



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Agenda

Tuesday, April 21, 2020 at 5:00pm

Teleconference

1. ADOPTION OF THE AGENDA

- a. Adoption of the Public Agenda of April 21, 2020

2. STANDING ITEMS

- Pg. 1 a. Adoption of the Minutes of the Public meeting of February 18, 2020
- Pg. 3 b. Chief Constable Monthly Activity Report
- c. Chief Constable Update
- Pg. 4 d. Board Committee Chair Reports
- e. Board Co-Chairs Update
- f. BC Association of Police Boards Director's Update
- g. Board Member Engagement Update
- h. Framework Agreement

3. NEW BUSINESS

- a. Operational Update re: Lower Johnson (S. Dhillon)
- Pg. 5 b. Email from Citizen re: Facial Recognition Technology (B. Desjardins)
- Pg. 6 c. 200226 Letter from GVLRA re: Membership Status (CC Manak)
- Pg. 7 d. 200311 Letter from BCAPB re: 2020 BCAPB President (B. Desjardins)
- Pg. 8 e. 2019 VicPD Year End Financial Report (CC Manak)



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Minutes

Tuesday, February 18, 2020 at 5:00pm

VicPD HQ – 1st Floor Briefing Room

PRESENT

Mayor Helps
S. Dhillon
C. Huber
S. Powell
E. Southern
B. Smith

P. Stockton
Chief Cst. Manak
DC Watson
Insp. M. Brown
Insp. Hamilton
Insp. Lindner

Insp. McRae
Insp. Parks
M. MacIntyre
D. Perry

Recording Secretary: Collette Thomson

1. ADOPTION OF THE AGENDA

a. Adoption of the Public Agenda of February 18, 2020

20-20

MOTION: *To adopt the Public agenda of February 18, 2020 as presented.*

MOVED/SECONDED/CARRIED

2. PRESENTATION

a. Face to Face with Stigma

Kelly Roth, Executive Director of the Greater Victoria Coalition to End Homelessness, along with Kay Martin, Project Lead, and Melissa Barnhard, Co-facilitator, provided a comprehensive summary of the F2F Stigma workshops. These workshops are created, driven, and led by people with lived/living experience with the goal to educate, inspire empathy, and reduce fear towards people who are experiencing homelessness and/or substance use disorder. Their stories are used to foster equality in the hopes to change mindsets and perspectives of the members in the community to decrease stigma.

3. STANDING ITEMS

a. Adoption of the Minutes of the Public meeting of January 21, 2020

20-21

MOTION: *To adopt the Public Minutes of January 21, 2020 as presented.*

MOVED/SECONDED/CARRIED

b. Chief Constable Monthly Activity Report

Refer to the document provided – for information.

- c. **Chief Constable Update**
 - A comprehensive update was provided regarding the recent protest activity and corresponding police response; the associated policing costs are being calculated and expected to be significant
 - Operational updates were provided on significant files and calls for service
- d. **BC Association of Police Boards Director's Update**
 - Several draft resolutions were provided for consideration at the AGM from March 5-7
 - Anti-bias training is being contemplated for Board members
 - A new President and Vice-President will need to be elected for the next term
- e. **Board Member Engagement Update**
Several Board members attended the following events:
 - Special Olympics BC Polar Plunge fundraising event
 - VicPD Retirement Ceremony
- f. **Board Co-Chairs Update**
No update available.
- g. **2020-2024 VicPD Strategic Plan**
The new plan will be released publicly in early March.

3. NEW BUSINESS

- a. **200123 GVLRA Media Release re: New Executive Director**
Refer to the document provided – for information.
- b. **Crimes Statistics**
Refer to the document provided – for information.

ACTION:

- Future Crime Statistic reports will include an Executive Summary
- c. **Human Resources Report**
Refer to the document provided – for information.
 - d. **VicPD Commendations**
Refer to the document provided – for information.

Meeting adjourned at 6:15pm.

Mayor Lisa Helps
Lead Co-Chair

Collette Thomson
Recording Secretary

Date

Date



VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

DATE:	April 21, 2020
ACTION:	For information
SUBJECT:	Chief Constable Monthly Activity Report

Community Events and Presentations

February 20	Presented the VicPD Q4 Report to Victoria City Council
February 22	Participated in the Coldest Night of the Year Walk
February 24	Attended the opening procession of the Moose Hide Campaign event
February 27	Attended the Camosun College Career Fair to support VicPD's presence
March 1	Participated in the Wounded Warrior Run Finale
March 5	Attended the Chabad Centre community event
March 9	Presented to Grade 6 class at Central Middle School
March 9	Presented the VicPD Q4 Report to Esquimalt Council
March 10	Attended the Aboriginal Coalition to End Homelessness year end cultural celebration event
March 12	Presented at the VicPD Promotion Recognition Ceremony
March 13 - present	<i>All community events and presentations are cancelled due to COVID-19 Pandemic social distancing restrictions</i>
March 20	Teleconference re: Victoria Community Wellness Alliance meeting



VICTORIA & ESQUIMALT POLICE BOARD

Committee Reports to Board

(Public)

Meeting of March 3, 2020

HUMAN RESOURCES

ITEMS DISCUSSED

- a. **Chief Manak's TRSS Master's Program**
Chief Manak has successfully completed his Master of Arts in Terrorism, Risk & Security Studies.

GOVERNANCE

ITEMS DISCUSSED

- a. **Joint Board/Councils Meeting: Determine Agenda Items**
Agenda items were confirmed for the March 17th Joint Board/Councils meeting.
- b. **Board Website**
Board members Huber and Southern were identified as the Board Website Redesign Committee. Modifications and updates will be forthcoming to the Board website.

FINANCE

ITEMS DISCUSSED

- a. **VicPD Protest Costs**
The costs related to the ongoing 2020 protests are being calculated and will be released publicly when they are available.

[REDACTED]

To: <Engagement@vicpd.ca>, barb.desjardins <barb.desjardins@esquimalt.ca>, mayor <mayor@victoria.ca>, mayorandcouncil <mayorandcouncil@victoria.ca>, <mayorandcouncil@esquimalt.ca>

Subject: Facial Recognition Technology use in Victoria

To: Chief Constable Del Manak, members of the police board; Mayor Barbara Desjardins, Mayor Lisa Helps, Brian R.D. Smith, Patti Stockton, Sean Powell, Keven Elder, and Evan Southern and whom it may concern,

I am writing in regards to Facial Recognition Technology (FRT). I think that the Victoria Police Department has a responsibility to write a policy on Facial Recognition technology that addresses both how the Department may use this technology as well as how the technology is being used by non-governmental and private entities within the city.

There is no doubt a robust debate to be had about why facial recognition technology is or isn't different from other surveillance and to what degree. This debate could be informed by existing Freedom of Information legislation -or the spirit of it, the accusations that many FRT products on the market are racially biased and therefore unethical, the actions of the City of San Francisco to ban FRT, the more and more frequent instances of private security companies using the technology for their own purposes, or many other emerging criticisms on the ethics of growing surveillance capacity. The details of this debate are not important. The fact is that no matter which opinion prevails, police departments have a responsibility to be transparent in its use in order to effectively apply it in criminal deterrence and prosecution, and equally, to protect citizens from its misuse.

I urge the Victoria Police Department to write a policy and make a public statement on how Facial Recognition Technology is allowed or not, and used within Victoria for the purpose of informing the public of what their rights are, and what information is being gathered about them. While I don't currently know of Canadian federal or provincial legislation on the matter, I think that local levels of government still have a responsibility to be proactive and transparent in protecting citizens, and expect that local policies will push the agenda on a larger scale where research can be conducted and best practices can emerge through robust public consultation.

Thank you for considering this request,

[REDACTED]

[REDACTED]



GREATER VICTORIA
LABOUR RELATIONS
ASSOCIATION

February 26, 2020

Mayor Barbara Desjardins and Mayor Lisa Helps
Co-Chairs, Victoria and Esquimalt Police Board

via e-mail

RE: Date of Cessation of Membership with GVLRA

Dear Mayor Lisa Helps, Mayor Barbara Desjardins, and the Victoria-Esquimalt Police Board;

On February 4, 2020 the Board of the Greater Victoria Labour Relations Association (GVLRA) reviewed your request to change the date of withdrawal to July 2020.

Unfortunately, our organization and members are bound by the GVLRA Bylaws and Constitution, which stipulate the one-year notification period and the requirement of notice by registered mail. As the first correspondence requesting departure by registered mail was received on December 10th 2019, that is the date that initiates the 1-year notification period. That fact binds our hands in the matter, and sets the withdrawal date as December 10th 2020 as noted in the previous letter.

Please be assured the GVLRA staff will continue to work with your executive team during this transition period.

Regards,

Mayor Kevin Murdoch
Board Chair, Greater Victoria Labour Relations Association



March 11, 2020

Dear Colleagues,

Thank you to all the Police Board Members and friends of BCAPB who attended our Conference last week. I hope you enjoyed it and found it worthwhile. We had a lot of fun organizing it!

Following the AGM, the Executive Board met and elected the Executive for the coming year so I am pleased to introduce Leah Zille of the Port Moody Police Board who has agreed to assume the role of President and Evan Southern of the Victoria/Esquimalt Police Board who has agreed to serve as Vice President. It was agreed to leave the position of Secretary vacant for the time being while Am Naqvi of the Nelson Police Board will stay on as Treasurer.

For those who may not know Leah, has served on the Port Moody Police Board for the past five years and the Executive Board of BCAPB for the past 2 years. She co-chaired the 2019 Conference held at Harrison Hot Springs. Leah is the Executive Director of the Treehouse Vancouver Child and Youth Advocacy Centre - a not for profit agency that brings police, social work, and victim services together to respond collaboratively to child abuse.

In addition to his role on the Victoria-Esquimalt Police Board, Evan Southern is the Director of Communications and Engagement for the Capital Regional District Wastewater Treatment Project, and previously spent seven years with the BC Provincial Government.

I know you will welcome Leah and Evan as they assume their leadership roles for BCAPB. I have committed to be of assistance to them whenever required, and will continue to serve on the Executive Board as the Saanich Police Board's representative.

It has been a privilege to serve for the past two years as President of BCAPB. We have had a busy time as our Association is increasingly involved in a wide range of issues affecting policing and police governance in BC. I appreciate the interest and support I have received from our members as well as the many stakeholders and government officials whom I have had the pleasure to work with. I also could not have done it without the great support of Veronica Bandet, our Executive Assistant and her predecessor Stacey Perri.

Kind regards,

Mary Collins



VICTORIA-ESQUIMALT POLICE BOARD REPORT

In-Camera

DATE:	April 21, 2020
ACTION:	For Information
SUBJECT:	2019 Year End Report
RECOMMENDED BY:	Steve Hurcombe, Controller
APPROVED BY:	Chief Cst. D. Manak

BACKGROUND:

This report contains the financial results for the year ending **December 31st, 2019**. Please note that although the yearend process is not yet audited the process is essentially complete and we do not anticipate substantial adjustments.

At the end of 2019 we were in a net surplus position of \$476,704, resulting in a transfer of \$4,518 to the Financial Stability Reserve and \$472,184 to the Employee Benefits Obligation Reserve. We are still at this time awaiting an updated evaluation of the Employee Benefits Obligation liability assessment.

SUMMARY:

At the end of 2019 operating expenditures represented 99.9% of the total operating budget, resulting in a net surplus of \$476,704 and capital expenditures 62.9% of the total capital budget. The majority of unspent capital funds for building and information technology represent incomplete projects that due to resource constraints or uncontrollable external delays and will be completed in 2020. Reductions were made in fleet capital purchases through pooling and extending the useful lives of assets.

Worksafe recoveries of \$733,302 were significantly more than budgeted and due to a high occurrence and length for work related injuries. Based on average recoveries this represents approximately 29,300 hours in time loss for the organization, equivalent to 14 full time employees (FTEs) the majority being police officers.

Additionally salaries and benefits were approximately \$1 million below budget due to a high number of retirements and limited capacity to replace departing police officers, equivalent to a further shortfall of approximately 7 FTEs.

Only some of these shortfalls were able to be backfilled with overtime, resulting in an overage of \$464,392 from budget in overtime costs. Additionally, due to the high number of retirements, retirement expenditures were \$497,448 above budget.

Professional service expenditures were below budget due to lower than expected legal costs. Most expenditure categories were within or below budget, with the exception of equipment, uniforms, general and training where a portion of the surplus funds were used to stock up on essential equipment and supplies. Training costs continue to increase year over year at rates higher than inflation due to a combination of increasing standards and significant increases in tuition fees related to police training. Equipment maintenance overages were partly attributable to the reclassification of a software maintenance agreement. Funds were budgeted under capital, the expenditure was operating in nature and as there were sufficient funds within the operating budget, the expenditure was reclassified accordingly.

Approximately \$160,000 in equipment purchases ordered in 2019 were not received by the end of the year and therefore will be recognized in 2020 as an expenditure.



2019 YEAR END FINANCIAL REPORT

Statement 1

Victoria Police Department
Revenues and Expenditures By Section (Unaudited)
For the Year Ending December 31st, 2019

	Annual Budget	Actual	(Over) Under	% of Total Budget
Revenue				
Special Events	705,200	736,426	(31,226)	104.4%
Records	173,000	142,042	30,958	82.1%
Grants	-	148,957	(148,957)	N/A
Other	-	188,415	(188,415)	N/A
Worksafe recoveries	110,000	733,302	(623,302)	N/A
Jail Operations	37,900	29,294	8,606	77.3%
Total Revenue	1,026,100	1,978,436	(952,336)	192.8%
Operating Expenditures By Section				
Executive Services	3,929,381	3,537,500	391,881	90.0%
Integrated Units	2,164,003	2,545,890	(381,887)	117.6%
Crime Prevention Services	1,175,194	957,788	217,406	81.5%
Crime Reduction Division	3,940,300	3,396,290	544,010	86.2%
Patrol - Primary Response Division	17,502,004	18,235,489	(733,485)	104.2%
K9	1,014,595	911,493	103,102	89.8%
Community Services Division	2,415,189	2,473,808	(58,619)	102.4%
Investigative Services	6,681,619	6,288,527	393,092	94.1%
Traffic Enforcement and Crash Investigations	1,434,286	1,498,218	(63,932)	104.5%
Communications Centre - 911	3,037,895	3,203,695	(165,800)	105.5%
Centralized Corporate Costs	2,015,103	2,627,161	(612,058)	130.4%
Support Services	10,445,303	9,617,119	828,184	92.1%
Jail Operations	971,496	938,273	33,223	96.6%
Total Operating Expenditures	56,726,368	56,231,251	495,117	99.1%
Transfers to Capital	845,200	1,065,949	(220,749)	126.1%
Transfer from Financial Stability Reserve	750,000	-	750,000	0.0%
Net Budget	55,795,468	55,318,764	476,704	99.1%

Statement 2

Victoria Police Department
Revenue and Expenditures by Object (Unaudited)
For the Year Ending December 31st, 2019

	<u>Actual</u>	<u>2019 Budget</u>	<u>% Used</u>	<u>(Over)/Under</u>	
				<u>\$</u>	<u>%</u>
Revenue					
Special Events	736,426	705,200	104.4%	(31,226)	-4.4%
Records	142,042	173,000	82.1%	30,958	17.9%
Grants	148,957	-	N/A	(148,957)	N/A
Other	188,415	-	N/A	(188,415)	N/A
Worksafe Recovery	733,302	110,000	N/A	(623,302)	N/A
Jail Operations	29,294	37,900	77.3%	8,606	22.7%
Total Revenue	1,978,436	1,026,100	192.8%	(952,336)	-92.8%
Operating Expenditures					
Salaries and Benefits	41,683,097	42,756,887	97.5%	1,073,790	2.5%
Retirements	897,448	400,000	224.4%	(497,448)	-124.4%
Overtime	2,872,799	2,408,407	119.3%	(464,392)	-19.3%
Professional Services	3,406,214	4,415,895	77.1%	1,009,681	22.9%
Equipment Maintenance - Fleet & Computers	1,558,690	942,715	165.3%	(615,975)	-65.3%
Telephone Line Charges/CREST	918,276	1,037,500	88.5%	119,224	11.5%
Travel and Training	839,286	803,800	104.4%	(35,486)	-4.4%
Building Maintenance	797,339	765,000	104.2%	(32,339)	-4.2%
General and Office Supplies	567,201	480,730	118.0%	(86,471)	-18.0%
Other Operating Expenditures	1,514,270	1,566,034	96.7%	51,764	3.3%
Uniforms & Protective Clothing	309,957	256,900	120.7%	(53,057)	-20.7%
Lease/Rental/PRIME	355,263	354,600	100.2%	(663)	-0.2%
Fuel and Motor Oil	291,348	311,000	93.7%	19,652	6.3%
Insurance	197,160	198,000	99.6%	840	0.4%
Postage and Freight	22,903	28,900	79.2%	5,997	20.8%
Total Operating Expenditures	56,231,251	56,726,368	99.1%	495,117	0.9%
Transfers to Capital	1,065,949	845,200	126.1%	(220,749)	-26.1%
Transfer from Financial Stability Reserve	-	750,000	0.0%	750,000	N/A
Net Budget	55,318,764	55,795,468	99.1%	476,704	0.9%

Statement 3

Victoria Police Department
Operating Expenditures by Section and Business Unit (Unaudited)
For the Year Ending December 31st, 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	967,916	42,484	95.8%
Executive Services, Policy and Professional Standards	1,673,609	1,301,851	371,758	77.8%
Esquimalt Administration	560,951	636,931	(75,980)	113.5%
Police Board	119,900	81,462	38,438	67.9%
Public Affairs	564,521	549,340	15,181	97.3%
Total Executive Services	3,929,381	3,537,500	391,881	90.0%
Integrated Units				
Vancouver Island Integrated Major Crime Unit	1,062,020	1,014,083	47,937	95.5%
Diversity Unit	2,918	2,918	-	100.0%
Integrated Mobile Crisis Response Team	117,124	127,558	(10,434)	108.9%
Regional Domestic Violence Unit	187,349	185,525	1,824	99.0%
Crowd Management Unit Training	33,882	77,455	(43,573)	228.6%
Assertive Community Treatment	148,424	428,138	(279,714)	288.5%
Explosive Ordinance Disposal	12,327	25,020	(12,693)	203.0%
Crime stoppers	61,120	61,120	-	100.0%
Mobile Youth Service Team	61,528	61,528	-	100.0%
Emergency Response Team Training	338,508	410,267	(71,759)	121.2%
Tactical Liaison Officer	2,836	2,159	677	76.1%
Critical Incident Scribes	493	-	493	0.0%
Municipal Undercover Program	67,554	67,554	-	100.0%
Crisis Negotiating	23,998	34,308	(10,310)	143.0%
PRIME tables	1,592	-	1,592	0.0%
Youth Camp	15,810	13,245	2,565	83.8%
Canadian Intelligence Services British Columbia	26,520	35,012	(8,492)	132.0%
Total Integrated Units	2,164,003	2,545,890	(381,887)	117.6%
Crime Prevention Services				
Community Resource Officers	665,890	684,803	(18,913)	102.8%
School Resource Officers	180,680	-	180,680	0.0%
Community Programs	103,041	107,286	(4,245)	104.1%
Volunteer Program	199,083	120,042	79,041	60.3%
Reserve Program	26,500	45,657	(19,157)	172.3%
Total Crime Prevention Services	1,175,194	957,788	217,406	81.5%
Crime Reduction Division				
Strike Force	1,334,030	1,297,434	36,596	97.3%
Crime Reduction Unit	1,034,894	490,786	544,108	47.4%
Analysis and Intel	579,563	551,693	27,870	95.2%
Operational Planning	251,813	240,861	10,952	95.7%
Special Duties	740,000	815,516	(75,516)	110.2%
Total Crime Reduction Division	3,940,300	3,396,290	544,010	86.2%

	<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	18,235,489	(733,485)	104.2%
K9	1,014,595	911,493	103,102	89.8%
Community Services Division	2,415,189	2,473,808	(58,619)	102.4%
Investigative Services Division				
Detective Division - Support	1,097,917	1,113,692	(15,775)	101.4%
Special Operations	750,000	49,846	700,154	6.6%
Historical Case Review	156,692	177,578	(20,886)	113.3%
Financial Crimes	298,139	464,938	(166,799)	155.9%
Integrated Tech Crime Unit	384,181	364,728	19,453	94.9%
Special Victims Unit	895,295	1,089,090	(193,795)	121.6%
Major Crimes	1,530,399	1,447,107	83,292	94.6%
Behavioural Assessment & Management Unit	581,274	564,358	16,916	97.1%
Forensic Identification	987,722	1,017,190	(29,468)	103.0%
Total Investigative Services Division	6,681,619	6,288,527	393,092	94.1%
Traffic Enforcement and Crash Investigations				
Traffic Enforcement and Crash Investigation	1,424,286	1,498,218	(73,932)	105.2%
Motorcycle Escort Team	10,000	-	10,000	0.0%
Total Traffic Enforcement and Crash Investigations	1,434,286	1,498,218	(63,932)	104.5%
Communications Centre - 911	3,037,895	3,203,695	(165,800)	105.5%
Centralized Corporate Costs	2,015,103	2,627,161	(612,058)	130.4%
Support Services				
Automotive	844,000	830,240	13,760	98.4%
Critical Incident Stress Management	16,600	11,423	5,177	68.8%
Legal Services and Freedom of Information	383,477	358,637	24,840	93.5%
Finance, Exhibit Control and Purchasing	3,320,862	3,076,877	243,985	92.7%
Human Resources, firearms and use of force training	2,558,326	2,158,734	399,592	84.4%
Records Management	2,266,581	1,968,833	297,748	86.9%
Information Systems	1,055,457	1,212,375	(156,918)	114.9%
Total Support Services	10,445,303	9,617,119	828,184	92.1%
Jail Operations	971,496	938,273	33,223	96.6%
Total Operating Expenditures	56,726,368	56,231,251	495,117	99.1%

Statement 4

Victoria Police Department
Capital Expenditures (Unaudited)
For the Year Ending December 31st, 2019

	Transfers to Capital Fund	Budgeted Expenditures	Actual Expenditures	(Over) Under	%
Vehicles	394,200	855,000	623,217	231,783	72.9%
Computer Equipment	300,000	887,000	579,944	307,056	65.4%
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	28,049	71,951	28.0%
Total Capital	845,200	1,957,000	1,231,210	725,790	62.9%

1. **REVENUE**

Revenues are above budget due to a number of grants that were received during the year, as well as reimbursements from other agencies for cost sharing initiatives. 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.

Recoveries from Worksafe BC were also high in 2019 due to higher than expected work related injuries, for greater lengths of time.

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.

Salaries and benefits expenditures were below budget. A high number of retirements, combined with a tight labour market and the need to maintain hiring standards resulted in lower than expected staffing levels at various times throughout the year.

3. **RETIREMENTS:**

Retirement costs are over budget by \$497,448. The budget approved by councils included a reduction to the requested funding from \$700,000 to \$400,000.

4. **OVERTIME:**

Net overtime costs are above budget, driven by the need to maintain minimum patrol shifts whilst experiencing a high number of work related injuries and high attrition through retirements. Overall payroll costs, including retirement costs, overtime and Worksafe recoveries were below budget by approximately \$735,252.

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 within expectations. The budget for professional fees also includes amounts for legal fees to defend the department in cases of civil liability or for labor management issues. Legal expenditures, which include an estimate from the Municipal Insurance Association of BC for ongoing claims, were below budget for the year.

6. EQUIPMENT MAINTENANCE – FLEET & COMPUTERS:

Expenditures are over budget partially due to the re-classification of software licensing costs. Funds were budgeted under capital for upgrades that have now been determined to be operational in nature and therefore reclassified as an operational expenditure. Additionally some equipment purchases were made during the year where the additional expenditures were offset by cost savings in other operating expenditures.

7. TELEPHONE LINE CHARGES:

Telecommunication costs continue to be managed and a recent extension of the mobility contract has allowed us to realize additional savings on our telecommunication costs. Pooling of the radios also allowed us to reduce our radio costs by approximately \$75,000 a year.

8. TRAVEL AND TRAINING:

Travel and training expenditures are above budget. However, when the recoveries for cost-sharing with partner agencies are taken into account this represents a variance of only approximately 2.5%.

9. BUILDING MAINTENANCE:

Building Maintenance costs consist of the costs for maintaining and operating one building in Victoria and one building in Esquimalt.

10. GENERAL & OFFICE /OTHER OPERATING/UNIFORM & PROTECTIVE CLOTHING:

The Other Operating Expenditures budget included an amount, funded from the Financial Stability Reserve, for a specific investigation. Due to operational requirements this did not proceed and funds were not required from the Reserve. An amount of \$51,280 was expended on a fire investigation at a former hotel in the Downtown. A purchase of essential equipment and supplies was made at the end of the year.

11. FUEL AND MOTOR OIL

The majority of Fuel and Motor Oil expenditures are billed periodically through the City of Victoria. Expenditures are generally in line with the budget.

12. 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 budgeted net drawdown of \$1.11 million. Measures have been taken to reduce that amount to preserve capital fund balances. Due to resource requirements some projects have been rolled forward to 2020. As a result the net drawdown was only \$386,010 for the year.

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. Fleet replacements for 2019 are approximately \$231,783 below budget as a result of these measures. We expect to see, however, increases in the costs for replacement police vehicles from 2020 onwards due to changes in the market.

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 the bulk of the funds will be rolled over to 2020.

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

Surplus funds of \$4,518 have subsequently been transferred into the Financial Stability Reserve and \$472,184 into the Employee Benefit Obligation Reserve, in accordance with the Framework Agreement.

13. 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.

Integrated Units: 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.

Crime Prevention Services: 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 contract expenditures being higher than expected due to a 3 week period where costs were incurred both by VicPD and E-Comm. Expected savings were not realized due to subsequent staffing shortages at E-Comm.

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.

Investigative Services: 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.

Patrol

Previously six additional police officers were reallocated from the School Resource Officers (3), Analysis & Intelligence (1), Reserves (1) and Community Services Division. These positions remained within Patrol during 2019 due to ongoing shortages due to work related injuries. In addition to this, officers were reallocated from the Crime Reduction Unit.