence) file, the numbers presented on this and the following page (CAD numbers) will not correspond with the totals on page 1 (the RMS numbers).



**VICTORIA  
POLICE**

**Crime Trends for Victoria and Esquimalt: January – December, 2017–2018 (1,2)**

**Calls for Service by Priority and Neighbourhood (January – December, 2018)**

<i>Neighbourhood</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>Priority 4</i>	<i>Other</i>	<i>Total</i>	<i>% of Total City</i>	<i>% of Grand Total</i>
COLVILLE	39	234	64	34		371	7.4	0.6
DEVONSHIRE	35	85	126	83		329	6.6	0.6
DN1	1	6	4	5		16	0.3	0.0
ESQUIMALT VILLAGE	114	511	590	249	1	1465	29.4	2.5
PANHANDLE	23	98	168	68		357	7.2	0.6
PARKLANDS	23	25	59	53		160	3.2	0.3
ROCKHEIGHTS	43	102	197	82		424	8.5	0.7
SAXE POINT	56	91	160	101		408	8.2	0.7
SELKIRK	48	123	193	87		451	9.0	0.8
WEST BAY	108	320	399	180		1007	20.2	1.7
<b>ESQUIMALT TOTAL</b>	<b>490</b>	<b>1595</b>	<b>1960</b>	<b>942</b>	<b>1</b>	<b>4988</b>	<b>100.0</b>	<b>8.4</b>
<b>BURNSIDE GORGE</b>	<b>515</b>	<b>2879</b>	<b>4378</b>	<b>1941</b>	<b>8</b>	<b>9721</b>	<b>18.1</b>	<b>16.4</b>
<b>DOWNTOWN</b>	<b>501</b>	<b>4038</b>	<b>5325</b>	<b>2477</b>	<b>2</b>	<b>12343</b>	<b>23.0</b>	<b>20.9</b>
<b>FAIRFIELD</b>	<b>175</b>	<b>650</b>	<b>1250</b>	<b>655</b>		<b>2730</b>	<b>5.1</b>	<b>4.6</b>
<b>FERNWOOD</b>	<b>236</b>	<b>692</b>	<b>1143</b>	<b>538</b>		<b>2609</b>	<b>4.9</b>	<b>4.4</b>
<b>GONZALES</b>	<b>27</b>	<b>139</b>	<b>230</b>	<b>125</b>		<b>521</b>	<b>1.0</b>	<b>0.9</b>
<b>HARRIS GREEN</b>	<b>236</b>	<b>1455</b>	<b>3573</b>	<b>1088</b>	<b>3</b>	<b>6355</b>	<b>11.8</b>	<b>10.8</b>
<b>HILLSIDE QUADRA</b>	<b>244</b>	<b>986</b>	<b>1077</b>	<b>490</b>		<b>2797</b>	<b>5.2</b>	<b>4.7</b>
<b>JAMES BAY</b>	<b>214</b>	<b>1184</b>	<b>1335</b>	<b>684</b>	<b>1</b>	<b>3418</b>	<b>6.4</b>	<b>5.8</b>
<b>NORTH JUBILEE</b>	<b>57</b>	<b>174</b>	<b>312</b>	<b>108</b>	<b>1</b>	<b>652</b>	<b>1.2</b>	<b>1.1</b>
<b>NORTH PARK</b>	<b>315</b>	<b>1312</b>	<b>2431</b>	<b>1770</b>	<b>3</b>	<b>5831</b>	<b>10.9</b>	<b>9.9</b>
<b>OAKLANDS</b>	<b>122</b>	<b>578</b>	<b>741</b>	<b>412</b>	<b>1</b>	<b>1854</b>	<b>3.5</b>	<b>3.1</b>
<b>ROCKLAND</b>	<b>42</b>	<b>585</b>	<b>193</b>	<b>114</b>		<b>934</b>	<b>1.7</b>	<b>1.6</b>
<b>SOUTH JUBILEE</b>	<b>64</b>	<b>726</b>	<b>664</b>	<b>173</b>		<b>1627</b>	<b>3.0</b>	<b>2.8</b>
<b>VIC WEST</b>	<b>180</b>	<b>889</b>	<b>775</b>	<b>415</b>		<b>2259</b>	<b>4.2</b>	<b>3.8</b>
<b>VICTORIA TOTAL</b>	<b>2928</b>	<b>16287</b>	<b>23427</b>	<b>10990</b>	<b>19</b>	<b>53651</b>	<b>100.0</b>	<b>90.8</b>
<b>TOTAL UNKNOWN</b> (Abandoned, 911, outside/ unknown jurisdiction)	<b>12</b>	<b>347</b>	<b>74</b>	<b>23</b>		<b>456</b>		<b>0.8</b>
<b>GRAND TOTAL</b>	<b>3430</b>	<b>18229</b>	<b>25461</b>	<b>11955</b>	<b>20</b>	<b>59095</b>		<b>100.0</b>



**VICTORIA  
POLICE**

**Crime Trends for Victoria and Esquimalt: January - December, 2017-2018 (1,2)**

**Traffic Suspensions by Type (YTD January - December)**

Suspension Type	2017	2018		2017	2018
	ESQUIMALT	ESQUIMALT		VICTORIA	VICTORIA
215 ALC FAIL-90	1	1		27	35
215 ALCOH-24HR	2	4		43	30
215 ALCOH-30DAY					
215 ALCOH-3DAY	4	8		62	66
215 ALCOH-7DAY				2	4
215 DRUG	7	9		57	55
IRPA-OTHER				1	2
PRHB/SUSP- NOT215	1	1		18	18



## VICTORIA & ESQUIMALT POLICE BOARD

### Committee Report to Board

#### Public

<b>Committee:</b>	Governance
<b>Meeting Date:</b>	February 5, 2019

#### ITEMS DISCUSSED

1. Appointment Guidelines Document
2. Committee Structure & Operation
3. Template: Committee Reports to Board
4. Location of Board Meetings
5. Remuneration & Expense Guidelines
6. Confirm CACOLE & BCAPB AGM/Conference Attendees

#### RECOMMENDATIONS TO BOARD

##### For Discussion

1. 2020 CAPG Conference  
*Recommendation:* That the Board appoint Board Member Elder to serve as a member of the CAPG conference committee and as the Chair of the CAPG host committee.
  
2. Board Skills & Experience Matrix (see attached document on pg. 91)  
*Recommendation:* That the Board adopt the revised Board Skills & Experience as amended by the Board from the Governance Committee on February 19, 2019.  
  
*Recommendation:* That the Board send, under a cover letter from the Co-Chairs, a copy of the Board Skills & Experience Matrix to the councils of the City of Victoria and the Township of Esquimalt, as well as the Crown Agencies and Board Resourcing Office (CABRO) with a request that specific shortfalls in the skills matrix be serious considerations in any pending appointments to the Victoria & Esquimalt Police Board.
  
3. Committee Structure & Operations (see attached document on pg. 92)  
*Recommendation:* That the Board accept the proposed changes to committee structures as presented by the Governance committee to the Board on February 19, 2019.  
  
*Recommendation:* That the Board refers to the Governance committee the matter of policy changes in relation to the changes to committee structures, for committee consideration prior to June 2019.

4. 2019 Board Strategic Priorities (see attached document on pg. 94)

*Recommendation: That that the Board accept the 2019 Board Strategic Priorities as presented.*

## FUTURE ITEMS

1. Remuneration & Expense Guidelines
2. Community Engagement re: Governance Committee Mandate
3. Media Strategy & Media Spokesperson
4. Conference Reporting Guidelines
5. Board Policy Considerations re: Committee Structure



## VICTORIA & ESQUIMALT POLICE BOARD 2019 BOARD SKILLS & EXPERIENCE MATRIX

SKILLS & EXPERIENCE	Desjardins		Helps		Elder		Powell		Smith		Southern		Stockton		Vacant		Vacant		
	S	E	S	E	S	E	S	E	S	E	S	E	S	E	S	E	S	E	
Audit																			
Community Engagement																			
Conflict Resolution																			
Finance																			
Budget Planning																			
Budget Oversight																			
Governance																			
Human Resources																			
Labour Relations																			
Innovation & Technology																			
Internal Communications																			
Organizational Management																			
Legal																			
Media Relations																			
Policy Development																			
Risk Management																			
Strategic Planning																			
Systems Oversight																			
Diversity & Inclusion																			

**Skill:** a developed aptitude or ability

**Experience:** practical wisdom gained from direct observation or participation



# VICTORIA & ESQUIMALT POLICE BOARD

## Memorandum

<b>TO:</b>	Victoria & Esquimalt Police Board
<b>FROM:</b>	Governance Committee Chair K. Elder
<b>DATE:</b>	February 19, 2019
<b>SUBJECT:</b>	Committees Structure & Operations

As part of the Victoria and Esquimalt Police Board public meeting of January 15, 2019, the Board reviewed the outcomes of the planning session held on December 18, 2018.

In the interest of good governance, a portion of the planning session in December was spent on the structures of committee meetings and the best means for getting information to the Board from committees. Below are some insights into possible enhancements to committee structures going forward. Those are followed by recommendations to the Board for formalizing some adjustments to committee processes and eventually memorializing those changes in the Board's policy manual.

### Summary of Planning Session Discussions on the Structure of Committee Meetings

- The agenda for each committee meeting should be set by the committee Chair in conjunction with the Board EA, inclusive of items for discussion and motions for the committee's consideration.
- During committee meetings, the committee members should discuss the items and motions before others are invited to weigh in. This is in the spirit of tidying up governance so that the full Board is not all discussing issues as a Board prematurely.
- Committee members have the responsibility to make decisions, including what to recommend to the Board.
- Any motions for referral to the Board will be determined by the committee members by consensus after consideration of input from other Board members, the Chief, and members of the Senior Management Team.
- Failing consensus, recommendations will be made by a vote of committee members. In the event of a tie, the Chair will decide, knowing that all members of the committee will have another opportunity to discuss and debate the matter at a subsequent Board meeting.
- After the committee meeting, the Chair will write a report to the Board listing the motions recommended by the committee to the Board for consideration, and outlining in brief the deliberations of the committee.
- All committee business will open to the public unless it falls under Section 69 of the *Police Act*. The same will be true for all Board meetings.
- Committee meetings will be held at the VicPD HQ and will be in camera only in rare circumstances such as personnel issues or other issues of high-sensitivity that only the Chief and the Board should be privy to.

## Proposed Changes to Committee Structures

Flowing from these ideas discussed at the planning session, the Board may wish to formalize in practice and eventually in policy, the following:

1. The agenda for each committee meeting will be set by the committee Chair.
2. During committee meetings, the committee members will discuss the items and motions, with the Chair inviting comment from other Board members, the Chief and members of the senior management staff.
3. Motions will be referred to the Board by consensus among committee members following on input from other Board members, the Chief, and members of the senior management team.
4. Failing consensus, recommendations will be made by a vote of committee members. In the event of a tie, the Chair will decide.
5. After the committee meeting, the Chair will write a report to the Board with any motions for Board consideration, and a brief summary as necessary of any deliberations of the committee including any that were not referred for Board motion.
6. All committee business will open to the public unless it falls under Section 69 of the *Police Act*. The same will be true for all Board meetings.

## Recommendations

Following are two draft motions for the Board, for consideration by the Governance committee on February 5, 2019:

**MOTION:** *That the Board accept the proposed changes to committee structures as presented by the Governance committee to the Board on February 19, 2019.*

**MOTION:** *That the Board refers to the Governance committee the matter of policy changes in relation to the changes to committee structures, for committee consideration prior to June 2019.*



## Victoria & Esquimalt Police Board

### 2019 Strategic Priorities

Updated January 2019

#### #1. Good governance and increased transparency

Lead: All committees

**Actions:**

- Identify alternate venues to enhance public participation at police Board meetings
- Consider hosting a police Board town hall/meet and greet
- Consider holding bi-annual joint Board/Council meetings
- Consider live-streaming police Board meetings

#### #2. Community Engagement

Lead: Governance & Human Resources

**Actions:**

- More frequent Board member attendance at police hosted community/department events
- Support on-going social media efforts

#### #3. Financial Accountability

Lead: Finance

**Actions:**

- Analyze cost of policing (2018)
- Develop strategies with Senior Management Team to mitigate externally driven costs (2018)
- Establish City Council working group on police budget

#### #4. Framework Agreement

Lead: Governance

**Actions:**

- Continue discussion with Chief Constable and VicPD about fair and equitable service delivery to both Victoria and Esquimalt

#### #5. Strategic Plan

Lead: Governance & Finance

**Actions:**

- Provide feedback to VicPD survey
- Strategy session briefing with Board and Senior Management Team to provide community input into strategic plan
- Develop communications plan for the roll-out strategy



## VICTORIA & ESQUIMALT POLICE BOARD

### Committee Report to Board

#### Public

<b>Committee:</b>	Finance
<b>Meeting Date:</b>	February 5, 2019

#### ITEMS DISCUSSED

1. Legal Invoice
2. Monthly Financial Report

#### RECOMMENDATIONS TO BOARD

1. 2019 BCAPB AGM & Conference Sponsorship Request  
*Recommendation: That the Board sponsor \$550 for breakfast for the 2019 BCAPB AGM and Conference.*

**From:** Perri, Stacey PSSG:EX [<mailto:Stacey.Perri@gov.bc.ca>]  
**Sent:** January-03-19 3:23 PM  
**To:** Thomson, Collette  
**Subject:** BCAPB 2019 Conference & AGM - Sponsorship Request

*Sending on behalf of Mary Collins*

Mayor Lisa Helps and Mayor Barbara Desjardins  
 Co-Chairs, Victoria Esquimalt Police Board  
 c/o Ms. Collette Thomson via email [collette.thomson@vicpd.ca](mailto:collette.thomson@vicpd.ca)

Dear Mayor Helps and Mayor Desjardins:

#### **Re: Sponsorship Request – 2019 BCAPB Annual General Meeting and Conference**

The BC Association of Police Boards would like to invite you to sponsor our 2019 Conference and AGM. The 2019 Conference theme is the “Evolution of Policing” and this event is being co-hosted by the Abbotsford and Port Moody Police Boards in Harrison Hot Springs from April 4-6, 2019. Sessions will focus on such topical issues as Mental Health and Wellness (internal staff and external clients); Governance and Risk Management including labour costs; and External Factors/Technology such as future trends; strategies to increase efficiencies; and tailoring partnerships to maximize public safety. These topics all raise important strategy and policy issues for police boards. There will be opportunities to interact in joint dialogue and information sharing sessions.

The opportunities for sponsorship range from a coffee break at \$475 each, through a breakfast at \$550, lunch at \$700, welcoming reception at \$700 and the plenary dinner at \$900.

In every case sponsors will be acknowledged in the conference program and by display cards at the actual event. However, if you prefer to make a generic contribution in any amount we will be pleased to allocate your funding according to need, again with acknowledgement.

If your board is able to assist in this manner, cheques should be made payable to the BC Association of Police Boards and forwarded to Stacey Perri, BCAPB, PO Box 9285 Stn Prov Gov't, Victoria BC V8W 9J7.

Sincerely,

Mary Collins  
President, BCAPB

## **FUTURE ITEMS**

1. Legal Invoice
2. Monthly Financial Report