



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Agenda

February 16, 2021 at 5:00pm

1-833-353-8610 (9019965)

1. ADOPTION OF THE AGENDA

- a. Adoption of the Public Agenda of February 16, 2021

2. STANDING ITEMS

- Pg. 1 a. Adoption of the Minutes of the Public meeting of January 19, 2021
- Pg. 3 b. Chief Constable Update & Monthly Activity Report
- Pg. 3 c. Equity, Diversity, Inclusion & Engagement Update
- Pg. 5 d. Committee Reports
- e. Board Co-Chairs Update
- f. BC Association of Police Boards Director's Update
- g. Board Member Engagement Update
- Pg. 19 h. 2020 Board Strategic Priorities
- i. Framework Agreement

3. NEW BUSINESS

- a. 2020 Q4 VicPD Strategic Plan Update (CC Manak & M. MacIntyre)
<https://vicpd.ca/open-vicpd/community-safety-report-cards/2020-q4/>
- Pg. 20 b. Staffing Report (Insp. McRae)
- Pg. 21 c. 210127 Letter from PS re: BCPPS – Intermediate Weapons & Restraints (CC Manak)

4. CORRESPONDENCE *(for information)*

- Pg. 23 a. VicPD Commendations



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Minutes

January 19, 2021 at 5:00pm

Teleconference

PRESENT

Mayor Helps, Chair	C. Huber	Insp. C. Brown	S. Hurcombe
Mayor Desjardins	Chief Cst. Manak	Insp. M. Brown	M. MacIntyre
D. Crowder	DC Watson	Insp. McRae	D. Perry
S. Dhillon	DC Laidman	Insp. King	

Recording Secretary: Collette Thomson

1. ADOPTION OF THE AGENDA

a. Adoption of the Public Agenda of January 19, 2021

21-09 **MOTION:** *To approve the Public agenda of January 19, 2021 as presented.*
MOVED/SECONDED/CARRIED

2. STANDING ITEMS

a. Adoption of the Minutes of the Public meeting of December 15, 2020

21-10 **MOTION:** *To approve the Public Minutes of the December 15, 2020 meeting as presented.* **MOVED/SECONDED/CARRIED**

b. Chief Constable Monthly Activity Report

Refer to the report provided – for information.

c. Chief Constable Update

- Chief Manak introduced Sgt. Len Hollingsworth as the newly elected Police Union President for a term of two years. Former President, Sgt. Sean Plater, recently retired from VicPD.
- The police co-chair position of the Greater Victoria Police Diversity Advisory Committee is vacant and will soon be filled by a VicPD member. Sessions are being planned to engage with minority communities to identify barriers and gaps with police.
- Various BIPOC groups have invited Chief Manak to attend and/or participate in upcoming webinars
- DC Watson has been elected as the President of the BC Association of Municipal Chiefs of Police
- Operational updates were provided on significant files and calls of note

d. Board Co-Chairs Update

- Mayor Helps assumed the role of the Lead Co-Chair for 2021-2022 and thanked Mayor Desjardins for chairing the past two years.
- The co-chairs recently met with ADM Butterworth-Carr to discuss mutual issues of concern/interest including funding for RJV and JIBC.

e. BC Association of Police Boards Director's Update

Board member Huber advised that the virtual AGM and joint dialogue session with the BCAMCP are being planned for March. She is currently the VP of the BCAPB, and the BCAPB nominations committee has put her name forward as the new President which would be effective in March.

f. Board Member Engagement Update

Board member Dhillon advised that he attend the North Park neighbourhood association meeting and is liaising with the South Jubilee neighbourhood association.

g. Board Committee Reports

Refer to the report provided – for information.

h. 2020 Board Strategic Priorities

Refer to the document provided. These will be updated once the new board members have been identified and meet on the issue.

i. Framework Agreement

Refer to the 210114 letter from Chief Manak to both councils regarding the reporting out requirements as per sec. 4.5 of the Framework Agreement – for information.

4. NEW BUSINESS**a. ICD Course Options & Board Attendees**

Refer to the document provided. Board member Huber recommended that each board member be permitted to take one of the upcoming Institute of Corporate Directors courses. Expressions of interest were made by Board members Huber and Dhillon, and Mayor Desjardins.

21-11 **MOTION:** *That the Board permit three Board members to attend three different ICD courses (one each); and that the Board members submit a report and provide a 15-minute presentation about their learnings at an upcoming Public session.*
MOVED/SECONDED/CARRIED

Mayor Lisa Helps
Lead Co-Chair

Collette Thomson
Recording Secretary

Date

Date



VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

DATE:	February 16, 2021
ACTION:	For information
SUBJECT:	Chief Constable Monthly Activity Report

Community Events & Presentations

NOTE: *Effective March 13, 2020, all community events and presentations were cancelled for the foreseeable future due to COVID-19 pandemic social distancing restrictions; only virtual options were made available for certain events where possible.*

January 21	Attended virtual BC First Responders Mental Health Committee webinar re: Navigating a Changing World – Leadership in Mental Health During COVID-19
January 25	Virtual presentation of the 2021 VicPD Provisional Budget to Esquimalt Council
January 28	Attended virtual Defence, Security & Justice Communities webinar re: Future Policing
January 28	Attended private VicPD retirement ceremonies for Sgt. Cronk and Sgt. Plater
February 3	Leadership Victoria podcast
February 11	Attended virtual BC First Responders Mental Health Committee webinar re: Returning from a Psychological Injury – Challenges and Recommendations
February 11	Attended virtual Burnside Gorge Community Association meeting re: BC Housing announcement
February 12	Attended virtual meeting re: Victoria Community Wellness Alliance
February 16	Presented at private VicPD Civic Service Award ceremony

Equity, Diversity, Inclusion & Engagement

ENGAGEMENTS

January 26	For Black History Month, the Issamba Centre focused on “Listening & Learning”. Chief Manak provided a short video which shared VicPD’s priorities as it relates to combating anti-black racism and promoting the wellbeing of black communities across the province.
January 27	Victoria Multifaith Society virtual workshop re: Discussing Racism - Leading Change from Multifaith Spaces

February 13 Virtual workshop: Developing Anti-Racism Skills & Competencies for Social Change

UPDATES

- Chief Manak volunteered to be the VicPD representative for the City of Victoria Welcoming Cities Task Force. The purpose of the Task Force is to develop a Welcoming City Strategy and to provide advice and recommendations to City Council and staff. Working with consultants, the Task Force members will draw from their own expertise and lived experience, and invite expertise and lived experience from the general public with the goal of assessing Victoria against Welcoming Standards and building a Welcoming City Strategy.
- On January 24th, Chief Manak spoke with the Muslim community and is currently awaiting a date to meet further with the community members regarding relationship building and public safety.
- Once the new Greater Victoria Police Diversity & Advisory Group (GVPDAC) Police Co-Chair is identified, a Working Group will review the Greater Victoria region's police services using an anti-racism lens by engaging with BIPOC communities.
- The GVPDAC has undertaken a project called, "*Tell Me Why*" where presentations are created for police about different cultures, and for community members about the police and reasons behind our actions. We are doing this to better understand community groups and also for community groups to better understand the police. Although this project has commenced, the current Public Health Orders banning public gatherings have hampered efforts to connect with the community.
- The GVPDAC is working with the Justice Institute of BC (JIBC) to assist enhancing their diversity and cultural training for police recruits by collecting and providing community group feedback and recommendations for police interactions.
- VicPD Cst. Shaw participated in an Ethnocultural Community Connection meeting with William Head Institution which is a new initiative aimed at better integrating their residents into cultural communities in the CRD to provide a connection to their culture prior to release.



VICTORIA & ESQUIMALT POLICE BOARD

Committee Reports to Board

(Public)

Meeting of February 2, 2021

HUMAN RESOURCES

ITEMS DISCUSSED

- a. **Board Scenarios**
A hypothetical scenario was provided and the possible outcomes were discussed.
- b. **BCAPB Virtual Hospitality Suite**
Prior to the BCAPB AGM, a virtual hospitality suite event will be held on February 23rd from 5-6pm.

GOVERNANCE

ITEMS DISCUSSED

- a. **Public Release of the LePard Reports**
The Board will publicly release Phase I and Phase II of the LePard Reports on February 9, 2021.
- b. **VicPD 2020-2024 Strategic Plan Reporting**
A public progress report on the implementation of the Strategic Plan is forthcoming.
- c. **Q4 and Annual Report**
At the request of both Councils, VicPD will add the annual report information to their 2020 Q4 report presentations.
- d. **Special Committee on Reforming the *Police Act***
On July 8, 2020, the Legislative Assembly appointed the Special Committee on Reforming the Police Act to examine, inquire into, and make recommendations on reforms related to the modernization and sustainability of policing under the *Police Act*. The BCAPB will consolidate submissions on behalf of the Boards, and the VEPB will consider providing independent suggestions as well.
- e. **Board Work Plan**
An operational taskings document will become a standing item for review at the Governance Committee meetings.
- f. **2021 Executive Appointments for BCAPB**

MOTION: *That the Board appoint Board member Huber as a Director on the BCAPB Executive Board and that Board member Dhillon be appointed as the alternate for 2021.*

g. Timing of Committee Meetings

The table agreed to move the Committee meetings from 1pm – 4pm to 9am – 12pm to better accommodate member's schedules.

FINANCE

ITEMS DISCUSSED

a. Provisional 2020 Year End Financial Report

Refer to page #7 – for information.



VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

DATE:	February 16, 2021
TO:	Board
FROM:	Steve Hurcombe, Controller
SUBJECT:	2020 Preliminary Year End Financial Report
ACTION:	For Information

BACKGROUND

This report contains the preliminary financial results for the year ending **December 31, 2020**. The City is still undergoing year end procedures so there may yet be some adjustments as a result of year end reconciliations. This does however represent materially the financial position of the Department at year end. The overall net financial position of the Department is a small deficit of \$41,782. Shortfalls will be offset by a withdrawal from the Employee Benefit Obligation fund as higher than budgeted retirement expenditures contributed to the deficit. The reserve fund balance currently sits at \$8.08 million.

The overall financial position is within 0.07% of the annual budget despite some significant challenges in 2020. This included a significant amount of expenditures to maintain operations in a safe environment during the current pandemic, a high level of retirements and a request for additional funds from E-Comm to maintain service levels.

SUMMARY

2020 operating expenditures represented 99%% of the total operating budget. Revenues are below budget due to reduced special duties due to Covid-19 as well as an approximately 50% drop in Records Revenue due to the closure of the front to the public. Grants revenue includes \$133,200 of provincial funding for E-Ticketing implementation as well as grant funding for a civilian position in Investigative Services.

Extraordinary operating expenditures related to Covid-19 were approximately \$319,735. To date we have only received \$38,394 from Emergency Response BC. We hope to receive more reimbursements later although due to the uncertainty receivable amounts have not been recorded. Some additional capital expenditures were also incurred in order to comply with minimum social distancing requirements.

Salaries and benefits were below budget due to the cancellation of a class at the Justice Institute, resulting in a delay in the Special Municipal Constable pilot project. Retirement expenditures were approximately \$326,000 over budget due to a higher than normal level of retirements. We expect this to continue in 2021. Overtime for Patrol and Emergency Response Team activation costs were both higher than budgeted. Patrol overtime increased 14%, driven by increasing high work-related injuries. Emergency Response Team activation costs in our jurisdiction increased by 75% marking a significant increase in the frequency and complexity of high-risk situations in our jurisdiction.

Additional funding of approximately \$280,000 was also provided to E-Comm to increase staffing in order to provide 9-1-1 and dispatch services in order to meet service level targets. The Board attached a number of conditions to this funding and continuation of funding will be decided on an annual basis.

Travel and training expenditures were below budget due to the cancellation of training and conferences due to the Covid-19 pandemic, offsetting some of the additional expenditures incurred for overtime, Covid-19 safety expenditures and overtime costs.

Approximately 92% of the capital budget was expensed during the year, which was in line with expectations, although some projects had to be re-prioritized due to Covid-19. The 2nd floor renovations have now been successfully completed, using the summer window when Covid-19 restrictions were temporarily lifted.

Although balances may change with interest allocations the current balances Capital Reserve, adjusted for 2020 contributions and withdrawals is approximately \$1.41 million. The balance in the Financial Stability Reserve is approximately \$1.39 million. The balance in the Evergreen Fund for Integrated Units, covering several jointly-funded integrated units, totals \$589,712.



2020 PROVISIONAL FINANCIAL REPORT YEAR ENDED DECEMBER 31, 2020

Victoria Police Department
Provisional Revenues and Expenditures By Section (Unaudited)
For the Year Ending December 31, 2020

	Annual Budget	Actual	(Over) Under	% of Total Budget
Revenue				
Special Events	745,140	73,057	672,083	9.8%
Records	170,000	82,685	87,315	48.6%
Grants	-	177,107	(177,107)	N/A
Other	-	63,259	(63,259)	N/A
Jail Operations	28,800	42,481	(13,681)	147.5%
Total Revenue	943,940	438,589	505,351	46.5%
Operating Expenditures By Section				
Executive	3,879,775	4,122,593	(242,818)	106.3%
Integrated Units	2,570,737	2,433,785	136,952	94.7%
Crime Prevention Services	1,505,428	1,007,635	497,793	66.9%
Crime Reduction Division	3,221,299	2,621,316	599,983	81.4%
Patrol - Primary Response Division	18,411,729	20,340,582	(1,928,853)	110.5%
K9	898,359	748,667	149,692	83.3%
Community Services Division	2,350,376	2,544,377	(194,001)	108.3%
Investigative Services	6,024,936	6,456,645	(431,709)	107.2%
Traffic Enforcement and Crash Investigations	1,445,780	1,383,458	62,322	95.7%
Communications Centre - 911	3,130,000	3,336,674	(206,674)	106.6%
Centralized Corporate Costs	2,061,920	2,356,792	(294,872)	114.3%
Support Services	11,684,395	9,248,468	2,435,927	79.2%
Jail Operations	980,296	1,000,469	(20,173)	102.1%
Total Operating Expenditures	58,165,030	57,601,461	563,569	99.0%
Transfers to Capital	1,120,000	1,120,000	-	100.0%
Transfer from Financial Stability Reserve	100,000	-	100,000	0.0%
Net Surplus (Deficit)	58,241,090	58,282,872	(41,782)	100.1%

Statement 2

Victoria Police Department
Revenue and Expenditures by Object (Unaudited)
For the Year Ending December 31, 2020

				(Over)/Under	
		2020			
	Actual	Budget	% Used	\$	%
Revenue					
Special Events	73,057	745,140	9.8%	672,083	90.2%
Records	82,685	170,000	48.6%	87,315	51.4%
Grants	177,107	-	N/A	(177,107)	N/A
Other	63,259	-	N/A	(63,259)	N/A
Jail Operations	42,481	28,800	147.5%	(13,681)	-47.5%
Total Revenue	438,589	943,940	46.5%	505,351	53.5%
Operating Expenditures					
Salaries and Benefits	42,316,126	43,618,673	97.0%	1,302,547	3.0%
Retirements	825,998	500,000	165.2%	(325,998)	-65.2%
Overtime	3,239,391	2,807,674	115.4%	(431,717)	-15.4%
Professional Services	4,719,996	4,633,665	101.9%	(86,331)	-1.9%
Equipment Maintenance - Fleet & Computers	1,397,874	1,214,485	115.1%	(183,389)	-15.1%
Telephone Line Charges/CREST	926,486	1,100,900	84.2%	174,414	15.8%
Travel and Training	631,900	1,091,130	57.9%	459,230	42.1%
Building Maintenance	798,339	800,115	99.8%	1,776	0.2%
General and Office Supplies	717,521	595,230	120.5%	(122,291)	-20.5%
Other Operating Expenditures	527,027	461,958	114.1%	(65,069)	-14.1%
Uniforms & Protective Clothing	328,801	394,500	83.3%	65,699	16.7%
Lease/Rental/PRIME	321,822	368,200	87.4%	46,378	12.6%
Fuel and Motor Oil	256,705	342,000	75.1%	85,295	24.9%
Insurance	244,924	207,000	118.3%	(37,924)	-18.3%
Covid-19 operating costs	319,735	-	N/A	(319,735)	N/A
Postage and Freight	28,816	29,500	97.7%	684	2.3%
Total Operating Expenditures	57,601,461	58,165,030	99.0%	563,569	1.0%
Transfers to Capital	1,120,000	1,120,000	100.0%	-	0.0%
Transfer from Financial Stability Reserve	-	100,000	0.0%	100,000	N/A
Net Surplus (Deficit)	58,282,872	58,241,090	100.1%	(41,782)	-0.1%

Statement 3

Victoria Police Department
Operating Expenditures by Section and Business Unit (Unaudited)
For the Year Ending December 31, 2020

	Annual Budget	Actual	(Over) Under	% of Total Budget
Executive Services				
Office of The Chief Constable	1,019,740	1,012,978	6,762	99.3%
Executive Services, Policy and Professional Standards	1,578,774	1,713,823	(135,049)	108.6%
Esquimalt Administration	572,359	634,665	(62,306)	110.9%
Police Board	114,200	111,347	2,853	97.5%
Public Affairs	594,702	649,780	(55,078)	109.3%
Total Executive Services	3,879,775	4,122,593	(242,818)	106.3%
Integrated Units				
Vancouver Island Integrated Major Crime Unit	1,066,249	930,411	135,838	87.3%
Diversity Unit	2,646	2,646	-	100.0%
Integrated Mobile Crisis Response Team	133,273	133,273	-	100.0%
Regional Domestic Violence Unit	189,006	188,773	233	99.9%
Crowd Management Unit Training	39,478	39,478	-	100.0%
Assertive Community Treatment	422,929	437,261	(14,332)	103.4%
Explosive Disposal Unit	15,963	15,963	-	100.0%
Crime stoppers	60,630	60,630	-	100.0%
Mobile Youth Service Team	62,383	62,383	-	100.0%
Emergency Response Team Training	447,975	461,735	(13,760)	103.1%
Municipal Undercover Program	69,580	66,400	3,180	95.4%
Crisis Negotiator Team	17,025	17,025	-	100.0%
Youth Camp/Chief's Council	16,284	424	15,860	2.6%
Canadian Intelligence Services British Columbia	27,316	17,383	9,933	63.6%
Total Integrated Units	2,570,737	2,433,785	136,952	94.7%
Crime Prevention Services				
Community Resource Officers	686,221	734,246	(48,025)	107.0%
School Resource Officers	383,220	-	383,220	0.0%
Community Programs	111,242	92,486	18,756	83.1%
Volunteer Program	152,505	110,752	41,753	72.6%
Reserve Program	172,240	70,151	102,089	40.7%
Total Crime Prevention Services	1,505,428	1,007,635	497,793	66.9%
Crime Reduction Division				
Strike Force	1,511,542	1,376,142	135,400	91.0%
Crime Reduction Unit	-	-	-	N/A
Analysis and Intel	690,976	710,846	(19,870)	102.9%
Operational Planning	260,341	259,917	424	99.8%
Special Duties	758,440	274,411	484,029	36.2%
Total Crime Reduction Division	3,221,299	2,621,316	599,983	81.4%

	Annual Budget	Year To Date	(Over) Under	% of Total Budget
Patrol - Primary Response Division	18,411,729	20,340,582	(1,928,853)	110.5%
K9	898,359	748,667	149,692	83.3%
Community Services Division	2,350,376	2,544,377	(194,001)	108.3%
Investigative Services Division				
Detective Division - Support	1,171,073	1,165,297	5,776	99.5%
Special Operations	100,000	12,197	87,803	12.2%
Historical Case Review	172,564	175,691	(3,127)	101.8%
Financial Crimes	307,329	494,764	(187,435)	161.0%
Integrated Tech Crime Unit	381,689	407,529	(25,840)	106.8%
Special Victims Unit	1,058,533	1,096,603	(38,070)	103.6%
Major Crimes	1,255,600	1,428,395	(172,795)	113.8%
Behavioural Assessment & Management Unit	582,299	617,411	(35,112)	106.0%
Forensic Identification	995,849	1,058,758	(62,909)	106.3%
Total Investigative Services Division	6,024,936	6,456,645	(431,709)	107.2%
Traffic Enforcement and Crash Investigations				
Traffic Enforcement and Crash Investigation	1,435,780	1,383,458	52,322	96.4%
Motorcycle Escort Team	10,000	-	10,000	0.0%
Total Traffic Enforcement and Crash Investigations	1,445,780	1,383,458	62,322	95.7%
Communications Centre - 911	3,130,000	3,336,674	(206,674)	106.6%
Centralized Corporate Costs	2,061,920	2,356,792	(294,872)	114.3%
Support Services				
Automotive	870,000	872,899	(2,899)	100.3%
Critical Incident Stress Management	16,000	14,139	1,861	88.4%
Legal Services and Freedom of Information	382,989	378,204	4,785	98.8%
Finance, Exhibit Control and Purchasing	4,253,256	2,204,553	2,048,703	51.8%
Human Resources, firearms and use of force training	2,677,114	2,188,321	488,793	81.7%
Records Management	2,278,623	2,255,804	22,819	99.0%
Information Systems	1,206,413	1,334,548	(128,135)	110.6%
Total Support Services	11,684,395	9,248,468	2,435,927	79.2%
Jail Operations	980,296	1,000,469	(20,173)	102.1%
Total Operating Expenditures	58,165,030	57,601,461	563,569	99.0%

Victoria Police Department
Capital Expenditures (Unaudited)
For the Year Ending December 31, 2020

	<u>Transfers to Capital Fund</u>	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>(Over) Under</u>	<u>%</u>
Vehicles	500,000	531,000	637,192	(106,192)	120.0%
Computer Equipment	515,000	1,030,500	643,440	387,060	62.4%
Integrated Unit Vehicles ¹	-	-	82,171	(82,171)	N/A
Furniture	40,000	50,000	95,834	(45,834)	191.7%
K9	15,000	15,000	17,218	(2,218)	N/A
Police Building Upgrades	50,000	50,000	72,005	(22,005)	144.0%
Total Capital	<u>1,120,000</u>	<u>1,676,500</u>	<u>1,547,860</u>	<u>128,640</u>	<u>92.3%</u>

1. Funded through Integrated Unit Evergreen Reserve Funds

1. **REVENUE**

Revenues are below budget. Ferries from the US remain suspended and most community events have been cancelled through to the end of the year. We also saw a decrease in Records Revenue due to the closure of the front desk during the year due to Covid-19.

Grant revenue includes \$133,200 received from the Province for the implementation of E-Ticketing.

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 overall below budget but including retirements and overtime, and allowing for the significant drop in special duties were slightly over budget by year end. Overtime costs increased significantly due to the need to fill shift minimums in Patrol and respond to a significant increase in demand for Emergency Response Team activations.

3. **RETIREMENTS:**

Retirement costs are \$825,998, representing 165.2% of the budgeted amount. Based on the notifications received we expect 2021 to be equally high. Staffing for such high levels of retirements and resignations will continue to be a challenge.

4. **OVERTIME:**

Overtime expenditures increased through the year as work-related injuries continued to be a problem. Overall patrol callout costs increased by 14% from the previous year. Emergency Response Team callouts also increased dramatically in 2020, increasing by 75% from 2020 levels. There is no reason to believe demand for either callout types will diminish in 2021 given current conditions.

In February and March there was also a significant amount of protests around the Legislative Assembly. Although no offsetting revenue has been recorded we are in negotiations with the Legislative Assembly to recover some of these expenditures. Any recovered amounts will be recorded as revenue in 2021.

5. **PROFESSIONAL SERVICES:**

Professional fees include the costs for Integrated Units, as well the costs to meet any unexpected legal costs. Expenditures were in line with expectations.

6. EQUIPMENT MAINTENANCE – FLEET & COMPUTERS:

Expenditures are above budget due to unexpected software related expenditures. These expenditures were necessary to maintain current operations and future budgets reflect the increased need for a higher operating IT budget with long term capital costs expected to decline overtime as we move towards more cloud-based solutions. The 2021 budget has been adjusted to account for these increases in operating expenditures.

7. TELEPHONE LINE CHARGES:

Telecommunication costs continue to be managed well and were once again below budget.

8. TRAVEL AND TRAINING:

Travel and training expenditures are significantly below budget as a result of Covid-19. Although many travel restrictions remain and the first half of the year will see lower travel and training expenditures, this represents necessary training that can be delayed but not eliminated. Additional we will see significant increases in tuition costs moving into 2021 and beyond, which will drive up our longer-term training costs significantly.

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

Other expenditures were in line with expectations at this time with the exception of expenditures in relation to Covid-19. We also had some carryforwards from 2019 for goods that were not received by December 31st and were therefore reflected in the 2020 purchasing costs.

10. FUEL AND MOTOR OIL

Fuel costs decreased dramatically at the beginning of the year and although they have increased since then are still below the peak before Covid-19. This presented a temporary cost saving that partially offset our other Covid-19 related expenditures.

11. 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 strengths in the approved budget.

Variances in overall financial performance reflect the redeployment of deployable resources to the front-line, represented by higher than budgeted expenditures for both

Patrol and Community Services Division, below budget expenditures for Crime Prevention and Crime Reduction. This is in line with the Transformation Report presented to the Board to manage limited resources and increases in frequency and duration of injuries to police officers.

Vancouver Island Integrated Major Crimes Unit

Expenditures were below budget due to a vacancy within the unit that had not been filled

Community Engagement

Expenditures for the Community, Volunteer and Reserve programs are below budget at this time due to Covid-19 restrictions that were in place for part of the year and continue to limit the activities of those programs for safety reasons. Public Affairs budget is slightly over due to movement of a position within the payroll system from IT to Public Affairs to better reflect the lines of authority. The 2021 budget has been adjusted to reflect this move.

Executive Services

Expenditures were higher than anticipated due to *Police Act* investigations requiring the assistance of an outside agency. Such investigations are provincially legislated and the work performed was required to maintain professional standards and public accountability.

Youth Camp

Due to social distancing requirements the Youth Camp has been deferred to 2021. The deposit for 2020 has been carried forward to 2021 accordingly.

Crime Prevention Services: School Resource Officers

The budget reflects the intent to reinstate the School Resource Officer positions. Due to shortages in deployable resources these positions have not been reinstated at this time.

Centralized Corporate Costs

Centralized Corporate Costs includes retirement expenditures for retirements as well as the costs to maintain public safety during protests in the first quarter.

Investigative Services: Crime Reduction Unit (CRU)

In June 2019 of this year the officers within the Crime Reduction Unit were reallocated to reinforce Patrol and Strike Force, as detailed in the Transformation Report. This unit remains temporarily suspended.

Special Duties

Ferries to the US have been temporarily cancelled, as have many community events for which policing is required.

Patrol

Previously additional police officers were reallocated from the School Resource Officers. These positions are still within the Patrol division at this time. Patrol also includes members assigned to the Investigations Support Unit performing light duties.

Traffic Enforcement

Expenditures include grant funded expenditures to implement the Provincial E-Ticketing initiative to stream line traffic enforcement

Communications Centre – 911

911 and Dispatch service costs through E-Comm are approximately \$280,000 more than budgeted due to a one-time approval by the Police Board of funds in 2020 for additional staffing. Approval was for 2020 only and future funding requests are conditional on certain deliverables from E-Comm. Approval was also given on the basis that any overages as a result, if any, would be recoverable from the financial stability reserve.

Finance

The Finance budget included contingency funding for pay increases for collective agreements that have expired. Both the CUPE and Police Union agreements were completed up to the end of 2020. Pay increments have been recorded against the salary line objects rather than the contingency line object. Retroactive pay for the Police Union agreement has still not been paid out and will be recorded in 2021. Accruals have been made at year end for unpaid amounts.



Victoria & Esquimalt Police Board

2020 Strategic Priorities

Updated May 2020

#1.	Good Governance and Increased Transparency	
Lead:	All committees	
Actions:	<ul style="list-style-type: none"> • Host a Police Board town hall/meet and greet • Investigate live-streaming of public Board meetings 	<ul style="list-style-type: none"> • Hold bi-annual joint Board/Councils meetings (general and budget) • Review agenda setting process for public Board meetings
#2.	Community Engagement	
Lead:	Governance & Human Resources	
Actions:	<ul style="list-style-type: none"> • Support ongoing social media efforts for the Board • Increase Board member attendance at community and department events 	<ul style="list-style-type: none"> • Add public input on any item on the agenda to public Board meetings • Add “public discussion requests” to public Board meetings with notice
#3.	Financial Accountability	
Lead:	Finance	
Actions:	<ul style="list-style-type: none"> • Continue to analyze costs of policing with an eye to efficiencies • Continue working with senior staff to mitigate externally driven costs 	<ul style="list-style-type: none"> • Review effectiveness of the prior year’s budget • Review and analyze the implementation of special municipal constables • Continue the finance committee’s work with senior staff in VicPD and Councils
#4.	Framework Agreement	
Lead:	Governance	
	<ul style="list-style-type: none"> • Continue the Board’s focus on fair and equitable service delivery • Review the Framework Agreement to ensure it is updated with changes 	<ul style="list-style-type: none"> • Continue with Board level support for the working group of VicPD senior staff and senior staff from Victoria and Esquimalt • Encourage COV and Township to review the cost allocation formula
#5.	Strategic Plan	
Lead:	Governance & Human Resources	
	<ul style="list-style-type: none"> • Monitor the strategic plan as reports come in on a quarterly basis 	<ul style="list-style-type: none"> • Ensure alignment between the VicPD budget and the strategic plan



VICTORIA POLICE DEPARTMENT

Memorandum

DATE: February 16, 2021
TO: Victoria & Esquimalt Police Board
FROM: Insp. McRae – Human Resources Division
SUBJECT: Human Resources Report (Orders #07-2020 - #01-2021)

RETIREMENTS

Effective: November 30, 2020

Constable (WorkSafeBC)

Effective: February 28, 2021

Staff Sergeant (Investigative Services Division)

Effective: April 30, 2021

Constable (Court Liaison)

Effective: May 31, 2021

Constable (WorkSafeBC)

Constable (Forensic Identification Section)

Effective: July 31, 2021

Staff Sergeant (Patrol Division)

PROMOTIONS

Effective: November 2, 2020

Staff Sergeant to Acting Inspector

Effective: November 16, 2020

Sergeant to Acting Staff Sergeant

Effective: January 4, 2021

Constable to Sergeant

Effective: February 1, 2021

Acting Inspector to Inspector

Acting Staff Sergeant to Staff Sergeant

Constable to Sergeant (3)

Effective: March 1, 2021

Sergeant to Staff Sergeant

RESIGNATIONS

Effective: November 15, 2020

Constable (Community Services Division)

Effective: November 18, 2020

Civilian (Patrol Division)

Effective: December 22, 2020

Constable (Community Services Division)

Effective: December 24, 2020

Civilian (Esquimalt Division)

Effective: December 26, 2020

Constable (Patrol Division)

Effective: January 15, 2021

Civilian (Executive Services Division)

HIRES

Effective: January 5, 2021

Constables (3)



January 27, 2021

Ref: 614520

Deputy Commissioner, Commanding Officer, RCMP "E" Division
 Chief Constables of Municipal Police Departments
 Chairs of Municipal Police Boards
 Chief Officer, SCBCTA Police Service
 Chair, SCBCTA Police Services Board
 Chief Officer, Stl'atl'imx Tribal Police Service
 Chair, Stl'atl'imx Tribal Police Services Board

Dear Sirs/Madams:

I am writing to advise of changes to the *BC Provincial Policing Standards* (BCPPS) related to intermediate weapons and restraints. These changes were discussed with the Advisory Committee on Provincial Policing Standards during meetings throughout 2020 and approved by the Solicitor General on January 18, 2021. Copies of the new and amended sections are enclosed and an overview of the changes is as follows:

BCPPS 1.2.1P Intermediate Weapon and Restraint Approval Process (Policy Directive) (Attachment 1)

This policy directive, in place since 2012, sets out the processes for police agencies obtaining provincial approval for intermediate weapons and restraints. A new process has been added for intermediate weapons or restraints that are similar to a previously approved intermediate weapon or restraint, which will streamline the time from application to approval while maintaining rigor on each assessment. Similar Intermediate Weapons will include those with similar characteristics to previously approved weapons and do not require substantial changes to training materials.

BCPPS 1.2.2 Intermediate Weapons (Attachment 2)

This BCPPS, in place since 2012, specified that only intermediate weapons approved by the Director of Police Services could be used. Intermediate weapons that were already in use prior to the standard taking effect were exempted. Policing and Security Branch canvassed police agencies regarding all such weapons in 2012, and these were added to a list of approved intermediate weapons maintained by the Branch. The list identified specific makes and models.

.../2

Page 2

Moving forward, the list has been updated to identify approved categories and specifications of intermediate weapons, rather than makes and models, and the list has been appended to the standard. Police agencies will be permitted to use any intermediate weapon that is consistent with the description and specifications on the list of approved intermediate weapons. Intermediate weapons that are not consistent with the list will require a request for approval using the process for either a New Intermediate Weapon, or a Similar Intermediate Weapon, set out in BCPPS 1.2.1P.

The exemption for intermediate weapons that were already in use prior to the standard first taking effect in 2012 has been removed as these weapons have been incorporated in the list of approved intermediate weapons.

BCPPS 1.2.3 Restraints (Attachment 3)

This is a new BCPPS governing restraints, which mirrors BCPPS 1.2.2 Intermediate Weapons. The standard includes:

- Key definitions;
- Training and recertification requirements for approved restraints;
- Key safety considerations to be addressed in training; and
- Appending a list that identifies and describes the types of restraints that have been approved by the Director or were in use when Policing and Security Branch canvassed police agencies regarding restraints in 2012.

The new and amended BCPPS are enclosed with this correspondence and will be posted in the near future on <https://www2.gov.bc.ca/gov/content/justice/criminal-justice/policing-in-bc/policing-standards>.

If you have any questions about the new or amended BCPPS, please contact Mike Massine, Senior Program Manager, Policing and Security Branch (mike.massine@gov.bc.ca).

Thank you in advance for your attention to these matters.

Regards,



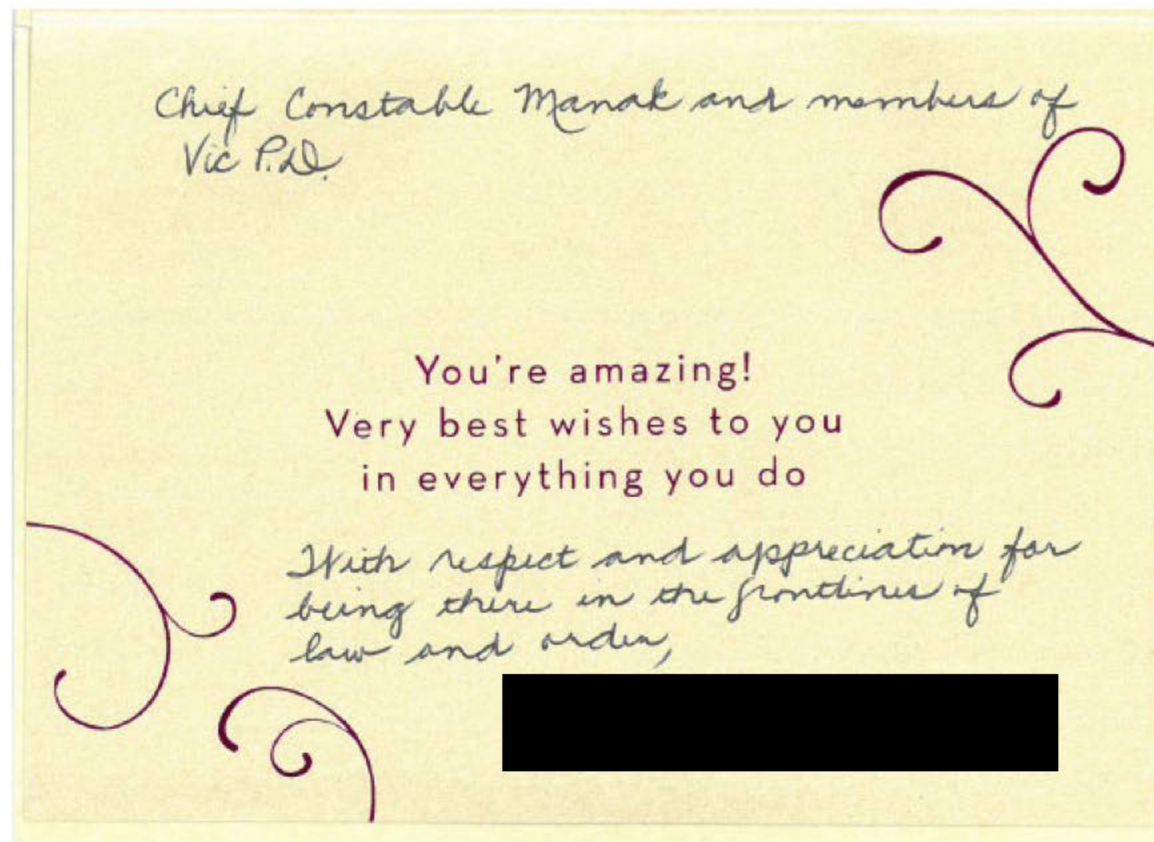
Wayne Rideout
Acting Assistant Deputy Minister
And Director of Police Services
Policing and Security Branch

Attachments Attachment 1 - BCPPS 1.2.1P Intermediate Weapon and Restraint Approval Process (Policy Directive)
Attachment 2 - BCPPS 1.2.2 Intermediate Weapons
Attachment 3 – BCPPS 1.2.3 Restraints



VICPD COMMENDATIONS

November 26, 2020



November 26, 2020

To Del Manak Police Chief

Thank you and your fellow officers for all you do to protect our society. It is appreciated more than you can ever know! [REDACTED] and many friends who think very highly of you.

November 30, 2020

[REDACTED] want to wish all the VicPD a very Merry Christmas and a Happy New Year. We were going to write all of you a personal card but due to Covid it was suggested an email instead. Our ladies chose the VicPD to say thank you to and were prepared to write the 250 cards because we really care.

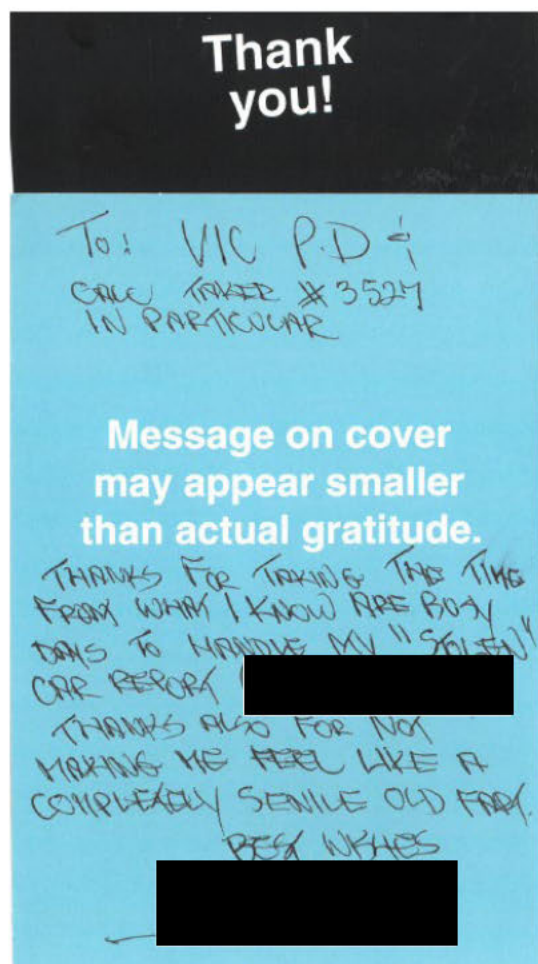
We want the VicPD to experience a wee bit of joy amidst your daily work schedules. Victoria is a better place having the service of you fine men and women looking after our safety each day. We know it can be very unpleasant at times but we want you to know how very much we appreciate everything you are doing. VicPD matters.

We pray that God will watch over you and yours, keeping you safe, and that you would experience His help and guidance in the new year. A most blessed and happy 2021 to you all! Fear not: for, behold, I bring you good tidings of great joy, which shall be to all people ... Glory to God in the highest, and on earth peace, good will toward all. Luke 2:10 & 14.

Sent with love and thankful hearts for each one of you at VicPD,

[REDACTED] on behalf of our Ladies Group

November 30, 2020



December 3, 2020

Project Holiday Connect

I just wanted to express my support for this project. I am [REDACTED], but frequently walk downtown across the Johnson Street Bridge. Unfortunately, a group of people now seem to be periodically camping under the bridge on the east (downtown) side. The beautiful seaside murals in this area have now, over the last two weeks, been completely defaced. The campers are an intimidating presence to those seeking to cross under to visit shopping and restaurants in the Chinatown/Capital Iron/Downtown area. Occasionally the area under the bridge seems to be used as a bicycle disassembly and reassembly area.

In any event, I wanted to express my support for this initiative, which will support the downtown businesses, and their many employees, which are struggling in these difficult times.

Thank you.

[REDACTED]

December 11, 2020

To all the women and men make up Vic PD, thank you for your care and concern of our city and especially the homeless. I have been witness to men and women of the force that have shown compassion love and commitment to the homeless. I have watch them go well beyond the call of duty but more important I have watch them save lives. Merry Christmas to you all and God bless.

[REDACTED]

December 17, 2020

Hi, I just want to express my gratitude to all police officers for the courageous and outstanding work involved in the recent drug and weapons seizure in Victoria/Vancouver. You've given the people of BC a HUGE Christmas present by keeping us safer. Thank you, thank you, thank you!

[REDACTED]

[REDACTED]

December 17, 2020

Please pass on my sincere thanks to Chief Manak and all of the officers that participated in this operation to remove drugs from our streets. So often you only hear from the vocal minority that calls for police defunding but please know that the silent majority stand with you all and truly appreciate the dedication and sacrifices the police make on a daily basis to keep us all safe. Thank you so much for all you do.

Cheers

[REDACTED]

December 17, 2020

Congratulations to you and the no doubt countless officers who worked on this case. Thank you for your work to keep Victoria safe! Well done!

[REDACTED]

December 17, 2020

I just want to say congratulations to the Victoria PD and other agencies that were part of this investigation and seizure. For [REDACTED], and was aware of the work done by our police agencies. What your team has managed to do with this seizure is hopefully going to change the nature of the opioid crisis in our community, if even for a short while.

Your efforts are not appreciated enough by the people of the region you serve; it isn't just the day to day petty crimes and crises that you attend to, but complex behind the scenes investigations that strive to break down groups that traffic in contraband for profit. I am very proud to live in the downtown core of the City having been witness to many acts of professionalism and kindness by your members to our neighbours.

Secondly, merry holidays to you and your family and the department.

Respectfully,

[REDACTED]

Dear Victoria Police,

My name is [REDACTED]

and wanted to write this to say Thank You.

This past year I Lived in the district of Victoria for the first time ever, this year definitely hasn't been my greatest year [REDACTED] health wise, and just feeling so alone, but you guys always showed up for me no matter what when I needed help, someone to talk to, or just wasn't doing ok. [REDACTED]

[REDACTED] Cst. Gordo and a couple other officers came looking for me for 4hrs because I was [REDACTED]

Since that day you guys have changed my perspective on Police, I am no longer scared of you guys. You guys have all made a huge impact on my life this past year, [REDACTED] who doesn't have a family, struggles with [REDACTED] health and [REDACTED] you

guys have showed me that there is still hope, that people care about me, and that I am not alone. So I want to say thank you to every single one of you who have shown up for me, and all of you I may have never met. You guys have changed my life, made a huge impact in my life, helped me find my purpose, there is always hope, and for always showing up for me no matter what, when I had none. This is not goodbye, [REDACTED]

[REDACTED] but I will see you all around!

Yours Truly, [REDACTED]

I didn't have enough room in the card but I wanted to say a huge thank you to:

- Cst. Gordo McBree for being there for me when I was at my lowest, for sitting with me in the hospital when I was [REDACTED] and thanks for being understanding.
- Cst. Shelly for being a pretty amazing officer for always making me laugh, for showing up for me even when you are supposed to be going to a hearing test, and for finding me downtown at 4AM.
- And of course Cst. Stacey Fuller for showing up for me when I was going through something that was really scary, and for continuing to help me through this process on my case.

VICTORIA POLICE DEPT

NOV 17 2020

OFFICE OF THE CHIEF CONSTABLE

KAISER STYLE

Dear Victoria/Esquimalt Police,

Thank you for all you are
doing in the fight against covid.
Your dedication and sacrifice
is appreciated beyond words!
Wishing you Happy Holidays and
an even happier New Year.

Gratefully,

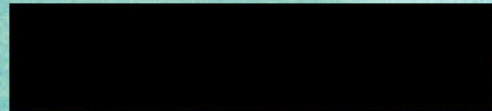


January 2021

To all staff
...With
Sincere
Appreciation

.. 

From.



VICTORIA POLICE DEPT

JAN 18 2021

OFFICE OF THE CHIEF CONSTABLE

a
Very
Special
Thank
you




02 Nov. '20



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

APPRECIATION FOR A JOB WELL DONE – Corporal R. Koropatnski

Dear Chief,

This letter is to commend Corporal Ryan Koropatnski for a job well done between 31 January 2020 and 26 October 2020 which involved [REDACTED]

The situation involved a driver who consistently exceeded the well-posted speed limit [REDACTED] over a long period. I had complained numerous times over a long period about this particular person's erratic and dangerous driving habits and even recorded many instances of his unacceptable, inconsiderate and very dangerous driving behaviour.

Corporal Koropatnski listened carefully to my frequent complaints and observations, took notes and took real action. By setting up a radar scenario several times, he tried (in vain) to catch the villain in the act. Undaunted, he stuck to his word that he would try to catch the vehicle. After having received several more "observations" from me, Corporal Koropatnski was finally able to issue a ticket for Driving Without Due Consideration late October and thus concluded Complaint [REDACTED]

I would like to thank Corporal Koropatnski for keeping his word, for acting with integrity, for demonstrating police professionalism and for successfully concluding what he set out to do in January. Corporal Koropatnski is a credit to his uniform and to the Victoria Police Department.

I would respectfully request that this letter be put on his file and that he be personally and publicly thanked and commended for his effective work. His effort is very much appreciated by me [REDACTED] We hope the offensive driver has learned something.

Sincerely,

[REDACTED]

Jan. 19, 2021

Chief D. Manak
Victoria Police
Victoria, B.C.



Dear Chief Manak:

Re: Cst. Stephen Pennekoek

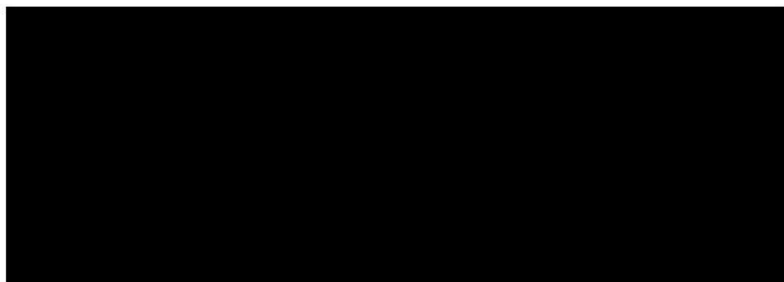
We wish to comment on the results of a traffic incident that took place on Vancouver Street on January 14, 2021.

As a consequence of this incident, Cst. Pennekoek contacted us.

We would like to tell you that Cst. Pennekoek treated two seniors, with kindness, understanding and professionalism.

We are grateful to have an excellent Victoria Police Dept. and congratulate you for having such a good representative.

Yours sincerely,



GREETINGS TO SPECIAL PEOPLE



WITH GRATITUDE IN MY HEART:

WORDS OF APPRECIATION TO A VERY SPECIAL AND AMAZING PEOPLE, THE POLICE MEN AND WOMEN, Who have been working tirelessly and even endangered their lives day and night to protect us and to make sure that the country is save

I don't care what some people says about Police you are wonderful people.

Your commitment diligence and sacrifices in service can only be described as a clear act of love to your fellow human being.

Thank you for your act of self denial and even the readiness to risk your lives, your are indeed our heroes.

May our God continue to protect and shield you from any form of danger in the course of duty. You're wonderful people. Thanks so much.



December 3, 2020

VIA EMAIL

Chief Del MANAK

Victoria Police Department

850 Caledonia Ave,

Victoria, BC V8T 5J8

Re: [REDACTED]

Sir,

As you've seen from reading the media report in this matter, it is written with a purpose to anonymize identities in order that it may be shared widely amongst the community. An unfortunate consequence of that process is the community does not get the opportunity to learn the identities of the officers who have conducted themselves admirably. Please accept this letter as our effort to draw attention to their contribution and remove that anonymity, at least internally with your Department.

As you are aware, [REDACTED] Victoria PD received a 911 call to check the well being of an individual outside the doors of [REDACTED]. The exterior doors were secure for the night and the male appeared to be trying to open them. Csts [REDACTED]

[REDACTED] attended and located [REDACTED]. He appeared [REDACTED] and unable to care for himself. As a result, he was placed in the rear of the police vehicle.

As a precaution, an ambulance was summonsed, and [REDACTED] was examined by the paramedics. To them, [REDACTED] [REDACTED] [REDACTED]

[REDACTED] had no injuries and his only complaint was of feeling cold. [REDACTED]

[REDACTED] and was left in the care of the officers where he was transported to Victoria PD cells at 0233 hours. [REDACTED] was booked in by [REDACTED]

[REDACTED] where he was provided with a mattress and blanket. He settled down to sleep.

However, at 0417 hours, while sleeping, [REDACTED] rolled onto the floor [REDACTED]

[REDACTED] Very quickly, [REDACTED] attended and assisted [REDACTED] back onto the mattress and assessed his condition. [REDACTED] noted that while [REDACTED] [REDACTED]

Moreover, [REDACTED]. This disparity caused [REDACTED] some concern for [REDACTED] health as he was aware BC Ambulance had earlier provided [REDACTED]. [REDACTED] called for an ambulance to attend cells. The paramedic's examination revealed [REDACTED]. [REDACTED] He was transported to Royal Jubilee Hospital, where he arrived at 0457 hours.

At the hospital [REDACTED] was examined, [REDACTED] and died on Nov 21, 2020 at 2200 hours.

As a result of [REDACTED] death, the IIO were notified and an investigation commenced. This investigation revealed the foregoing as well as identified the cause of death, [REDACTED]

The great majority of IIO investigations throughout British Columbia reveal the officer's actions or use of force deployment was reasonable and proportionate to the circumstances. However, there are those occasions where those actions are exceptionally noteworthy and require additional recognition.

This began with the attendance of [REDACTED] who took pause in their interaction with [REDACTED] to look beyond the obvious and appreciate he may be in medical distress. Their intuition, application of reasoning and experience led to their request for an ambulance to attend.

Indeed, the paramedic examination revealed [REDACTED]. Once in cells, [REDACTED] was placed in a cell [REDACTED]. The responsibility of [REDACTED] care then fell to [REDACTED] and the jail guards where they too demonstrated the great responsibility placed upon them was not taken lightly. When [REDACTED] fell to the floor, a seemingly minor event, [REDACTED] attended and quickly discovered [REDACTED]. As a result, he requested an ambulance to attend and re-examine [REDACTED]

The actions of [REDACTED] are commendable for their demonstration of professionalism, duty to care and responsibility they recognize in themselves for those under their detention. The passing of [REDACTED] is tragic, and it impacts everyone, including your officers. Unfortunately, [REDACTED], and that deteriorating trajectory could not have been altered by these officer's actions.

Those commendable actions of [REDACTED], each intersecting with [REDACTED] through the evening, demonstrates a shared philosophy amongst your Department as they serve the citizens of Victoria. Please pass on my appreciation and gratitude to the officers and your Department.

Sincerely,



Trent Rolfe

Chief of Investigations - Strategy, Performance & Engagement
Independent Investigations Office of BC