



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Agenda

Tuesday, November 19, 2019 at 5:00pm
Esquimalt Municipal Hall – Council Chambers

Verbal ● Attachment ●

1. ADOPTION OF THE AGENDA

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

2. PRESENTATION

- Pg. 1 ● a. Provincial Recognition of Homeless Action Response Team (HART) (CC Manak)
- b. VicPD Historical Society (Sgt. J. Sheldan)

3. STANDING ITEMS

- Pg. 2 ● a. Adoption of the Minutes of the Public meeting of September 17, 2019
- Pg. 5 ● b. Chief Constable Monthly Activity Report (CC Manak)
- c. Chief Constable General Update (CC Manak)
- d. 2020-2024 VicPD Strategic Plan (CC Manak)
- e. BC Association of Police Boards Director's Update (E. Southern)
- f. Board Member Engagement Update
- g. Board Co-Chairs Update
- Pg. 7 ● h. 2019 Board Strategic Priorities

4. GENERAL

- Pg. 8 ● a. Advocacy to Province re: Costs of Protests (Mayor Desjardins)
- Pg. 10 ● b. Provincial Policing Standards: Police Stops (CC Manak)
- Pg. 14 ● c. 2020 Joint Board Council Meetings (CC Manak)
- Pg. 15 ● d. E-Comm & CUPE 873-02 Mediation Update (CC Manak)
- Pg. 16 ● e. Human Resources Division Report (Insp. McRae)
- Pg. 18 ● f. VicPD Commendations (CC Manak)
- Pg. 41 ● g. Governance Committee Report (K. Elder)
- Pg. 46 ● h. Finance Committee Report (S. Powell)

Housing Action Response Team (HART) Honoured With Premier's Award

Tuesday, October 29, 2019



Victoria, BC – Victoria's Housing Action Response Team (HART) has been honoured with a regional B.C. Premier's Innovation and Excellence Award for their work in creating a comprehensive, citizen-centred outreach model to help house people staying in parks, encampments, in cars and on the street. VicPD Community Resource Officer Sean Hand was nominated as a member of the HART. The team was nominated in the organizational excellence category.

HART is based on a Seattle model and was piloted by B.C. Housing in Victoria in 2017 following a large and complex homeless encampment on the Victoria Provincial Courthouse lawn. HART brings together government, health, police, bylaw enforcement staff and social service agencies in one team to provide supports and information to people experiencing public homelessness. The team does 'on the spot' housing assessments, social assistance applications and provides other community supports. HART partners include B.C. Housing, City of Victoria Bylaw Enforcement Services, the Ministry of Municipal Affairs and Housing, Pacifica Housing, Island Health and many others.

"The Housing Action Response Team is an innovative, integrated, citizen-centred, partnership-based approach to ensuring that those most at risk in our community are able to be met where they are to be helped and supported," Chief Del Manak said. "I'm proud of Cst. Sean Hand, and proud of the work that both our team and the wider HART are doing to help end homelessness. This award is well-earned."

For 15 years the regional B.C. Premier's Innovation and Excellence Awards have recognized excellence on the part of public servants across the province. HART was one of over 90 projects nominated this year.



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Minutes

Tuesday, September 17, 2019 at 5:00pm

City Hall – Council Chambers

PRESENT

Mayor Desjardins

S. Dhillon

C. Huber

S. Powell

E. Southern

B. Smith

Chief Cst. Manak

DC Laidman

Insp. C. Brown

Insp. M. Brown

Insp. Lindner (5:35pm)

Insp. McRae

Insp. Parks

S/Sgt. King

S. Hurcombe

M. MacIntyre

D. Perry

Recording Secretary: Collette Thomson

1. ADOPTION OF THE AGENDA

a. Adoption of the Public Agenda of September 17, 2019

19-111

MOTION: *To adopt the Public agenda of September 17, 2019 as presented.*
MOVED/SECONDED/CARRIED

2. PRESENTATION

a. Pulling Together Canoe Journey (CC Manak)

Refer to the document provided. A/Sgt. L. Neil and Cst. G. Shaw presented a summary of VicPD's history with the journey as well as the recent expedition which two VicPD members and one civilian participated in. The impact of this event was highlighted to include how mutual understandings and important relationships were built between the police, the Indigenous youth and the Ministry of Children and Family. There are initiatives moving forward to help expand the participation in this important annual event.

3. STANDING ITEMS

a. Adoption of the Minutes of the Public meeting of July 16, 2019

19-112

MOTION: *To adopt the Minutes of the Public Board meeting of July 16, 2019 as presented.* **MOVED/SECONDED/CARRIED**

b. Chief Constable Monthly Activity Report

Refer to the report provided – for information.

c. Chief Constable General Update

- Refer to the document provided regarding the recent discussions involving the Framework Agreement and the required meaningful performance metrics.

- d. **BC Association of Police Boards Director's Update**
- The next BCAPB Executive meeting is on September 20th; discussions will include planning for the BCAPB AGM and conference being held in March
- e. **Board Member Engagement Update**
- Three Board members recently went on ride-alongs with VicPD officers
- f. **Board Co-Chairs Update**
- An additional meeting has been called for the CRD Mayors to continue discussions regarding the governance of integrated units
 - The Board Co-Chairs recently met with ADM Butterworth-Carr to discuss relevant issues affecting VicPD today
 - Mr. Lance Talbott has been appointed as the interim Director of Police Governance during Mr. Pilling's temporary absence
- g. **2020-2024 VicPD Strategic Plan**
- DC Laidman provided a comprehensive summary regarding the upcoming development stages which are currently on track for the planned launch in January. The following themes were identified as the top areas of importance from the internal and external data which was gathered:
- | | |
|---|--|
| <p>External:</p> <ul style="list-style-type: none"> • Engagement/Relationships • Safety • Prevention • Efficiency • Transparency • Education by VicPD | <p>Internal:</p> <ul style="list-style-type: none"> • Efficiency • Our people • Engagement • Transparency • Communication |
|---|--|
- h. **2019 Board Strategic Priorities**
- Refer to the report provided – for information. The Board Committee Chairs acknowledged that significant progress has been made on all of the 2019 strategic priorities.

4. GENERAL

- a. **Approval: 2020 Board Meeting Schedule**
- 19-113** **MOTION:** *To approve the 2020 Board meeting schedule and locations as amended to include the revised Board meeting dates of June 9 and July 14.*
MOVED/SECONDED/CARRIED
- b. **2015-2019 Strategic Plan Matrix Update**
- Refer to the document provided – for information. Each manager provided additional information highlighting some of their key priorities.
- c. **UVic IMPACT Study Summary**
- Refer to the document provided - for information.

- d. **ICD Course Attendance: Board Oversight of Culture**
Refer to the document provided.

19-114 **MOTION:** *To approve the attendance of Board member Dhillon at the upcoming ICD course: Board Oversight of Culture.* **MOVED/SECONDED/APPROVED**

5. CORRESPONDENCE

- a. **190708 Order in Council re: Provincial Board Member Appointments**
Refer to the document provided – for information.
- b. **190728 Email from Citizen re: K9 Demonstrations & 190814 Email Board Response**
Refer to the document provided – for information.
- c. **190731 Email from Citizen re: Use of Auxiliary Officers**
Refer to the document provided – for information.
- d. **190823 Letter from Esquimalt Council re: Crime Severity Index Statistics**
Refer to the document provided – for information. Stats Canada has advised that they have the ability to break down the statics between Victoria and Esquimalt and will begin doing so in January 2020.
- e. **190912 Letter from Police Services re: Framework Agreement Data Study**
Refer to the document provided – for information. Meetings with key stakeholders have already taken place and excellent progress has been made. It was agreed that additional assistance by Police Services is not required at this point.

19-115 **MOTION:** *To respond to Police Services with appreciation for the offer of assistance which the Board will seek out should it become necessary.*
MOVED/SECONDED/CARRIED

Meeting adjourned at 6:13pm.

Mayor Barbara Desjardins
Lead Co-Chair

Date

Collette Thomson
Recording Secretary

Date



VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

DATE:	November 19, 2019
ACTION:	For information
SUBJECT:	Chief Constable Monthly Activity Report

Community Events and Presentations

September 18	Provided opening remarks and attended the Greater Victoria Association of Women Police seminar
September 24	Presented at the VicPD Civic Service Awards ceremony
September 24	Attended the Greater Victoria Police Victim Services annual general meeting
September 24	Attended the 70 th anniversary reception for the People's Republic of China
September 29	Participated in the annual BC Law Enforcement Memorial ceremony
October 2	Presented on the "Value of Police Training from A Chief's Perspective" at the Canadian Police Knowledge Network Stanhope conference
October 4	Provided remarks at the Tour de Rock arrival and finale ceremonies
October 7	Presented the VicPD Q2 Report to Esquimalt Council
October 8	Served Thanksgiving lunch at Our Place
October 8	Attended the VicPD Chief's Youth Council meeting
October 9	Presented at the Greater Victoria Chamber of Commerce CEO Breakfast
October 9	Attended the Songhees and Esquimalt Nation council meeting
October 10	Attended the Heroes Hockey Program uniform distribution event
October 15	Presented to the grade 6 Central Middle School class
October 15	Provided opening remarks at the Bullying Ends Here Kindness Tour event
October 15	Presented at the Building Operators and Managers Association luncheon
October 16	Provided opening remarks for the VicPD Traffic Injury Research Foundation distracted driving training session
October 20	Attended the Provincial Mobile Response Team debrief and family event
October 31	Presented prizes to the youth who participated in the VicPD Halloween Costume contest
November 1	Attended the JIBC recruit graduation ceremony
November 7	Attended the annual Kristallnacht Commemoration ceremony

November 8	Attended the Remembrance Day ceremony at George Jay Elementary school
November 9	Attended the Junior Superhero calendar launch event
November 11	Participated in the Esquimalt Remembrance Day ceremony
November 15	Presented the 2020 Budget to City Council

Upcoming Events

Board members welcome to attend

****PLEASE CHECK PUBLIC EVENT WEBSITES TO CONFIRM TIME AND LOCATIONS****

Date	Time	Event	Location
November 21	6:30pm	City Budget Town Hall Meeting	City Hall
November 22	6:00pm	VicPD Volunteer & Reserve Appreciation Dinner	Chief & Petty Officers Mess
November 30	3:30pm	Shine a Light on Youth Homeless Event	Bastion Square
November 30	5:00pm	Island Farms Santa Parade	Refer to website for route
December 8	5:00pm	Esquimalt Celebration of Lights Parade	Refer to website for route
December 9	7:00pm	VicPD Q3 report presentation to Esquimalt Council	Esquimalt Council Chambers



Victoria & Esquimalt Police Board 2019 Strategic Priorities

Updated March 2019

#1. Good governance and increased transparency

Lead: All committees

Actions:

- Identify alternate venues to host Board meetings to enhance public participation at the 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

Editorial: Bridge closure was an exercise in arrogance

Times Colonist
OCTOBER 9, 2019 06:00 AM



Protesters blocked vehicle traffic on the Johnson Street Bridge in Victoria on Monday, Oct. 7, 2019, as part of protests calling for greater action on climate change.
Photograph By ADRIAN LAM, TIMES COLONIST

The decision by a small group of protesters to close the Johnson Street Bridge during the afternoon rush hour on Monday was an assault on our civic way of life. An organization calling itself Extinction Rebellion Vancouver Island said it hoped the protest would start conversations about climate change.

It certainly will start conversations, though not of the nature this group wants. Johnson Street Bridge, apart from being part of a public highway, is a vital link between Esquimalt, Victoria West and the downtown area.

In blocking this link, the protesters seriously inconvenienced thousands of people who were simply going about their everyday chores: seeing a physician, taking the kids to a dentist, buying food for dinner.

Similar protests blocked bridges in Vancouver, Calgary, Edmonton, Halifax, Kitchener and Toronto, leading to several arrests.

By what right do these groups claim to impose such turmoil? Certainly there is an entitlement to protest. But there is no right to block traffic on a major thoroughfare.

More than that, how does forcing hours of idling traffic help the environment? If the objective were to accelerate global warming, a better means would be hard to find.

We had another such act of disorderly conduct a few months ago, when marchers protesting pipeline construction occupied both northbound lanes of the Pat Bay Highway for several kilometres, before heading off to Island View Beach.

On that occasion, traffic was held up for more than an hour, no doubt causing tourists unfamiliar with backroads to miss ferries or flights.

We call both protests disorderly, because there is an established process for gaining a permit to hold such an event. But no permits were requested and none were issued. The protesters simply took matters into their own hands.

The role of local police forces comes into question here. In neither of those instances did law-enforcement agencies intervene.

In the case of the pipeline protest, law-enforcement officers met with leaders of the group. Reportedly, they determined that a number of "troublemakers" were present, hoping for a confrontation.

Preferring not to let this happen, officers stood aside and did not intercede when the group occupied both northbound lanes.

This was a clear failure to keep the peace. It would have been entirely possible to confine the marchers to the one lane, leaving the other lane for vehicles to slowly pass.

Much the same thing happened during the blockage of the Johnson Street Bridge. Police were present, but other than escorting buses and emergency vehicles, did nothing.

On each occasion, in our opinion, law-enforcement staff failed to protect the right of free passage on a public highway. This is a precedent that will be repeated until someone in authority takes a stance.

What is particularly frustrating is that a perfectly good alternative existed in both these cases.

TIMES COLONIST

There, you can protest to your heart's content, while ordinary folks go about their business unhindered.

For the complaint is not with blameless passers-by. It is with governments and politicians.

The reply may be made that it is only by infuriating the public that attention can be drawn to whatever cause someone wants addressed.

But this isn't legitimate protest. It is mere hostage-taking.

The hope, apparently, is that if enough misery is visited on the local population, politicians will take note. A more realistic outcome is that people who might initially be sympathetic with the cause at hand will withdraw that sympathy when they see themselves being used as pawns.

Both of these protests badly damaged the image of the groups who organized them and the cause they espouse. By riding roughshod over local sentiment and local needs, they showed themselves at once arrogant and overly filled with righteousness.

Ironically, neither protest was needed. Polling shows that residents of the capital region overwhelmingly support action to reduce global warming. So why poke them in the eye?

© 2019 Copyright Times Colonist



PROVINCIAL POLICING STANDARDS

Foreword

Page 1 of 1

BCPPS 6.2 Police Stops

In British Columbia and across Canada, there has been critical attention on the police practice often referred to as street checks and in particular the over-representation of Indigenous persons and racial minorities amongst persons who have been the subject of a street check. The Director of Police Services is addressing this matter through provincial policing standards on the promotion of unbiased policing, which are currently under development. This work is moving forward in consultation with police and community-based organizations.

While this work continues, the Director of Police Services has established the following Standards on Police Stops, as an interim approach, to provide direction to British Columbia police agencies on key areas and promote consistency in police practices throughout the province. Policing and law enforcement services in BC must be delivered in a manner that respects rights and is free of discrimination.

The term police stops is intended to refer to any interaction between a police officer and a person that is more than a casual conversation and which impedes the person's movement. A stop may include a request or demand for identifying information depending on the circumstances.

While stops cannot be random or arbitrary unless authorized by law, or based on a person's race, social or economic status, there are situations where police have the legal authority to require a person to stop consistent with existing obligations to ensure a person's rights are upheld during the stop. Officers are not permitted to request or demand, collect, or record a person's identifying information without a justifiable reason.

The Standards also require police agencies to provide written direction to police officers regarding interactions that may result in a request for a person to voluntarily provide identifying information. The officer must reasonably believe there is a public safety purpose or objective they are attempting to address, and the officer must explain the reason to the person. It is also the responsibility of the officer to take steps to ensure that the person understands their right to not answer questions and to walk away. Many people stopped by a police officer will feel compelled to remain and answer questions, regardless of the circumstances. This is especially the case when the person stopped is vulnerable, relies on public space to live, is Indigenous or racialized. Informing a person that their participation is voluntary may not be sufficient on its own and additional steps may need to be taken to ensure the person does not feel compelled to cooperate.

The Standards do not yet cover all aspects of police stops that are important to address, such as where and how long records of voluntary interactions are kept. Work on comprehensive Standards to address these matters is continuing.



PROVINCIAL POLICING STANDARDS

Section 6.0 – Promotion of Unbiased Policing	Page 1 of 3
Sub Section 6.2 – Police Stops	Effective: January 15 2020 Revised: n/a
Subject 6.2.1 – Police Stops	

Standards

Police obligations when interacting with the public

The police board or, in the case of the provincial police force, the commissioner, must ensure that:

- (1) Written policy recognizes the responsibility of police officers to ensure that their interactions with community members, while critical to fulfilling their duties, must be consistent with the *Canadian Charter of Rights and Freedoms* (sections 7, 9, 10 and 15) and the values they reflect, including the right to be free from arbitrary arrest and detention; to move freely in society subject only to reasonable restrictions imposed by law; and to equal protection and benefit of the law, without discrimination.

Procedures to safeguard rights during police interactions

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

- (2) Written procedures provide direction to officers and supervisors, consistent with current case law, on the limits of, and obligations related to, the authority to detain a person, including:
 - (a) a description, consistent with case law, of the elements or personal circumstances contributing to a person subjectively experiencing psychological detention; and
 - (b) the steps an officer should take to fulfill their duty of care to ensure a person understands their rights.

Decision to stop must not be based on identity factors alone

The police board or, in the case of the provincial police force, the commissioner, must ensure that:

- (3) Written policy establishes that the decision to stop a person must not be based on identity factors, including but not limited to: economic or social status, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

- (4) Further to Standard (3), written policy establishes that the decision to stop a person must not be based solely on that person sharing an identity factor, such as race, with a person being sought by police.

Random or arbitrary stops not permitted

- (5) Written policy establishes that random or arbitrary police stops, which may or may not include a request for or the collection or recording of a person's identifying information, are not permitted, unless authorized by law or case law.

Collection of identifying information

- (6) Written policy establishes that officers are not permitted to request or demand, collect, or record a person's identifying information without a justifiable reason.
- (7) Justifiable reasons referred to in the written policy include circumstances where the request or demand for identifying information is consistent with existing legal authorities and related limitations granted to officers, such as:
- (a) as permitted or required by provincial or federal legislation or regulations;
 - (b) a traffic stop, consistent with statutory and common law;
 - (c) an arrest;
 - (d) an attempt to execute a warrant against the person; or
 - (e) an investigation of an offence, or reasonable grounds to believe that an offence has occurred or is about to occur, or an imminent public safety threat.
- (8) The written policy may also permit interactions that may result in a request for a person to voluntarily provide identifying information, provided that:
- (a) the officer reasonably believes the interaction, and any information requested, serves a specific public safety purpose, including:
 - (i) assisting in locating a missing person,
 - (ii) an objectively reasonable concern for a person's immediate safety,
 - (iii) assisting a person in distress to refer them to health, substance use, mental health or other supports or services, or
 - (iv) as part of the response to a call for service.
 - (b) the officer informs the person of the reason or purpose of the interaction or the request; and
 - (c) the officer takes steps to ensure the information is provided voluntarily, including but not limited to advising the person that they are not required to answer any questions.

Refusal to cooperate

- (9) Written policy establishes that police interactions with a person where there is no lawful authority to detain or arrest the person are voluntary, and the person is free to go and their refusal to stay or answer questions does not justify further law enforcement action.

Documentation of interactions

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

- (10) The written procedures of the police force require that interactions are recorded in the Police Records Information Management Environment (PRIME) according to the most relevant scoring code or rules, and in sufficient detail to articulate and demonstrate the reason for the interaction.
- (11) An audit of a representative sample of interactions that resulted in a voluntary request for identifying information described in Standard (8) above is conducted at least annually.
- (12) The audit under Standard (11) must include consideration of:
- (a) whether the scoring is appropriate to the circumstances of the interaction;
 - (b) whether the reasons for the interaction and the request for identifying information have been articulated sufficiently;
 - (c) whether the inclusion of identifying information in the record is justifiable;
 - (d) providing direction to the officer if the interaction is not consistent with the policy and procedures of the police force or these *BC Provincial Policing Standards*;
 - (e) ensuring that any identifying information is removed if either the initial collection or ongoing retention of the record is not justifiable.
- (13) Aggregate data is maintained on the number and type of interactions that resulted in a voluntary request for identifying information, described in Standard (8) above.

Policies and procedures

- (14) Policies and procedures are consistent with these *BC Provincial Policing Standards*, are filed with the Director of Police Services, and are available to the public on the police force's website.



VICTORIA & ESQUIMALT POLICE BOARD

Memorandum

TO:	Victoria & Esquimalt Police Board
FROM:	Collette Thomson
DATE:	November 19, 2019
SUBJECT:	2020 Joint Board/Councils Meeting Dates

The proposed meeting dates for the 2020 Joint Board/Councils (JBC) meeting dates were previously approved by the Board as follows:

- Tuesday, March 17 from 5:00pm – 7:00pm
- Tuesday, October 20 from 5:00pm – 7:00pm

I have already placed a tentative hold on the Saanich Room at the Victoria Conference Centre for these dates.

Questions for the Board:

1. The March JBC meeting is not mandatory to have; the Board can use their discretion to determine if it is necessary to hold one.
 - Does the Board want to hold a JBC meeting at 5:00pm **or** just hold a regular Board meeting at the regular times?
 - If you do want to have a JBC meeting, what would the discussion topic be?
2. We have just learned that the International Association of Chiefs of Police (IACP) conference is taking place the same week as the October JBC meeting and Chief Manak, DC Watson and some senior staff will be in attendance at the IACP. It is important for the Chief and staff to attend the JBC meeting as we will be presenting the preliminary 2021 budget.
 - Does the Board approve changing the JBC meeting date to the week before and holding it on October 13th instead?

For Immediate Release – November 1, 2019

Mediated discussions between E-Comm and CUPE 873-02 remain in progress at Labour Relations Board

Vancouver, B.C.—Today CUPE 873-02 announced that talks between E-Comm and the Union that represents its bargaining unit employees had broken down. However, E-Comm can confirm that Mediator Trevor Sones has not booked out and we are still in mediation at the Labour Relations Board (LRB). Further, E-Comm has expressed a desire to continue bargaining and will certainly make itself available once the Union indicates it is available to come to the table.

E-Comm's goal is to reach an agreement that is fair and reasonable and hopes that CUPE 873-02 will agree to keep talking with the assistance of the LRB.

Due to the critical nature of the services we provide, E-Comm will be designated an "essential service" employer. As such, and as a precautionary measure, E-Comm will work with the LRB to ensure that essential bargaining unit work continues to be performed to limit any impact on public safety services should CUPE 873-02 choose to take a strike vote and subsequent job action.

"The Union's statements regarding the employer are meant to pressure us to bargain in public," said E-Comm CEO Oliver Grüter-Andrew. "We'd rather talk at the table and work together to address our staffing challenges and the many opportunities to advance public safety collaboratively."

-30-

NOTE for media: We invite the media to review our contracted 9-1-1 service level results that are posted monthly on www.ecomm911.ca. Information on non-emergency wait times is also available on our [website](http://www.ecomm911.ca).

About E-Comm

E-Comm is the first point of contact for 9-1-1 callers in 25 regional districts in British Columbia and provides dispatch services for more than 70 police agencies and fire departments. E-Comm also owns and operates the largest multi-jurisdictional, tri-service wide-area radio network in the province used by police, fire and ambulance personnel throughout Metro Vancouver and parts of the Fraser Valley. In 2018, E-Comm handled nearly 1.6 million 9-1-1 calls in B.C.

Jasmine Bradley
E-Comm Media Relations
604-215-5023



VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

DATE:	November 19, 2019
ACTION:	For information
SUBJECT:	Human Resources Report (Orders #5-2019 through #09-2019)

RETIREMENTS

SWORN

Effective: July 31, 2019

Constable (Forensic Ident Section)

Effective: September 30, 2019

Sergeant (Traffic Div)

Effective: November 30, 2019

Constable (Patrol)

Effective: January 31, 2020

Staff Sergeant (Patrol)

Sergeants (2) (Patrol)

Constable (2) (Patrol)

CIVILIAN

Effective: July 31, 2019

Admin Assistant (Investigative Services Div)

Effective: December 31, 2019

PRIME Administrator (Information Management Div)

RESIGNATIONS

SWORN

Effective: June 6, 2019

Constable (Patrol)

Effective: June 30, 2019

Jail Guard (Jail)

Effective: July 10, 2019

Jail Guard (Jail)

Effective: November 4, 2019

Constable (Community Services Div)

CIVILIAN

Effective: November 12, 2019

Court Information Specialist (Records Div)

HIRES

SWORN

Effective: June 26, 2019

Constable (Exempt) (Patrol)

Effective: June 11, 2019

Special Municipal Constable (Telebail Officer)

Effective: September 5, 2019

Constables (7) (Patrol)

Effective: November 14, 2019

Jail Guards (Auxiliary) (9)

CIVILIAN

Effective: July 8, 2019

UCR - Quality Review Specialist (Records Div)

Effective: August 6, 2019

Computer Technician Analyst (IT Div)

Effective: August 11, 2019

Records Specialist (Records Div)

Effective: September 30, 2019

UCR - Quality Review Specialists (2) (Records Div)

Effective: November 4, 2019

Computer Technician Analyst (IT Div)

Effective: November 18, 2019

Human Resources Coordinator (HR Div)

PROMOTIONS

SWORN

Effective: November 1, 2019

From:

Constable (6)

To:

Sergeant (6)

COMMENDATIONS

From: [REDACTED]
Sent: Tuesday, July 02, 2019 11:40 AM
To: info
Subject: ATTN : Chief Del Manak re. Officer Sun

Hello,

I just wanted to take a quick minute to express our most sincere appreciation for one of your most amazing officers - though, in our experience, your entire team is incredible!

Officer Sun however, responded this morning to the Salvation Army as a response to a call for a wellness check for one of our most difficult clients - an individual [REDACTED], who we sincerely care for.

The details are long and familiar... what was different however, was the time your officer took to listen to this most difficult man, and the genuine concern expressed for his health, safety and well-being.

Just wanted to say 'thanks' to you and your officer. We like to think kindness is what we do - it's refreshing to know we're not the only ones.

Thank you always for your continued support. We appreciate your entire team immensely.

Sincerely,

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

From: [REDACTED]
Sent: Tuesday, July 16, 2019 10:58 PM
To: info
Subject: Thank you

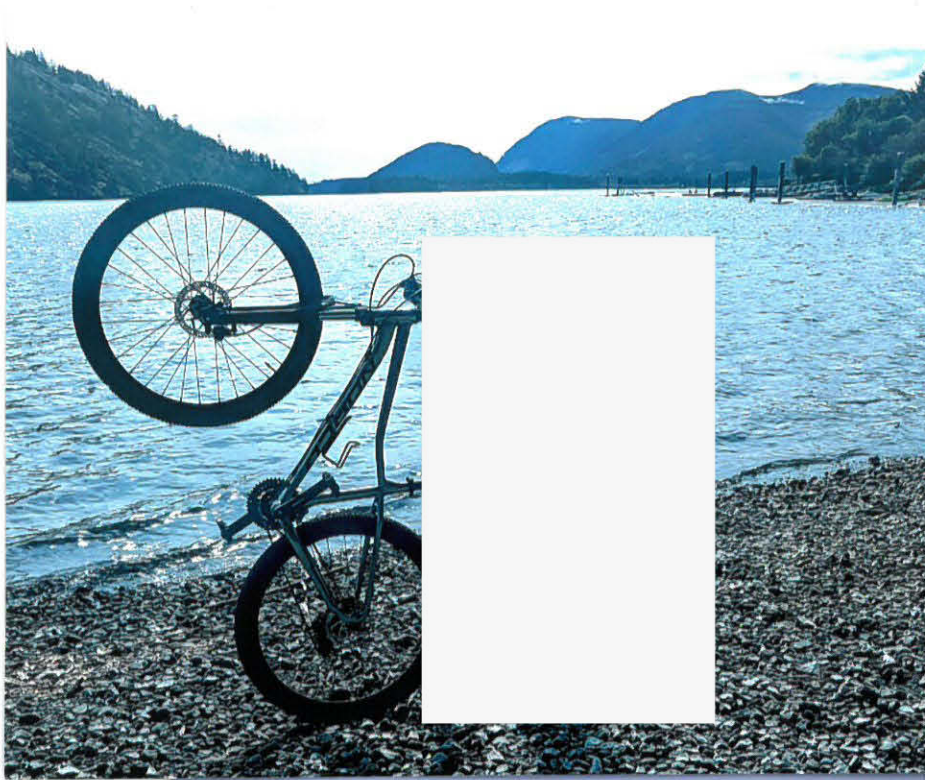
Hello, on Monday last week I called in to get help with my brother living on [REDACTED]
[REDACTED] I wanted to thank the two officers who attended, in particular the first one on scene. I think his name was Ari. It turns out my brother was very ill and I still in hospital; he likely would have died if we hadn't intervened. I appreciated their respect given the situation they found but more so am grateful for their assistance.

Thank you again!
Warm Regards

Dear Chief manak,
my husband & I want to
thank you & your staff
of D-watch. As you know

Thanks

my son [redacted] bike was
stolen from school & D watch
got together & got [redacted] a
new bike. It was such a kind
gesture & we are so thankful.
I want to share that this has
been such a positive police
experience for [redacted] & his
younger brother [redacted]
we are so grateful.



P.S. I think you
 could give
 D watch a raise!

Dear chief manak
 my bike got stolen at
 school and D watch

thanks

found my bike but it
 was damaged. D-watch
 got me a new bike
 and it is awesome.
 I have been on lots
 of rides ~~this~~ already
 thank you so much

July 2019

Dear Chief Manak and
staff of Victoria Police Department

Thank you so much for keeping
our city safe. We are grateful
for the protection, respect and
support you provide for
members of the LGBTQ2
community. As community members
and allies, we are disappointed
not to allow police officers
in uniform at this year's Pride
Parade. Our hope is that things
will change in the future.
With best wishes,



Thank You



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Protected A

OIC Federal Serious and Organized Crime
"B" Division
PO Box 9700
100 East White Hills Rd
St. John's, NL A1A 3T5

Your File Votre référence

Chief Constable
Victoria Police Service
850 Caledonia Ave
Victoria, BC V8T 5J8

Our File Notre référence
2017-1554627

2019-07-02

Dear Sir

Letter of Appreciation

VICTORIA POLICE DEPT

JUL 18 2019

OFFICE OF THE CHIEF CONSTABLE

In November 2017, the RCMP Federal Serious and Organized Crime Unit in St. John's, NL entered into a drug trafficking investigation. During the course of the investigation, investigators seized 44 lbs of marihuana and 3 kg of cocaine from two individuals. A third individual from BC was not arrested at the time. The investigation continued until January 2019 when investigators were able to lay charges against the BC male. Attempts to locate the male were unsuccessful and a Canada Wide warrant for arrest was obtained.

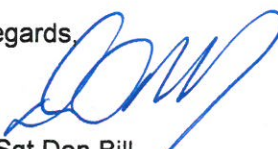
In May 2019, investigators learned that the male may have ties to the Victoria area. A request for assistance was submitted and Victoria Police Service Cst. Jasmine Bader was assigned to assist. From the moment she became involved in the investigation, Cst. Bader showed enthusiasm and commitment to locating the individual. With the information she provided, our investigators were able to obtain a tracking warrant to aid in making an arrest.

The male was eventually located and arrested by Cst. Rob Woods, Cst. Ryan Logan and Cst. Eric Lequesne. Cst. Bader continued to liaise with our officers and provide assistance until we were able to make travel arrangements to return the individual to our point.

The dedication and professionalism displayed by your officers is a credit to your organization. Their efforts in assisting our investigators have positively impacted our ongoing effort to combat transnational criminal activity.

On behalf of the B Division Federal Serious and Organized Crime, I would like to extend a heartfelt thank you to both yourself and your organization. Please pass on our gratitude to all who contributed to this success.

Regards,


S/Sgt Don Bill
A/OIC Federal Serious and Organized Crime
"B" Division



Vancouver Island Safety Council
2207 Millstream Rd, Victoria, B.C. V9B 0J7

Phone (250) 478-9584

June 27, 2019

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



Dear Del,

Re: VISC Motorcycle Skills Event

On behalf of the Board of Directors & Instructors of the Vancouver Island Safety Council, I would like to pass on our thanks to the Victoria Police Department members who assisted and participated in our 4th Skills Event.

S/Sgt. Ron Cronk, Sgt. Shannon Perkins, Cst. Jason Ince, Cst. Devon Stringer, Cst. Nada Rados, Cst. Vlad Filatov, Cst. Mark Bierfiend. and Cst. Stephen Pannokeok.

Your members assisted greatly in the organization and set up of the event held last evening at Western Speedway.

We had an excellent turn out from the general public. Your members provided lots of coaching to the riders, along with the occasional riding demonstrations. The interaction between the police members and fellow riders was such a positive experience.

I received many thanks from the public and your members for the success of this event.

Victoria Police members, along with Saanich Police, and Westshore Detachment interacting with the riders in attendance who all have the common interest and passion for motorcycle safety is what this event is all about.

Yours truly,

Bill Laughlin
Executive Director

From: [REDACTED] >
Sent: July-19-19 3:33 PM
To: Lisa Helps <mayor@victoria.ca>; mayor@saanich.ca; Barb Desjardins <barb.desjardins@esquimalt.ca>; Board <Board@vicpd.ca>; Secretary@spdboard.ca
Cc: O'Connor, Dan <dan.oconnor@vicpd.ca>
Subject: Exemplary Police Conduct at the Still No Consent, No TransMountain March on 22 June

19th July 2019

Dear Mayors and Police Board Members,

We are writing to the Victoria and Saanich Police Board on behalf of the organizing grassroots group Rise and Resist – in the matter of the peaceful *Still No Consent, No TransMountain* 20 KM Solidarity march down the Pat Bay highway on Saturday 22nd June, 2019.

The march was long and the effort to keep the participants safe over that extended time and terrain was enormous. In every way, the VIC PD and Saanich PD were exemplary. In particular, we appreciated the care they took to show respect to indigenous and settler protesters in upholding their right to protest.

Cst. Dan O'Connor and Sgt. Cliff Watson worked reciprocally with our police liaison to ensure that the march went smoothly, that all the participants were not triggered and felt safe, and that traffic disruptions were minimized. We are cognisant of the amount of hard work, cooperation, and planning it took on the part of both Victoria and Saanich police departments and we are grateful for the professional and efficient manner that they managed the day.

During the march, we noticed and were especially grateful for the following:

- The police presence was minimized wherever possible in response to our request. This was particularly relevant in avoiding flashing lights, which are triggering for many indigenous protesters. When our police liaison requested that an officer turn his flashing lights off as we turned onto Blanchard, he did so immediately.
- [REDACTED], unknown to the march organizers or to liaison officers Cst. Dan O'Connor and Sgt. Cliff Watson, was getting too close to the front of the march and did not respect requests to leave. When this was relayed to the liaison officers, they notified the [REDACTED] who then left the area. As it is very disrespectful for anyone to be in front of indigenous elders on a march, their fast action was very much appreciated.
- Cst. Dan O'Connor and Sgt. Cliff Watson accompanied us the whole way to ensure our safety. Just as we requested, they were clearly identified as officers, but dressed down in all other aspects to ensure that the peaceful, reconciliatory tone of the march was respected. They did their duty so well that Elder [REDACTED] of the Songhees Nation noticed them and asked to meet and thank them personally. For many of us, this was a highlight of the march and a very potent and meaningful step towards reconciliation. Such moments are rare and particularly important in the history of a community and we want to ensure that both officers are given the thanks they deserve.

- Towards the end of the march, a large contingent of Saanich police cars were waiting at Island View beach. When our police liaison asked the officers if they could leave before the marchers got there, they did so. This meant that the march ended on a very tired but happy and united note rather than one involving any confrontation.

The TransMountain pipeline and the damage it will cause to our climate and the future of our children, cannot be overestimated. We wish that we did not have to protest, however, until such time as our government takes real and meaningful action to stop the Climate Emergency, we will be forced to do everything in our power to prevent them from pushing humanity towards extinction.

Hopefully progressive activists can continue to work together with our local police and municipal governments to respect indigenous protocols, dispel police-activist stereotypes, and raise the level of public awareness and goodwill about why we do what we do – because we are working together for the common good.

With sincere respect and gratitude,

Rise and Resist

From: [REDACTED]
Sent: Wednesday, July 03, 2019 6:19 PM
To: info
Subject: File 19-27603

Jul 3 at 6:12 PM

To: vi5294@vidpd.ca

Greetings from the States,

I want to thank you very, very much for mailing my driver's license and credit cards to my home in [REDACTED] Nevada. They arrived in the mail the same day we returned from our 11 day tour of beautiful British Columbia and Alberta. I am beyond blessed that the pedicab driver took the time to take my wallet contents to the Security Dept at Ships Point and that the Victoria Police were kind enough to mail them back to my home address with a note.

Your actions demonstrate the strong Canadian spirit, warmth and caring about the little things that make your country great. We hope to return to your fine city very soon.

With gratitude,

[REDACTED]
[REDACTED] Nevada

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

From: [REDACTED]

Sent: Tuesday, July 30, 2019 11:34 AM

To: info

Subject: Thank you.

Hello,

Cst. Rob Domville #495 called me early in the morning to tell me that he had my stolen bike in his car. Although I was pretty groggy, I was so happy to learn that he had picked up my electric bike and he was prepared to bring it to me. He also said I could pick it up at the station if I wanted to do that. I met him at our condo bike storage area and I thanked him, but I also wanted to be able to tell his supervisor how much I appreciated his efforts to return my bike.

I will write a letter to the editor, praising Cst. Domville's efforts

Thanks very much,

[REDACTED]

From: [REDACTED]
Sent: August-13-19 10:37 AM
To: Thomson, Collette <collette.thomson@vicpd.ca>
Subject: Officer Commendation

Constable Sara Williams

My name is [REDACTED], and I am a [REDACTED]. In July I worked with Constable Sara Williams, and I wanted to let you, and her, know what an exceptional job she did. Her professionalism was above reproach, but it was her humanity that really made the situation exceptional. Her level of care when talking with the survivor was graceful, understanding, non judgemental, and it felt like she was truly invested in making sure that the survivor was put at ease while still being taken care of in a professional manner. Not only did the survivor feel comfortable thanks to Constable Williams, she made the other professionals feel comfortable. We were able to work together to help the survivor, and the constables demeanour was a major part of us being a cohesive team.

I am glad to know that officers like Constable Williams are out there, not just enforcing the law, but really connecting with the people they work so hard to protect. I know she will continue to be an amazing part of our community, and I'm honoured to have witnessed exemplary police work. Thank you, Constable Williams, for everything that you have done and will continue to do.

Sincerely,

[REDACTED]

From: [REDACTED]
Sent: July-31-19 10:18 PM
To: Brown, Mike
Cc: [REDACTED] ; Manak, Del
Subject: Fwd: Fwd: IMPORTANT: Victoria Police & Faith Based Institutions - Lock Down Drill Practice and Discussion

Inspector Brown,

Thank you for an excellent session this evening. You and your team successfully raised the situational awareness for over 100 community leaders.

While you may have received more people than you expected, everyone was well-handled and received a useful experience in the short time allotted. The outstanding cooperation you had from the host Central Baptist Church was evident in the 20+ volunteers/actors/simulated victims, of all ages, that they contributed.

As one participant told me, Vic PD has come a huge distance on this issue in the last twenty years....I suspect you are a principal author of that progress. The passion and energy you bring to the subject are evident to all.

Progress will continue. Please call on me if i can assist in any way.

With thanks,

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

From: Murray, Brian G PSSG:EX [<mailto:Brian.Murray@gov.bc.ca>]

Sent: August-02-19 3:51 PM

To: Manak, Del

Cc: Laidman, Jason; Brown, Mike; Johnston, Mike; Healy, Terri; Hand, Sean; Lipp, Jamie M PSSG:EX; MacKellen, Katelyn PSSG:EX; Hall, Eric W PSSG:EX; Warn, Doug PSSG:EX; Lamont, Chuck PSSG:EX; Hanley, Andrea PSSG:EX

Subject: VicPD Assistance for CSU Enforcement

Good afternoon Chief Manak, on behalf of Jamie Lipp our Executive Director (), we would like to express our gratitude and thanks to you and the members of VicPD who assisted us in our first provincial enforcement actions that occurred in Victoria over the last 72hrs.

It made our job much easier and efficient. We made significant seizures from the two stores that will result in substantial financial penalties and of course resulted in the closure of most of the illegal stores operating within the city soon after. We will take a tally to determine how many chose to remain open in the next week or so, once we get our exhibits in order and determine our next steps on those stores as well.

At our first briefing we were able to provide some very recent information to your team, which in turn resulted in a significant police seizure as well, which may also result in administrative financial penalties to those involved in addition to charges.

The CSU had a coordinated enforcement effort in Kamloops on the same day as well for two illegal stores which just supports the CSU impact and presence anytime/anywhere in the province.

We would like to acknowledge the following members of VicPD who assisted us in our enforcement actions, from planning, initial presence, ongoing customer deterrence and escort to our storage location.

In addition a big thanks to Cst Healy and Cst Hand who made sure to direct each potential customer (there were a lot of them) to make their purchases at any one of the 5 legal stores in Victoria and even provided directions on how to get there.

S/Sgt Mike Johnston
Sgt. Steven Kowan
A/Sgt Dan O'Connor
Cst Sean Hand
Cst Aaron Mitic
Cst Justin Charlton
Cst Warren Sherman
Cst Anthony Norman
Cst Terri Healy

Thanks again and looking forward to partnering up again on future enforcement actions.

Regards,



Brian Murray | Manager Regulatory

Special Provincial Constable #23

Policing and Security Branch

Ministry of Public Safety and Solicitor General

Surrey BC V3T 0N4

office: 778 974-4711 | mobile: 250 217-9125

email: brian.murray@gov.bc.ca | web: www.gov.bc.ca/Community-Safety-Unit

From: [REDACTED]
Sent: Wednesday, August 21, 2019 10:56 AM
To: info
Cc: [REDACTED]
Subject: Compliments to two Police Officers

Today, Aug 21, 2019 at 7. A.M. while walking the dog, I noticed two officers at Johnson & Vancouver.

I approached them with a problem that Regents Park Condo has experienced for the past 7 days, regarding a homeless camper on the Vancouver and Yates Streets boulevard.

The Mayor and Council were notified of the situation and there was no response to our request for help..

I explained this situation to the officers and they responded immediately. They spoke to the camper and he left, for once cleaning up the mess he had created.

Did not find out the officers names, but as this situation appears to be occurring more often, we really appreciated their prompt assistance.
Thanks.

[REDACTED]

From: [REDACTED]
Sent: August-28-19 12:47 PM
To: Manak, Del
Cc: Scott Green
Subject: re Personal Thank you

Chief Manak, I want to reach out to you to compliment the actions of one of your VicPD Staff members. A few weeks ago I and my spouse were witness to a tragic apparent suicide of an individual on [REDACTED] in Victoria [REDACTED].

At the scene we were luckily able to make contact with Cst. Jenny Lequesne (#381) to whom we reported the incident. Although she and her partner at the time were fully engaged in dealing with a completely unrelated incident on Douglas St. (and a rather incapacitated very intoxicated individual) she responded to us with support, concern and compassion that was certainly appreciated at the time.

Over and above, Jenny provided me with a cell number contact and followed up with me a few days later to see how we were fairing from the incident.

Over-Over and ABOVE, Jenny subsequently responded to questions I still had in my mind about the incident and the individual involved - including responding to me during her vacation! - which have aided in working though the shock and mental aftermath of such an experience.

As one [REDACTED] to another I wanted to express my thanks and appreciation. [REDACTED]
[REDACTED] I am continually struck by the dedication of civic employees doing the good work of providing service to the community. Jenny is yet another example that I add to my collection of remarkable individuals, and one that you should also be justifiably proud of.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: Barb Desjardins <Barbara.Desjardins@esquimalt.ca>
Date: 2019-08-31 5:22 a.m. (GMT-08:00)
To: "Manak, Del" <del.manak@vicpd.ca>
Subject: Note from a resident

Hi Barb,

I just wanted to let you know how absolutely wonderful a couple of the Esquimalt police officers were with my family tonight! My friend and I were going into Country Grocer tonight between 730-800 and there were two police officers on bikes which caught my oldest daughters eye right away! She asked me if she could talk to them and tell them about her bike and I said of course, you can always talk to the police! So [REDACTED] went up to them and said, I have a bike too and the officers said what kind is it?! [REDACTED] said it's pink! Their reaction was amazing and made her feel so important! They then gave both my daughters a police badge, tattoos, coupons for slurpees and a nice ticket! [REDACTED] has not taken her badge off since she got it! The officers even joked about running out of [REDACTED] ! I just wanted to pass along my thanks to the two officers because police officers have a very hard job and just get a bad rap sometimes which they don't deserve! Have a great weekend!

[REDACTED]

The Esquimalt officers are pretty amazing and this is the best community policing!

Officers involved: Cst. Greg Shaw and Cst. Kevin Lastiwka

From: Thomson, Collette

Sent: September-06-19 12:18 PM

To: Shaw, Greg <greg.shaw@vicpd.ca>; Lastiwka, Kevin <kevin.lastiwka@vicpd.ca>

Cc: Manak, Del <del.manak@vicpd.ca>; Laidman, Jason <jason.laidman@vicpd.ca>; Watson, Colin <colin.watson@vicpd.ca>; Lindner, Keith <keith.lindner@vicpd.ca>; Plater, Sean <sean.plater@vicpd.ca>

Subject: Commendation for Cst. Shaw & Cst. Lastiwka

Hello Greg and Kevin,

I received a call from [REDACTED] who is closely associated with a young girl, [REDACTED]. You both recently dealt with [REDACTED] regarding an issue with cannabis and [REDACTED] couldn't commend you both enough as to how well you handled the situation. She advised that [REDACTED] now has a much better understanding of what is acceptable behaviour and was left with an excellent impression of how compassionate and helpful police officers can be. [REDACTED] was extremely grateful for your work and wanted to ensure that you knew how much of a difference you made that day.

This commendation will be added to your personnel files, the intranet commendations, and the Police Board will be notified as well at an upcoming meeting.

Regards,



Collette Thomson

Executive Assistant

Office of the Chief Constable &
Victoria & Esquimalt Police Board
Victoria Police Department

850 Caledonia Ave

Victoria, BC V8T 5J8

T: 250-995-7217

F: 250-384-1362

collette.thomson@vicpd.ca

From: [REDACTED]
Sent: Monday, September 09, 2019 6:22 PM
To: info
Subject: compliment

Dear Vic PD,

On Saturday night last two officers Cst. Govus and Cst. Bruschetta responded to my non-emergency call regarding a suspicious person opposite our house. The police Department is aware that each area in Victoria has now been divided up by would be thieves and that vehicles are being target more than ever. Our car has been broken into three times in the past but the suspects got away before the police arrived. I had reason to believe, given video footage that my neighbor shared, that the individual watching our house was planning to once again break into our cars.

I called the non-emergency number and within minutes the aforementioned officers arrived and had communication with the individual, taking notes and then checking with me as to what I observed. The dispatcher was just amazing too – she stayed on the line with me while the offers were enroute asking details and sharing progress.

This is the first time in 19 years of living here and calling police that I actually felt safe and protected. The speed of the response and the manner of tone and support was truly appreciated. I've had issues in the past with having to wait for police to arrive but of late Vic PD has stepped up to the plate.

I thank the dispatcher and the two officers for their great service and wish to express my and my family's thanks for their good work.

[REDACTED]
[REDACTED]
[REDACTED]



OFFICE OF THE
POLICE COMPLAINT COMMISSIONER

British Columbia, Canada

September 18, 2019

Via E-Mail: del.manak@vicpd.ca

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

Dear Chief Constable Del Manak,

Re: Complaint Resolutions with Victoria Police Department Professional Standards

I write concerning recent positive feedback this Office has received from complainants who have participated in the Complaint Resolution process involving the Victoria Police Department (VicPD).

As you know, Alternative Dispute Resolution (ADR) has been identified as a key initiative for the OPCC. The objective is to increase the overall number of successful resolutions and to improve upon the quality and timeliness of resolutions for all concerned.

My staff and members from your Professional Standards Section have been working closely together to increase meaningful, and timely resolutions. Together, we have identified and implemented a number of strategies that have had a positive impact on *Police Act* outcomes.

I am informed that the complainants report positively that your investigators have embraced ADR and its goals. Recently and on two separate occasions, complainants described Sergeant Glen Shiels as objective, easy to talk to and someone who took their concerns seriously. This reflects well on VicPD.

I am pleased with the spirit of collaboration that your members have embraced. Such positive resolutions are not possible without the full support and hard work of your members, and the support of you and your senior leadership team.

Please permit me to commend your members in PSS, and particularly Sergeant Shiels who have done excellent work in this field.

Sincerely,



Clayton Pecknold
Police Complaint Commissioner

Clayton Pecknold
Police Complaint Commissioner

5th Floor, 947 Fort Street
PO Box 9895 Stn Prov Govt
Victoria, British Columbia V8W 9T8
Tel: (250) 356-7458 / Fax: (250) 356-6503



Personnel Support Programs
Canadian Forces Base Esquimalt
PO Box 17000 Station Forces
Victoria BC V9A 7N2

26 September 2019

Sgt. Cliff Watson – Vic PD
Victoria Police Department
850 Caledonia Avenue
Victoria, BC V8T 5J8

Dear Sgt. Watson,

On behalf of the entire PSP department at CFB Esquimalt, please accept our appreciation to the Victoria Police Department for your support of our annual Navy Run. First Responders such as you are vital to making our event a success.

This year over 700 runners from the military and Greater Victoria communities ran through the streets of Esquimalt in a challenging 5 and 10K run, along with over 50 children who participated in our three fast paced kid's runs.

The Victoria Police Department makes the Navy Run an event to remember, and cannot emphasize how appreciative PSP and CFB Esquimalt are for the positive contribution.

Thank you again for your support of the 2019 Navy Run.



From: Barb Desjardins [<mailto:Barbara.Desjardins@esquimalt.ca>]

Sent: October-03-19 10:17 AM

To: Manak, Del; Lindner, Keith

Cc: Southern, Evan

Subject: Fwd: Housing Assistance For [REDACTED]

I want to recognize the work done by Constable Hand to help get housing for [REDACTED]. There are many in the community that have been concerned and wanted to help but Cst. Hand was instrumental.

Barbara Desjardins

Mayor, Township of Esquimalt

Lekwungen Territory

Tel: 1-250-883-1944 | www.esquimalt.ca

On Apr 4, 2019, at 10:07 AM, [REDACTED] wrote:

Dear Barb Desjardins,

I'm writing to you in the hope that you can assign or direct someone within your administration to assist a poor, homeless, and health-challenged man to find a place (room) within Esquimalt to live. The man I'm referring to is named [REDACTED] and he can be found at [REDACTED]. [REDACTED] are desperate to find some kind of accommodation; presently they are living on the street; which seems unconscionable in our society today.

[REDACTED] who requires immediate help.

I'm hoping that you can direct someone within your administration to find a solution to [REDACTED] housing situation.

[REDACTED]

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

From: [REDACTED]
Sent: October-11-19 7:47 AM
To: Hamilton, Grant
Subject: An Amazing Officer

Hello

I wanted to send a note of commendation about your amazing officer, Eric Ooms with regards to case number 19-43546. We had just moved from Vancouver that day and were staying in a downtown Victoria hotel when my son went for a walk and didn't return. I reached out to VICPD and Eric Ooms came to the rescue. He was patient, professional, empathetic, very knowledgeable about addiction issues and so very kind. My Son opened up more to officer Ooms than he had to me in a long time. His one on one discussion with [REDACTED] changed him in a Profound way. [REDACTED] is now going to A.A. and I have started Al-Anon classes. I was very naive about my son's addiction and again Eric gently helped me to become more aware.

Eric Ooms is a treasure and I will always be grateful to him and the VICPD for their help and guidance.

Cheers

[REDACTED]



VICTORIA & ESQUIMALT POLICE BOARD

Governance Committee Report to Board (Public)

Meetings of October 1, 2019 and November 5, 2019

ITEMS DISCUSSED

1. **Update: Framework Agreement Discussions**
Meetings are ongoing to discuss the updating of performance metrics related to the Framework Agreement.
2. **Request for Board Member Extension**
Board member Powell's maximum term was extended to August 1, 2022 in order to offset a one-year absence in 2015-2016.
3. **Recruiting Timelines for New Board Members**
The BC Association of Police Boards (BCAPB) and Police Services are aware of the concerns regarding the significant delays in the appointment process of new Board members. Police Services will be addressing this issue to ensure timely replacements.
4. **Board Planning Session**
Board member Elder will Chair a half-day Board planning session which will be held in early 2020.
5. **2020 CAPG/CACP Update**
The conference theme will be "Prioritizing Wellness Through Governance". The national planning committee is meeting regularly to review the responsibilities of the host and organizing committees. Volunteers (15-20) are required as are coordinators for the various aspects such as logistics, companion program, host night, conference program, etc.
6. **2020 BCAPB AGM Call for Resolutions & Guidelines**
Refer to the documents provided on page 42 for further discussion by the Board.



BCAPB Notice of Annual General Meeting

Saturday, March 7, 2020
Oak Bay Beach Hotel
1175 Beach Dr, Victoria, BC V8S 2N2
9:45 am

In accordance with the BC Association of Police Boards constitution and by-laws, notice is hereby given of the **ANNUAL GENERAL MEETING** to be held in conjunction with the 2020 conference. The Annual General Meeting will be held on Saturday, March 7, 2020, 9:45 am at the Oak Bay Beach Hotel, Victoria BC.

Attached is a call for resolutions along with information regarding submissions of resolutions for your consideration. Timelines are tight on the preparation of resolutions so we encourage Boards to circulate this item to all their Board members so that it can be on their November or December agendas. It requires immediate action.

Thank you and if you have any questions please contact me at 778-828-0319 or Veronica Bandet, Administrative Assistant at 250-216-1205.

Sincerely,

Mary Collins
President, BCAPB

Attachments

CALL FOR RESOLUTIONS

BRITISH COLUMBIA ASSOCIATION OF POLICE BOARDS ANNUAL CONFERENCE AND MEETING

An important part of each Annual Meeting of the BCAPB is the consideration of Resolutions forwarded by member boards.

To ensure adequate time for review, the BCAPB Board of Directors has set a deadline of January 17, 2020 for all Resolutions to be forwarded to the BCAPB.

Following review by the Resolutions Committee, resolutions will be distributed to members in advance of the General Meeting.

Voting on the Resolutions will take place at the Oak Bay Beach Hotel, Victoria, BC, on Saturday, March 7, 2020 as part of the BCAPB Annual General Meeting.

Please refer to the BCAPB Resolutions Guidelines for assistance in drafting proposed resolutions.

This is your chance to ensure your voice is heard!

Please forward your resolution(s) to Veronica Bandet at bcapbs@gmail.com

Resolutions

What is a Resolution?

A resolution is a formal way of stating an intended or desired action/direction/position by a group.

Guidelines for Resolution Writing

1. Choose a topic that is important, relevant and deserving of an official BCAPB position.
2. Identify your Board as the author of a resolution.
3. WHEREAS clauses are factual clauses to support your resolution; they should be concise and to the point. Resolutions that have a page or more of WHEREAS clauses only serve to make the reader less amenable to your idea if he or she has to sort through multiple WHEREAS clauses in order to determine your point. The entire resolution should be no longer than one page.
4. RESOLVED clauses state your proposed policy change or position. Internal resolutions should be directed to the BCAPB (resolved that the BCAPB); external resolutions should be directed to the appropriate level of government or Minister/Ministry. Internal and external intents may not exist within the same RESOLVED clause, rather, separate resolved clauses are necessary if you want the BCAPB to take an action separate from the government. RESOLVED clauses should be only one sentence in length and must be able to stand alone as they are the only part of the resolution that will be debated or considered.

Other helpful tips: If possible have financial implications information in your resolution. Factual information to support your resolution should be available or included as an attachment to your resolution.

Format for a Resolution

- The TITLE identifies the topic/problem or issue or its proposed solution.
- The AUTHOR names the Police Board putting forward the resolution.
- The PREAMBLE is used for factual information that is necessary to support the RESOLVED section. Each PREAMBLE clause should be written as a separate paragraph, beginning with the word Whereas. The first word should begin with a capital letter. The PREAMBLE, regardless of its length and number of paragraphs, should never contain a period. Each paragraph should close with a semi-colon. The next to the last paragraph should close with a semi-colon, after which a connecting phrase such as Therefore or Therefore Be It or Now Therefore, Be It is added.
- The RESOLVED section indicates what action is proposed. There may be more than one Resolved clauses, each stated separately. The word RESOLVED is printed in capital letters, followed by a comma and the word THAT. Each resolved clause must be a separate paragraph and may be ended with a period or a semi-colon and in the case of the next to the last clause, be followed by the word AND,.
- If factual information is available it should be included as an attachment.
- Estimated cost of implementation if available should also be included.

Resolution Strategies

Here are some hints to help you get your resolution passed:

1. Be concise. The delegates will get copies of all resolutions and this means a lot of reading. If your resolution is too wordy, it will not get the attention it deserves. Try and limit your resolution to five "whereas" clauses: choose the strongest five facts and use the others in discussion and debate. Resolutions should not be longer than one page.
2. Be realistic. The resolved statements should include specific actions that are realistic and implementable. Resource availability (both human and financial) will affect the implementability of resolutions.
3. Be positive. A positive approach always works better than a negative one. Write positive statements, and address the issue positively when you are speaking to it.
4. Be knowledgeable. Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.
5. Gather support and assistance. Try to involve other members in supporting your resolution. Share your facts and ask others to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other members to get involved.
6. Use your time on the floor wisely, time is limited. As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses.
7. Be available. Make sure you are available to the Delegates to answer questions. Be on time for all meetings.

Have your documentation handy. Make sure you have at least two copies of your documentation with you – questions may be asked that need further clarification.



VICTORIA & ESQUIMALT POLICE BOARD

Finance Committee Report to Board

(Public)

Meetings of October 1, 2019 & November 5, 2019

ITEMS DISCUSSED

1. VicPD Growth Strategy

This report is undergoing revisions. It outlines policing requirements to support growing communities and will be made public at a later date.

2. Draft Joint Board/Council Meeting Presentation

The Committee reviewed the draft presentation which was since made at the Joint Board/Councils meeting on October 15, 2019.

3. Debrief of 191015 Joint Board/Council Meeting re: 2020 Budget Presentation

The Committee agreed that the presentation and format was well received by all.

4. Draft 191115 COV Council 2020 Budget Presentation

The Committee reviewed the draft 2020 budget presentation which was since made to City Council on November 15, 2019.

5. Cst. Ian Jordan Endowment

The Victoria City Police Union is making a one-time donation of \$5,000 to the Cst. Ian Jordan Endowment at Camosun College. It is awarded yearly to a criminal justice student who plans on becoming a police officer in Greater Victoria. VicPD will match the Union's contribution by providing a one-time donation of \$5,000 as well. The Camosun College Foundation will report out on an annual basis and VicPD will receive that information to ensure transparency and accountability.

6. 2020 BCAPB AGM & Conference Sponsorship Request

The BC Association of Police Boards AGM and conference are being held in Victoria from March 5-7, 2020 and the theme will be "Vision 20/20: Envisioning Police in the Next Decade". Sponsorship opportunities were reviewed.

MOTION: *That the Board sponsor the 2020 BCAPB AGM and conference plenary dinner in the full amount of \$900.*

7. Board Authorization Mandate for Board Member Powell

It was determined that delegation authority for Board member Powell during the budget discussions is not required as the timelines will now allow for Board deliberations to take place.

8. 2018 City of Victoria Financial Auditors Report.

For information - refer to the attached report on page 48.

9. Monthly Financial Reports

For information – refer to the attached report on page 50.



Tel: 250 383 0426
Fax: 250 383 1091
www.bdo.ca

BDO Canada LLP
Suite 500
1803 Douglas Street
Victoria BC V8T 5C3 Canada

Report on Supplementary Matters Arising from an Audit Engagement

To the Finance Committee of the Police Board of Victoria and Esquimalt:

In accordance with requirement of the Finance Committee of the Police Board of Victoria and Esquimalt, we have been engaged to report on the agreement of the Representation of Police Services Financial Information within Segment Note for the year ended December 31, 2018 to the Victoria Police 2018 Fiscal Year End Report and The Corporation of the City of Victoria (the "City") financial statements for the year ended December 31, 2018 (the "other reporting responsibility"). This other reporting responsibility relates to our audit of the financial statements of The Corporation of the City of Victoria for the year ended December 31, 2018 completed on April 25, 2019.

Management prepared the supplementary matter.

This report has been prepared in accordance with Canadian Standard on Related Services (CSRS) 4460, Reports on Supplementary Matters Arising from an Audit or a Review Engagement. Our responsibility is to report on the supplementary matter. This standard requires us to comply with ethical requirements and to plan and perform procedures to address the other reporting responsibility. The procedures were selected based on our professional judgment to enable us to form a basis for this report. The procedures vary in nature from, and are less in extent than for, those required when providing an audit opinion or a review conclusion. Users are cautioned that the procedures performed may not be suitable for their purposes.

Accordingly, we do not express an audit opinion or a review conclusion on the supplementary matter.

In response to the other reporting responsibility, we can report that the Schedule of Police Services Financial Information as Reported in Segment Note reported in the attached schedule for the year ended December 31, 2018 agree with amounts recorded in the City's records.

This report is intended solely for use by the Finance Committee of the Police Board of Victoria and Esquimalt and should not be used by other parties.

BDO Canada LLP

Chartered Professional Accountants

Victoria, British Columbia
April 25, 2019

**Representation of Police Services Financial Information within Segmented Note
As at December 31, 2018**

REVENUE:

Police Year End Financial Report - Total Revenue	\$900,864
--	-----------

Add:

City of Victoria - Property Tax (Operating, Note 1 below)	45,747,574
Township of Esquimalt Police Contribution	7,921,137
Cost Sharing Revenue	526,583
Cost Sharing Revenue - ERT Vehicle	104,714
Proceeds/Gain on Sale of Tangible Capital Assets	38,302

Subtotal - Police	55,239,174
--------------------------	-------------------

Traffic Fine Revenue	1,861,494
CREST	341,672
Fire Department	17,976,298
Bylaw Services	4,073,612

TOTAL REVENUE - PROTECTIVE SERVICES	\$79,492,250
--	---------------------

EXPENSES:

Police Year End Financial Report - Total Expenses	\$53,226,421
---	--------------

Add:

Cost Sharing Revenue - Netted Against Expenses	526,583
--	---------

City of Victoria Financial Statement Reporting Adjustments:

Capital Expenditures Not Meeting Tangible Capital Asset Threshold	16,317
Amortization of Tangible Capital Assets	1,042,838

Less:

Transfer to Reserves	(149,245)
----------------------	-----------

Subtotal - Police	54,662,914
--------------------------	-------------------

CREST	341,672
Fire Department	17,632,411
Bylaw Services	3,364,098

TOTAL EXPENSES - PROTECTIVE SERVICES	\$76,001,095
---	---------------------

Note 1. City of Victoria Property Tax Allocation (Operating)

Police Year End Financial Report - Total Expenses	\$53,226,421
---	--------------

Add:

Transfers to Capital	1,056,000
Transfer to Financial Stability Reserve	47,970
Transfers to Employee Benefit Obligation	455,759

Total Expenses	54,786,150
-----------------------	-------------------

Less:

Police Year End Financial Report - Total Revenue	(900,864)
--	-----------

Net Budget per Police Year End Financial Report	53,885,286
--	-------------------

Township of Esquimalt Police Contribution	(7,921,137)
Prior Year Surplus	(216,575)

City of Victoria Property Tax Allocation (Operating)	\$45,747,574
---	---------------------



VICTORIA-ESQUIMALT POLICE BOARD REPORT

In-Camera

DATE:	November 5, 2019
TO:	Finance Committee
FROM:	Steve Hurcombe, Controller
SUBJECT:	2019 Monthly Financial Report – Period Ending October 25, 2019
ACTION:	For Information

BACKGROUND:

This report contains the financial results for the period ending October 25th, 2019.

SUMMARY:

The Financial Report represents 81.6% of the fiscal year and 81.7% of the payroll year. As at October 25th, 2019 operating expenditures represent 79.3% of the total operating budget and capital expenditures 59.2% of the total capital budget. The net financial position of the Department, at 80.2% of the annual budget, is in line with expectations and slightly below budget.

Salary and benefits expenditures are slightly below budget. Although we expected the number of retirements and resignation to be high, actual numbers have exceeded those projections. We are technically currently at full strength. In reality, due to the number of police officers with long-term work related injuries, we are effectively 4.5 below authorized strength for payroll purposes. In terms of civilian employees we currently have 1 unfilled position. Combined the impact has meant salaries and benefits are below budget and we expect this to remain the case through the remainder of the year.

Overtime costs are slightly over budget at this time, most of which is offset by special events, leaving us a net \$67,190 over budget. Recent changes to create the Investigative Support Unit will likely have a positive impact on Patrol backfill requirements and we expect overtime to be close to budget by year end. Overtime expenditures will be closely monitored for the remainder of the year.

Retirement expenditures, contractual obligations under our collective agreements, are in line with expectations, however due to reductions to the original budget, retirement expenditures are now \$412,804 over budget. We expect this to increase to approximately \$500,000 by the end of the year.

Due to the high number of police officers on long term WorkSafeBC claims salary recoveries are \$401,226 more than budgeted. Those positions have not been backfilled, leaving us with the financial equivalent to 4.5 FTE vacancies once the salary recoveries have been taken into account. Although this reflects positively on the financial position, it reflects negatively on operational capacity.

Expenditures also include estimates for pro-rated amounts for integrated units, quarterly payments to outside agencies such as PRIME, E-Comm and CREST for forecasting purposes, as well as an estimate for pay increments where collective agreements have expired. Expenditures for other categories remain at or within expected levels, with some seasonal variations in expenditure levels.

Adjustments have been made to revenue to exclude a grant of \$133,200 for the Provincial e-ticketing initiative as these funds have not yet been expensed. Similarly, \$120,000 in funds received in relation to opioid investigations that will likely be rolled over for future use have been excluded from revenue.

We expect capital expenditures to be approximately \$300,000 below budget. Some funds will be rolled forward to 2020 for the completion of the renovations to the previous Communications Centre, as this project is not now expected to be complete until the spring of 2020. Additional expenditures for vehicle replacements will be deferred. We still expect the capital reserve to be depleted by a net amount of approximately \$800,000, reducing the balance to approximately \$1.2 million by year end.



MONTHLY FINANCIAL REPORT

PERIOD ENDIN: OCTOBER 25, 2019

Statement 1

Victoria Police Department
Revenues and Expenditures By Section (Unaudited)
For the Period Ending October 25th, 2019

	Annual Budget	81.7%	Actual	(Over) Under	% of Total Budget
Revenue					
Special Events	705,200	576,148	557,405	147,795	79.0%
Records	173,000	141,341	127,596	45,404	73.8%
Grants	-	-	46,886	(46,886)	N/A
Other	-	-	32,159	(32,159)	N/A
Jail Operations	37,900	30,964	22,680	15,220	59.8%
Total Revenue	916,100	748,454	786,726	129,374	85.9%
Operating Expenditures By Section					
Executive Services	3,929,381	3,210,304	2,876,255	1,053,126	73.2%
Integrated Units	2,164,003	1,767,990	1,882,407	281,596	87.0%
Crime Prevention Services	1,175,195	960,134	785,775	389,420	66.9%
Crime Reduction Division	3,940,302	3,219,227	2,929,262	1,011,040	74.3%
Patrol - Primary Response Division	17,502,004	14,299,137	15,250,054	2,251,950	87.1%
K9	1,014,595	828,924	762,498	252,097	75.2%
Community Services Division	2,415,189	1,973,209	2,112,503	302,686	87.5%
Investigative Services	6,681,618	5,458,882	5,249,276	1,432,342	78.6%
Traffic Enforcement and Crash Investigations	1,434,286	1,171,812	1,163,911	270,375	81.1%
Communications Centre - 911	3,037,895	2,481,960	2,617,286	420,609	86.2%
Centralized Corporate Costs	1,905,100	1,556,467	1,693,231	211,869	88.9%
Support Services	10,445,304	8,533,813	6,824,888	3,620,416	65.3%
Jail Operations	971,496	793,712	744,151	227,345	76.6%
Total Operating Expenditures	56,616,368	46,255,573	44,891,497	11,724,871	79.3%
Transfers to Capital	845,200	690,528	633,900	211,300	75.0%
Transfer from Financial Stability Reserve	750,000	612,750	-	750,000	0.0%
Net Budget	55,795,468	45,584,897	44,738,671	11,056,797	80.2%

Statement 2

**Victoria Police Department
Revenue and Expenditures by Object (Unaudited)
For the Period Ending October 25th, 2019**

	<u>Actual</u>	<u>2019 Budget</u>	<u>% Used</u>	<u>(Over)/Under</u>	
				<u>\$</u>	<u>%</u>
Revenue					
Special Events	557,405	705,200	79.0%	147,795	21.0%
Records	127,596	173,000	73.8%	45,404	26.2%
Grants	46,886	-	N/A	(46,886)	N/A
Other	32,159	-	N/A	(32,159)	N/A
Jail Operations	22,680	37,900	59.8%	15,220	40.2%
Total Revenue	786,726	916,100	85.9%	129,374	14.1%
Operating Expenditures					
Salaries and Benefits	34,336,083	42,646,887	80.5%	8,310,804	19.5%
Retirements	812,804	400,000	203.2%	(412,804)	-103.2%
Overtime	2,193,422	2,408,407	91.1%	214,985	8.9%
Professional Services	3,126,333	4,415,895	70.8%	1,289,562	29.2%
Equipment Maintenance - Fleet & Computers	772,147	942,715	81.9%	170,568	18.1%
Telephone Line Charges/CREST	751,422	1,037,500	72.4%	286,078	27.6%
Travel and Training	654,387	803,800	81.4%	149,413	18.6%
Building Maintenance	640,207	765,000	83.7%	124,793	16.3%
General and Office Supplies	381,362	480,730	79.3%	99,368	20.7%
Special Investigations	51,280	750,000	6.8%	698,720	93.2%
Other Operating Expenditures	246,674	710,034	34.7%	463,360	65.3%
Uniforms & Protective Clothing	278,427	362,900	76.7%	84,473	23.3%
Lease/Rental/PRIME	243,862	354,600	68.8%	110,738	31.2%
Fuel and Motor Oil	231,773	311,000	74.5%	79,227	25.5%
Insurance	154,968	198,000	78.3%	43,032	21.7%
Postage and Freight	16,346	28,900	56.6%	12,554	43.4%
Total Operating Expenditures	44,891,497	56,616,368	79.3%	11,724,871	20.7%
Transfers to Capital	633,900	845,200	75.0%	211,300	25.0%
Transfer from Financial Stability Reserve	-	750,000	0.0%	750,000	N/A
Net Budget	44,738,671	55,795,468	80.2%	11,056,797	19.8%

Statement 3

Victoria Police Department
Operating Expenditures by Section and Business Unit (Unaudited)
For the Period Ending October 25th, 2019

	<u>Annual Budget</u>	<u>Actual</u>	<u>(Over) Under</u>	<u>% of Total Budget</u>
Executive Services				
Office of The Chief Constable	1,010,400	811,789	198,611	80.3%
Executive Services, Policy and Professional Standards	1,673,609	1,024,873	648,736	61.2%
Esquimalt Administration	560,951	527,807	33,144	94.1%
Police Board	119,900	58,835	61,065	49.1%
Public Affairs	564,521	452,951	111,570	80.2%
Total Executive Services	3,929,381	2,876,255	1,053,126	73.2%
Integrated Units				
Vancouver Island Integrated Major Crime Unit	1,062,020	857,265	204,755	80.7%
Diversity Unit	2,918	2,334	584	80.0%
Integrated Mobile Crisis Response Team	117,124	129,838	(12,714)	110.9%
Regional Domestic Violence Unit	187,349	140,578	46,771	75.0%
Crowd Management Unit Training	33,882	20,949	12,933	61.8%
Assertive Community Treatment	148,424	359,096	(210,672)	241.9%
Explosive Ordinance Disposal	12,327	16,491	(4,164)	133.8%
Crime stoppers	61,120	48,896	12,224	80.0%
Mobile Youth Service Team	61,528	49,222	12,306	80.0%
Emergency Response Team Training	338,508	155,472	183,036	45.9%
Tactical Liaison Officer	2,836	-	2,836	0.0%
Critical Incident Scribes	493	-	493	0.0%
Municipal Undercover Program	67,554	54,043	13,511	80.0%
Crisis Negotiating	23,998	14,302	9,696	59.6%
PRIME tables	1,592	-	1,592	0.0%
Youth Camp	15,810	12,705	3,105	80.4%
Canadian Intelligence Services British Columbia	26,520	21,216	5,304	80.0%
Total Integrated Units	2,164,003	1,882,407	281,596	87.0%
Crime Prevention Services				
Community Resource Officers	665,890	577,315	88,575	86.7%
School Resource Officers	180,680	-	180,680	0.0%
Community Programs	103,041	90,135	12,906	87.5%
Volunteer Program	199,083	84,351	114,732	42.4%
Reserve Program	26,500	33,974	(7,474)	128.2%
Total Crime Prevention Services	1,175,194	785,775	389,419	66.9%
Crime Reduction Division				
Strike Force	1,334,030	1,081,940	252,090	81.1%
Crime Reduction Unit	1,034,894	502,436	532,458	48.5%
Analysis and Intel	579,563	443,000	136,563	76.4%
Operational Planning	251,813	199,807	52,006	79.3%
Special Duties	740,000	702,079	37,921	94.9%
Total Crime Reduction Division	3,940,300	2,929,262	1,011,038	74.3%

	<u>Annual Budget</u>	<u>Year To Date</u>	<u>(Over) Under</u>	<u>% of Total Budget</u>
Patrol - Primary Response Division	17,502,004	15,250,054	2,251,950	87.1%
K9	1,014,595	762,498	252,097	75.2%
Community Services Division	2,415,189	2,112,503	302,686	87.5%
Investigative Services Division				
Detective Division - Support	1,097,917	878,650	219,267	80.0%
Special Operations	750,000	51,280	698,720	6.8%
Historical Case Review	156,692	152,533	4,159	97.3%
Financial Crimes	298,139	379,902	(81,763)	127.4%
Integrated Tech Crime Unit	384,181	296,257	87,924	77.1%
Special Victims Unit	895,295	929,073	(33,778)	103.8%
Major Crimes	1,530,399	1,237,821	292,578	80.9%
Behavioural Assessment & Management Unit	581,274	480,892	100,382	82.7%
Forensic Identification	987,722	842,868	144,854	85.3%
Total Investigative Services Division	6,681,619	5,249,276	1,432,343	78.6%
Traffic Enforcement and Crash Investigations				
Traffic Enforcement and Crash Investigation	1,424,286	1,163,911	260,375	81.7%
Motorcycle Escort Team	10,000	-	10,000	0.0%
Total Traffic Enforcement and Crash Investigations	1,434,286	1,163,911	270,375	81.1%
Communications Centre - 911	3,037,895	2,617,286	420,609	86.2%
Centralized Corporate Costs	1,905,103	1,693,231	211,872	88.9%
Support Services				
Automotive	844,000	657,137	186,863	77.9%
Critical Incident Stress Management	16,600	8,817	7,783	53.1%
Legal Services and Freedom of Information	383,477	310,957	72,520	81.1%
Finance, Exhibit Control and Purchasing	3,320,862	1,882,576	1,438,286	56.7%
Human Resources, firearms and use of force training	2,558,326	1,605,788	952,538	62.8%
Records Management	2,266,581	1,482,204	784,377	65.4%
Information Systems	1,055,457	877,409	178,048	83.1%
Total Support Services	10,445,303	6,824,888	3,620,415	65.3%
Jail Operations	971,496	744,151	227,345	76.6%
Total Operating Expenditures	56,616,368	44,891,497	11,724,871	79.3%

Statement 4

Victoria Police Department
Capital Expenditures (Unaudited)
For the Period Ending October 25th, 2019

	Transfers to Capital Fund	Budgeted Expenditures	Actual Expenditures	(Over) Under	%
Vehicles	394,200	855,000	616,147	238,853	72.1%
Computer Equipment	300,000	887,000	523,334	363,666	59.0%
Communications Equipment	40,000	40,000	-	40,000	0.0%
Furniture	45,000	75,000	-	75,000	0.0%
K9	6,000	-	-	-	N/A
Police Building Upgrades	60,000	100,000	19,959	80,041	20.0%
Total Capital	845,200	1,957,000	1,159,440	797,560	59.2%

1. **REVENUE**

Revenues are slightly above budget at this time. Special Duties revenues are offset, where recoverable, by corresponding expenditures under the Special Duties business unit. Jail revenue, in the form mostly of a provincial government grant, has continued its long term decline.

Grant revenue represents monies received from civil forfeiture grants for the purchase of specific equipment, as well as funding for the reserves program and funding for the BC Internet Child Exploitation unit. The amounts reported exclude a grant of \$133,200 received from the Province to offset the costs of installing equipment and software for the E-Ticketing initiative. If not spent these funds will be rolled forward to 2020 to match the year in which the expenditures will occur.

Other revenue consists of recoveries of expenditures from other police agencies.

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. There are a number of police officers on extended work related injuries whose positions have not been backfilled, of which funding from WorkSafeBC covers approximately 50% of salary costs, representing the equivalent to 4.5 FTEs. Additionally one civilian position is currently vacant.

3. **RETIREMENTS:**

Retirement costs of \$812,804 are over budget by \$412,804. The budget approved by councils included a reduction to the requested funding from \$700,000 to \$400,000. Total retirement costs for 2018 were approximately \$865,000. We expect, based on known upcoming retirements 2019 expenditures will be similar or higher. Any shortfalls will need

to be covered through surplus, if any, or drawdowns to the Employee Benefit Obligation Reserve.

4. OVERTIME:

Net overtime costs are slightly above the budget. This is not unusual given the high number of injured officers where positions have not been backfilled. We will continue to monitor and apply the appropriate corrective action if required.

5. PROFESSIONAL SERVICES:

Professional fees include the costs for Integrated Units, as well the costs to meet any unexpected legal costs. Expenditures, including estimates for unbilled Integrated Unit costs, are below budget at this point due to lower than the budgeted legal costs. Legal costs are expected to increase due to ongoing litigation.

6. TELEPHONE LINE CHARGES:

At the end of 2018 new radios were purchased for the new P25 radio system, to be repaid over the next 10 years. Reductions were made to this budget line item during the budget process, despite which expenditures are expected to remain in line with the budget.

7. TRAVEL AND TRAINING:

Travel and training expenditures are on budget at this time. Training budgets are, for the most part, monitored and approved by the Human Resources Division. Budgets are tightly controlled and we expect to be within budget at year end.

8. BUILDING MAINTENANCE:

Building Maintenance costs include pro-rated estimates for building costs for Headquarters in Victoria and the Esquimalt Division, both of which are owned and operated by the municipalities. Expenditures are higher than budgeted due to maintenance costs billed directly back to the Department in excess of the annual charges.

Maintenance costs for Esquimalt have increased recently due to the age and condition of the building.

9. GENERAL & OFFICE SUPPLIES/UNIFORM & PROTECTIVE CLOTHING:

Expenditures are slightly below budget at this time for these expenditure categories.

10. SPECIAL INVESTIGATIONS:

The expenditures for Special Investigations are related to the former Plaza Hotel. Additional investigative costs were anticipated during the 2019 budget, to be funded from the Financial Stability Reserve. At this time we do not expect those investigative expenditures to occur in 2019 due to operational priorities.

11. OTHER EXPENDITURE CATEGORIES:

Other expenditure categories are below budget at this time. Some proposed expenditures are under review considering current financial forecasts.

12. LEASE/RENTAL/PRIME

PRIME expenditures are normally billed quarterly and once adjusted are in line with the budget

13. FUEL AND MOTOR OIL

The majority of Fuel and Motor Oil expenditures are billed periodically through the City of Victoria, causing timing lags between the time expenditures are incurred and recorded in the general ledger. Adjusting for this, expenditures are in line with the budget.

14. CAPITAL AND RESERVE EXPENDITURES:

Capital expenditures include planned fleet and information technology equipment replacements.

In 2018 the Department had an operating surplus of approximately \$503,729, of which \$47,970 was transferred into the financial stability reserve and \$455,759 into the Employee Benefits Obligation Reserve.

The 2019 budget approved by councils included a reduced amount of transfers into the Equipment and Infrastructure Reserve of \$845,200, offset by withdrawals of \$1,957,000 to fund capital purchases, a net drawdown of \$1.11 million. Measures have been taken to reduce that amount to preserve capital fund balances. We expect capital expenditures to be approximately \$300,000 below budget, representing a net drawdown of approximately \$0.81 million from reserves.

Approximately \$200,000 in planned 2019 vehicle replacements has been deferred to maintain capital reserves. Pooling of the administration fleet will extend the life of our non-marked vehicles. Prioritization will be given to replacement of emergency response vehicles to balance the need to reduce long term vehicle replacement costs with the need to maintain response capabilities.

IT Capital expenditures to date represent approximately 58.9% of the annual IT capital budget. Due to staff turnover and competing priorities some IT capital projects were delayed in the first half of the year. With a new IT manager now in place progress on projects is accelerating. The IT Department plans to spend 100% of their 2019 capital budget on high priority items. Future moves to cloud based and hosted solutions will likely

reduce net costs, reflected through reduced capital expenditures and higher operating expenditures.

Adjustments have been made to planned building maintenance. A significant renovation project to repurpose the Communications Centre, partially funded by the City of Victoria and partially by VicPD is at this time behind schedule and we expect the bulk of the funds to be rolled over to 2020.

It is likely, despite these measures, a significant drawdown will be required in 2019 from the Equipment and Infrastructure Reserve. A drawdown may be required from the Employee Benefit Obligation Reserve in 2019 due to reductions in the operating budget for retirement payouts should there be insufficient surplus funds at the end of the year.

Reserve fund balances were, subject to adjustments for interest, approximately as follows at the beginning of the year:

Financial Stability Reserve	\$1,312,708
Employee Benefit Obligation Reserve	\$7,251,959
Equipment and Infrastructure Reserve	\$2,037,943

The permitted use of reserve funds is set under the terms of the Framework Agreement. The Equipment and Infrastructure Reserve may be used to purchase capital assets such as vehicles, computer equipment, communications equipment, building upgrades and furniture. The Employee Benefit Obligation Reserve may be used to fund employees' retirement payouts, vacation payouts and sick leave. The Financial Stability Reserve may be used to deal with any unanticipated event not contemplated at the time the budget was prepared.

15. DIVISIONAL BUDGET VARIANCES:

Budgets for police officer salaries are allocated based on deployment at the time the budget is prepared. Resources are re-deployed to other areas as required throughout the year. Variances can therefore occur where police officers have been moved in or out of units in the intervening period. The overall budget and actual deployment are both based on the number of authorized strength in the approved budget. Additional variances are the result of amendments to the 2019 budget during the budgeting process.

Assertive Community Treatment (ACT)

Funding was not approved to continue the Assertive Community Treatment (ACT) pilot in 2019. The decision was made to continue the ACT program, causing a variance between

actual and budgeted expenditures, due to the two officers being redeployed from Beat & Bike.

School Resource Officers

The budget represents partial year costs, reflecting the intent to reinstate the School Resource Officer positions later in 2019, or when resources become available. These positions were moved to Patrol in 2018 to provide relief to front line resources. Due to resource constraints these positions have not been reinstated at this time.

Communications Centre – 911

The variance represents the additional costs for the Section 54 Adjustment Plan for the employees transitioning to the Regional Communications Centre. Sick leave and red circling costs are being billed quarterly. All remaining adjustment plan costs have been billed to the Department for the entire year.

Centralized Corporate Costs

Centralized Corporate Costs includes retirement expenditures, which are in excess of the budget, as well as callouts for the Greater Victoria Emergency Response Team and non-permitted events requiring police support.

Crime Reduction Unit (CRU)

In June of this year the officers within the Crime Reduction Unit were reallocated to reinforce Patrol and Strike Force, as detailed in the Transformation Report. Patrol expenditures as a result are slightly above budget and Crime Reduction Unit expenditures are below budget. Strike Force expenditures will also likely be slightly above budget by the end of the year as a result of this realignment.