



VICTORIA AND ESQUIMALT POLICE BOARD

ANNUAL REPORT



YEAR ENDED DECEMBER 31, 2014



VICTORIA AND ESQUIMALT POLICE BOARD



FROM LEFT TO RIGHT: Joan Kotarski, Mayor Dean Fortin, Roxanne Helme, Maureen Shaw, Chris Denford, Peter Ryan, Mayor Barb Desjardins, James Witter.

Table of Contents

1	Message from the Co-Chairs	1
---	----------------------------	---

2014 Annual Report	2
--------------------	---

2	Our Mandate	3
---	-------------	---

Our Purpose	3
-------------	---

Police Board	4
--------------	---

Board Membership 2014	5
-----------------------	---



3	Community Engagement	7
---	----------------------	---

Monthly Meetings	7
------------------	---

In Camera Meetings	7
--------------------	---

Community Activities	7
----------------------	---

Community Surveys	8
-------------------	---

Joint Board/Council Meetings	8
------------------------------	---



4	Our Business	9
---	--------------	---

Board Business	9
----------------	---

Standing Committees	10
---------------------	----

Governance Standing Committee	11
-------------------------------	----

Finance Standing Committee	12
----------------------------	----

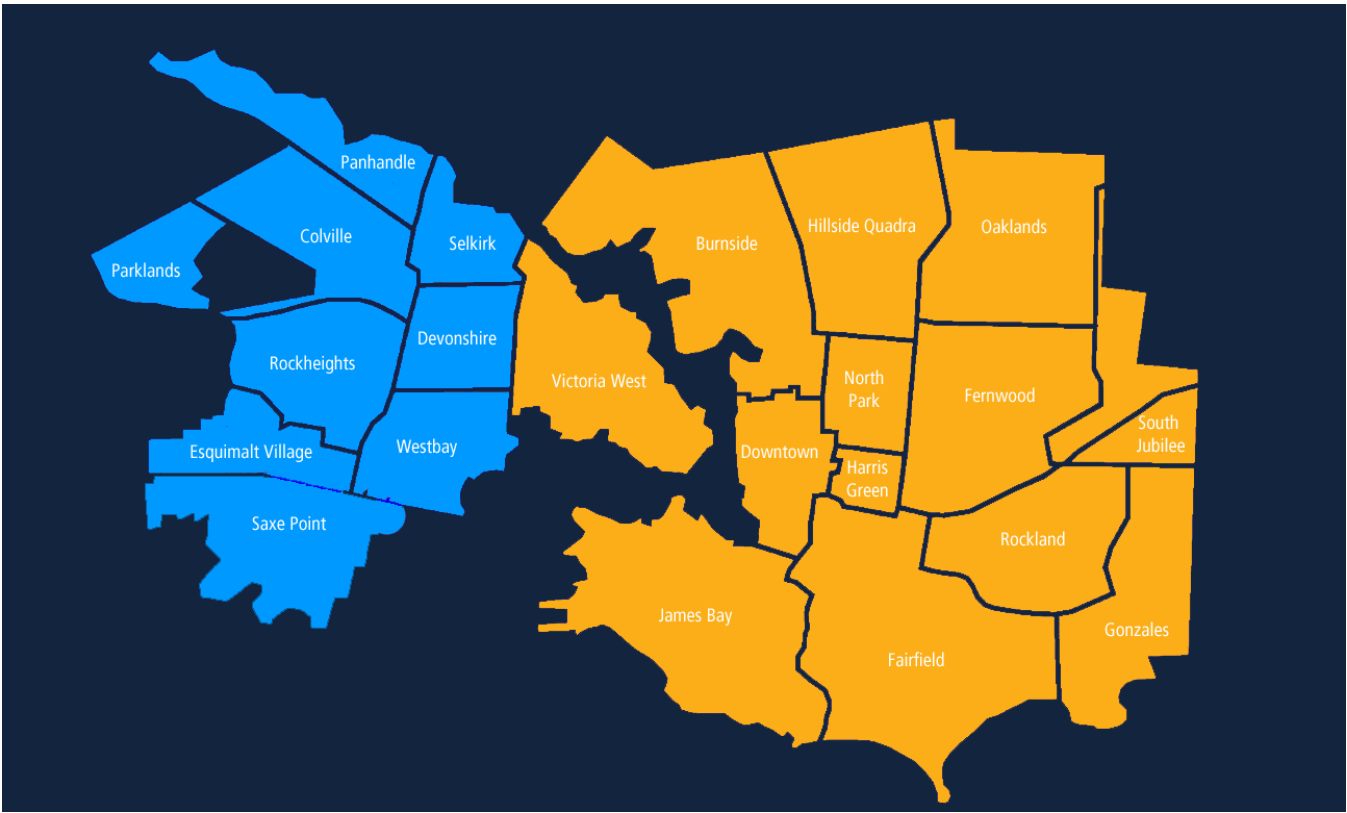
Human Resources Standing Committee	13
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Police Board Liaison Roles	13
----------------------------	----



5	Looking Forward	15
---	-----------------	----

Contact Information	15
---------------------	----



1 Message from the Co-Chairs



It is our pleasure, as Co-Chairs to present the Victoria and Esquimalt Police Board Annual Report for the year ending December 2014 to the citizens of Victoria and Esquimalt.

The Victoria and Esquimalt Police Board, comprised of seven volunteer citizens from our communities, provides civilian oversight of the Victoria Police Department, including the hiring of the Chief Constable, oversight of the annual budget, development of the Department's strategic plan, and the review and approval of policy. The Board acts as a link between elected officials, the community and the Department, while at the same time allowing the Department to operate without political interference.

Established through the authority of the Police Act, Board members are appointed through an Order in Council by the provincial government.

Barb Desjardins
Mayor
Township of
Esquimalt



Lisa Helps
Mayor
City of
Victoria

The Board endeavors to keep the public informed about policing services in the community through regularly scheduled public meetings and active liaison with neighbourhood and business associations.

Board members participate in conferences and training specific to policing oversight and serve on provincial and national police board associations to ensure our Board remains current about policing issues and police governance.

2014 Annual Report

This 2014 Annual Report highlights the key activities and accomplishments of the Board.

The Board signed our ***Policing Framework Agreement*** between the City of Victoria and the Township of Esquimalt on April 17th. The framework agreement provides an opportunity for the citizens of Victoria and Esquimalt to shape the future of policing in their communities and be more responsive to the specific needs of their citizens. The agreement also provides certainty for the citizens and the police force for the next ten years.

The Policing Framework Agreement is the culmination of many years of hard work. As the first amalgamated police department in the Province of British Columbia, the Board hopes this agreement can be a model for other communities in the Province.

The Board remains focused on its efforts to provide the structure and resources for the Department to achieve its vision. We are honoured to support the efforts of the men and women of the Victoria Police Department, both sworn and civilian, whose motto is



“Honour Through Service”.

In closing, we thank all those who contributed to a successful year. Looking forward to 2015, the Board is committed, in partnership with the community, to providing our citizens with the police services they need and want to ensure that our communities are healthy and vibrant.

A healthy Community shows the extent of a well managed and successful Police Department.

2 Our Mandate



In British Columbia, Police Boards receive their authority under the Police Act.

Our Purpose

Municipal police boards in BC are mandated to fulfill the following main functions:

- **Hire the Chief Constable;**
- **Employ an adequate number of sworn and civilian staff;**
- **Set priorities, direction and policy, and approve the Department's strategic plan;**
- **Oversee development of annual police department budget and monitor financial results; and**
- **Serve as discipline authority for policy and service complaints, with the Co-Chairs of the Board being responsible for discipline matters related to the Chief and Deputy Chief Constables.**

The Victoria and Esquimalt Police Board oversees the Victoria Police Department, which proudly serves the citizens of Victoria and Esquimalt.

The Board provides independent civilian oversight and guides the general direction of the Victoria Police Department in accordance with relevant legislation and in response to community needs.

While the Board handles matters of governance and oversight, the Chief Constable is responsible for the day-to-day operation of the Department. The Board works in collaboration with the Chief Constable to provide strategic leadership to determine the priorities, goals and objectives of the Department.

The Board actively seeks input on matters related to policing through liaison with the community, agencies and business associations.

Police Board

The Police Act establishes the composition of a municipal police board. Under the Act, a person is eligible to hold office as an appointed member of a municipal police board for a maximum period of six consecutive years.

The Victoria and Esquimalt Police Board consists of a maximum of nine members:

- **Mayor of Victoria designated as Co-Chair.**
- **Mayor of Esquimalt designated as Co-Chair.**
- **One person nominated by each of the municipal councils of Victoria and Esquimalt.**
- **Up to five persons appointed by the Lieutenant Governor in Council for the Province of British Columbia.**

Individual Board members contribute to the success of the Board by developing strong relations within the Department and within the communities we serve.

Board members are encouraged to gain understanding of department operations through attendance and participation in a variety of community events and police activities, including ride-alongs with police officers, education sessions, and special police and community functions.

Board Membership 2014

In 2014, Victoria and Esquimalt Police Board members were:

Board Members

Barbara Desjardins	Co-Chair	Mayor of Esquimalt	Re-Elected Nov 2014
Lisa Helps	Co-Chair	Mayor of Victoria	Elected Nov 2014
Dean Fortin	Co-Chair	Mayor of Victoria	- Completed Term Nov 2014
Maureen Shaw		Provincial Appointee	Sept 2013
Roxanne Helme		Provincial Appointee	Sept 2013
James Witter		Provincial Appointee	Oct 2013
Sean Powell		Provincial Appointee	May 2014
Chris Denford		Provincial Appointee	- Completed Term Nov 2014
Joan Kotarski		Council Nominee	- Completed Term Dec 2014
Peter Ryan		Council Nominee	July 2012

Board Staff

Nicola Mill	Executive Assistant
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In 2014 we bid farewell to Co-Chair Dean Fortin, and Board members Chris Denford and Joan Kotarski. We thank each of them for their outstanding service and dedication to the ongoing work of the board.





3 Community Engagement



Monthly Meetings

The Victoria and Esquimalt Police Board represents the citizens of our communities. The Board meets in public each month except August, for a total of eleven monthly meetings each year. Meetings are held either at VicPD Headquarters or Township of Esquimalt Council Chambers.

In Camera Meetings

Pursuant to the Police Act, the Board may also meet in-camera in order to discuss matters related to public security, or in instances where public disclosure of an issue could impair law enforcement, compromise an individual's financial or personal affairs, improperly disclose labour issues or when a person requests permission to give information in private to the Board.

Community Activities

In 2014, to enhance and assist the board in its civilian oversight of the Victoria Police Department, the board began its strategic planning initiative by holding community events, ensuring the community has direct input into the decision-making process.

The Board and Department hosted a number of Townhall meetings in June in the communities of Esquimalt and Victoria. Chief Constable Frank Elsner along with Senior Officers and Police Board members met with citizens to gain input and recommendations for future strategic planning.

Community Surveys

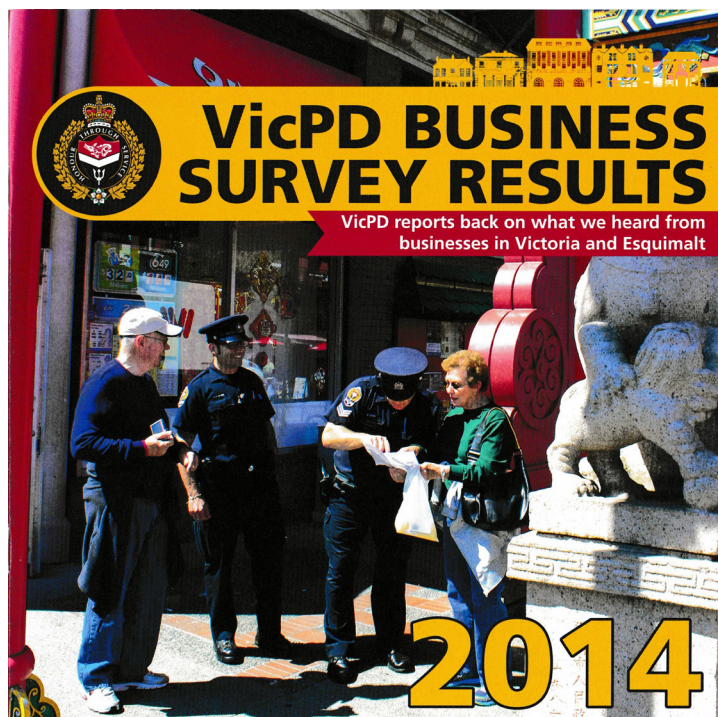
This year, the Board and Department collaborated in conducting a VicPD Community Survey and VicPD Business Survey. This was an excellent opportunity to strengthen relationships with the community and clearly understand the concerns, issues and opportunities that exist in Victoria and Esquimalt. Survey results were published in September 2014. **GO TO www.vicpd.ca for details.**



Joint Board/Council Meetings

Committed to engaging with decision makers in the communities we serve, two joint Board/City Council meetings were held in 2014. On April 17th, the Board met with the councils of Victoria and Esquimalt at the Esquimalt Council Chambers to sign the Framework Agreement. On September 30th, the Board met with councils to present and release the 2014 Community Survey results.

The Board will continue this valued practice in 2015 to identify trends and measure our progress.



4

Our Business



Board Business

The Victoria and Esquimalt Police Board meeting agendas, reports and minutes are posted to the Victoria Police Department website: www.vicpd.ca

In 2014, the Board heard a number of presentations, reports, and discussions on the following:

- **Approved minutes and updates from the Co-Chairs and Board's standing committees;**
- **BCAPB, CAPG event and conference reports;**
- **New hires, retirements, promotions and resignations;**
- **Commendation letters regarding actions of police officers and civilian staff;**
- **Framework Agreement Reports;**
- **Quarterly Crime Statistics and Trends;**
- **Human Resources Quarterly/Annual Reports**
- **Legal Services Quarterly/Annual Reports;**
- **Professional Standards Section Quarterly/Annual Reports;**
- **Financial Forecasts;**
- **Strategic Planning Updates;**
- **Correspondence; and**
- **Chief Constable Activity Report**



Standing Committees

The Victoria and Esquimalt Police Board first established standing committees in 2007 to facilitate completion of our mandate. The Board has 3 standing committees on Governance, Finance and Human Resources.

Each committee has an established mandate and terms of reference as established in the Police Board Policies and Procedures Manual.

Board members may be appointed to one or more committees, but may attend any standing committee meeting. Appointments to committees are reviewed annually, and may be adjusted when there are personnel changes in the Board.

Committees make recommendations to assist the Board in its work and increase the Board's capacity to manage a number of key issues. Committees do not make decisions on behalf of the Board, unless the Board has delegated authority to the committee to do so for a specific task.

The Mayors are ex-officio members of all committees and from time to time, the Chief Constable or other senior managers may be invited to attend committee meetings.

Governance Standing Committee

Chair: Peter Ryan

Members: Roxanne Helme; Maureen Shaw;
Chris Denford (January to November 2014)

Senior Management: OIC - Executive Services; NCO - Policy Analyst

The Governance Standing Committee is responsible to ensure best practice to provide effective police governance and oversight. It met nine times during 2014. The Governance Committee's work included:

- Review Departmental policy as mandated by 2010 Police Services Audit; - 18 new, amended or rescinded Department policies including Mental Health Apprehensions
- Complete 2014 Police Board Member Effectiveness and Board Meeting peer evaluations;
- Monitor and Develop the Board and Department Strategic Plan; Coordinate two Board Strategic Planning Workshops;
- Participate in the achievement and implementation of the Framework Agreement for policing in Victoria and Esquimalt;
- Review and monitor the progress of service or policy complaints filed through the Office of the Police Complaint Commissioner;
- Develop and Implement Board policy ensuring post implementation review of major projects in the Department;
- Ensure the Department is in compliance with changes to the Police Act and the implementation of BC Provincial Policing Standards;
- Update Police Board's skills matrix;
- Monitor the Department's review of alternative technology to improve reporting of crime trends to the Board and community;
- Monitor and support the VicPD Community and Business Survey;
- Develop the Board's 2014 Calendar and Meeting Schedule; and
- Assist in the hiring and orientation of the Board Executive Assistant.

Finance Standing Committee

Chair: James Witter; Chris Denford (January - November 2014)

Members: Peter Ryan; Sean Powell

Senior Management: Controller

The Finance Committee is responsible to oversee the management and control of VicPD financial activities. It met six times in 2014, and regularly received and reviewed fiscal updates and provided oversight including:

- **Consideration of the cost for indemnification of members;**
- **Presentation of the 2014 Budget Request to municipal councils;**
- **Analysis of Department's Reserve Funds and 10-year Capital Plan;**
- **Review of the 2014 Framework Agreement between the Board, Victoria and Esquimalt;**
- **Review of quarterly financial reports with the Controller prior to presentation to the Board;**
- **Review of quarterly expenses of the Chief Constable and annual expenses related to travel, conferences and training;**
- **Evaluation of requests for sponsorship for the BCAPB and CAPB annual conferences;**
- **Assessment of the fiscal impact of membership in the GVLRA;**
- **Consideration of policy and procedures related to the cost of special events and special duties;**
- **Review budget request to Restorative Justice;**
- **Develop the 2015 Provisional Budget;**
- **Work with the Department to set a timeline for development of the Department's Strategic Plan and Annual Operating Plan;**
- **Participate in successful negotiations resulting in new collective agreements with CUPE and the Police Union; and**
- **Review all donations made to the Department.**

Human Resources Standing Committee

Chair: Maureen Shaw; Joan Kotarski (January - December 2014)

Members: Sean Powell; James Witter; Roxanne Helme

Senior Management: OIC - Human Resources

The Human Resources Standing Committee is responsible to oversee VicPD human resources policies and activities, and supervise Victoria and Esquimalt Police Board Office operations. The Committee met eight times in 2014, and regularly received and reviewed a number of significant personnel issues on behalf of the Board including:

- **Develop with the Chief Constable annual performance goals for 2015;**
- **Develop a new format for the Chief Constable to report to the Board on major components of the Department's Strategic Plan;**
- **Research the need, process and logistics for a Departmental efficiency review;**
- **Led recruitment process to hire a new Board Executive Assistant;**
- **Administer the employment agreement with the Board Executive Assistant including the Annual Performance Evaluation; and**
- **Review Deputy Chief Constables employment contracts.**

Police Board Liaison Roles

Victoria and Esquimalt Police Board members serve liaison roles on a number of related Boards as follows:

- **CAPG - Canadian Association of Police Governance: Joan Kotarski**
- **BCAPB - British Columbia Association of Police Boards: Roxanne Helme**

THE COMMUNITY



**CHIEF CONSTABLE
FRANK ELSNER**

**DEPUTY CHIEF
OPERATIONS
DEL MANAK**

**DEPUTY CHIEF
ADMINISTRATION
STEVE ING**



5 Looking Forward



Looking forward to 2015, the Victoria and Esquimalt Police Board plans to continue to engage with the community and work closely with the Victoria Police Department to achieve best results through:

- **Rollout of Esquimalt Division team and vehicles;**
- **Presentation of Business Survey results in the community;**
- **Discussion regarding integrated police services;**
- **Community and department engagement on the Strategic Plan; and**
- **Financing and Funding responsibilities within budgetary requirements**

Contact Information

Write, call, or email the Victoria and Esquimalt Police Board:

Victoria and Esquimalt Police Board
850 Caledonia Avenue
Victoria BC V8T 5J8

TEL: 250-995-7248 FAX: 250-384-1362
www.vicpd.ca/board
email: board@vicpd.ca

You are welcome to attend a Victoria and Esquimalt Police Board meeting. Meeting dates and venues are published online, with agendas posted on the Friday before each meeting. You may request to speak at a Board meeting by contacting the Board Office at least ten days in advance of the meeting.

