



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Agenda

December 14, 2021 at 5:00pm

Zoom & Livestream: VicPD YouTube

1. ADOPTION OF THE AGENDA

- a. Adoption of the Public Agenda of December 14, 2021

2. STANDING ITEMS

- Pg. 1 a. Adoption of the Minutes of the Public meeting of November 16, 2021
- Pg. 4 b. Chief Constable Monthly Activity Report & Update
- Pg. 4 c. Equity, Diversity, Inclusion & Engagement Update
- Pg. 5 d. Committees Update
- e. Board Co-Chairs Update
- f. BC Association of Police Boards Director's Update
- g. Board Member Engagement Update
- Pg. 23 h. 2021 Board Strategic Priorities
- i. Framework Agreement

3. NEW BUSINESS

- Pg. 25 a. 211206 Request for Information from City Council re: MHA Apprehensions (L. Helps)
- Pg. 26 b. 211202 Letter from Police Services re: BCPPS Revocation of Suspension (CC Manak)



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Minutes

November 16, 2021 at 5:00pm

Zoom & Livestream: VEPB YouTube

PRESENT

Mayor Helps, Chair
Mayor Desjardins
D. Crowder
S. Dhillon
M. Hayes
C. Huber

P. Schachter
Chief Cst. Manak
DC Watson
Insp. M. Brown
Insp. King
Insp. Jones

Insp. Hamilton
Insp. McRae
S. Hurcombe
D. Perry

Recording Secretary: Collette Thomson

1. ADOPTION OF THE AGENDA

a. Adoption of the Public Agenda of November 16, 2021

21-89 **MOTION:** *To approve the Public agenda of November 16, 2021 as presented.*
MOVED/SECONDED/CARRIED

2. PRESENTATIONS

a. Restorative Justice Victoria

Refer to documents provided. Gillian Lindquist, Executive Director of RJV, provided highlights regarding the history of RJV, the types of offences referred by VicPD in 2020, case outcomes, anecdotes, and client feedback.

3. STANDING ITEMS

a. Adoption of the Minutes of the Public meeting of September 21, 2021

21-90 **MOTION:** *To approve the Public Minutes of September 21, 2021 meeting as presented.* **MOVED/SECONDED/CARRIED**

b. Chief Constable Monthly Update & Activity Report

Refer to the report provided – for information. Chief Manak provided an update on operational calls and files of note.

c. Equity, Diversity, Inclusion & Engagement Update

Refer to the report provided – for information. Additional updates include:

- VicPD is currently working with a Masters student on how to attract diverse applicants; project completion expected within two months.
- Competency profiles for recruit constables have been updated to include equity, diversity and inclusion.
- Department policies (e.g.: Respectful Workplace) are being revised and collaborated on with the Union.
- \$20,000 signing bonus for the next 12 exempt officers was launched last week and the response has been very good: <https://joinvicpd.ca/#howtoapply>

d. Committee Reports

Refer to the report provided – for information.

e. Board Co-Chair Updates

No discussion arising.

f. BC Association of Police Boards Director's Update

- Awards programs are being contemplated to acknowledge the work of officers and Boards (community driven recognition, supporting governance, excellence in innovation)
- Fireside Chats haven been booked with boards to discuss various issues of interest and concern

g. Board Member Engagement Update

No discussion arising.

h. 2021-2022 Board Strategic Priorities

Refer to the document provided – for information.

i. Framework Agreement

No discussion arising.

4. NEW BUSINESS

a. Draft 2022 Board Meeting Schedule

21-91 **MOTION:** *That the Board approve the 2022 Board meeting schedule as presented with the amendment of moving the Joint Board Council meeting to the 2nd week of November to allow for the completion of the municipal election.*
MOVED/SECONDED/CARRIED

b. VicPD Human Resources Report

Refer to the report provided – for information.

5. CORRESPONDENCE *(For information only)*

- a. 211008 Letter from Songhees Nation Chief and Council
- b. 211021 Letter from Police Services re: VPB Street Checks Complaint Process
- c. VicPD Commendations

Meeting adjourned at 6:18pm.

Mayor Helps

Lead Co-Chair

Date

Collette Thomson

Recording Secretary

Date



VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

TO:	Victoria & Esquimalt Police Board
FROM:	Chief Cst. Manak
DATE:	December 14, 2021
SUBJECT:	Chief Constable Monthly Activity Report
ACTION:	For information

Community Events & Presentations

November 17	Attended the City of Victoria Town Hall budget meeting
November 18	Presented the VicPD Q3 Community Safety Report Card to Victoria City Council
November 18	Visited Grade 6 class at Central Middle School
November 18	Participated in the hockey game with youth involved in the HEROS hockey program
November 27	Participated in the Victoria Santa Lights Parade
December 1	Attended the VicPD Police Exemplary Service awards ceremony
December 5	Attended the VicPD Police Mutual Benevolent Association Breakfast with Santa event
December 5	Participated in the Esquimalt Celebration of Lights Parade
December 6	Attended the Esquimalt Council meeting re: 2022 staffing request
December 7	Attended the VicPD Volunteer & Reserve appreciation event (I of II)
December 7	Attended the swearing-in ceremony for VicPD Reserve Constables
December 8	Presented to the Professional Practice Criminal Justice program class at Camosun College
December 8	Attended the VicPD Volunteer & Reserve appreciation event (II of II)
December 9	Attended the Esquimalt Holiday Celebration Luncheon at Esquimalt Rec Centre
December 11	Attended the Victoria Royals Island Bowl hockey game and participated in the ceremonial puck drop
December 14	Attended the VicPD Civic Service Awards ceremony at SJ Burnside school

Equity, Diversity, Inclusion & Engagement

November 22	Attended the "Being Muslim in Victoria" presentation
December 2	Attended Area Chiefs meeting to share recommendations from the Panel on Muslim Voices
December 13	Attended the "Being Muslim in Victoria" presentation



VICTORIA & ESQUIMALT POLICE BOARD

Committees Update

Public

Meeting of December 7, 2021

GOVERNANCE

ITEMS DISCUSSED

a. Township of Esquimalt RFP: Community Policing Engagement Strategy

The Township has posted a Request For Proposal on their website to conduct a community policing engagement strategy: <https://www.esquimalt.ca/business-development/bids-tenders>

b. Notice of Civil Claim re: Esquimalt Police Department

A civil claim was filed on November 12, 2021 relating to allegations made against of four former Esquimalt Police Department officers in the late 80s and early 90s. The claim has been released publicly but VicPD, the City, and the Township will not comment as the matter is before the courts.

FINANCE

ITEMS DISCUSSED

a. LePard Budget Allocation Formula–Framework Agreement

The cost per officer as calculated via the LePard Reports (September 2020 and November 2020) will be referenced in 2022 staffing discussions as both Victoria and Esquimalt councils agreed to the funding formula recommended in the reports.

b. Monthly Financial Report

Refer to page #6 for the November report – for information.

c. Overtime Report

Refer to page #18 – for information.



VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

DATE:	December 7, 2021
TO:	Finance Committee
FROM:	Steve Hurcombe, Controller
SUBJECT:	Monthly Financial Report
ACTION:	For Information

BACKGROUND

This report contains the financial results for the period ending **November 25th, 2022**, representing slightly more than 88% of the payroll year. The overall net budget is in line with the budget at approximately 87.6%, with both operating expenditures and revenues below budget. Capital expenditures are 82.5% of the budget, including commitments for goods ordered but not yet received. Due to ongoing global supply problems, compounded by recent local weather phenomena some of those goods may not be received by year end and therefore will be expensed in 2022.

The net financial position includes retirement expenditures, which were excluded from the operating budget and were planned to be charged against the employee benefit liability account.

SUMMARY

Salaries and benefits remain below budget as we continue to operate below full deployable strength. This is offset by higher overtime expenditures in order to meet minimum patrol shifts, as well as a significant number of callouts for the Greater Victoria Emergency Response Team and the Public Safety Unit.

Janitorial expenditures (general) continue to be in excess of normal due to the need for increased coverage to maintain employee safety during the Covid-19 pandemic. These expenditures will likely continue due to the risk Covid positive contacts in both the jail and for or front-line officers. Measures are being taken to ensure the safety of our officers during this difficult time.

Most other expenditure categories are on track with the budget with the exception of insurance, due to the addition of cyber risk insurance coverage, and software licenses. Gaps were identified in our insurance coverage that would have left the Department vulnerable to significant

expenditures in the event of a cyber attack. The resulting insurance will provide the necessary protection to the organization should such an event occur.

Travel and training, as well as communications expenditures continue to be below budget. This is in part due to the continued impact of Covid-19 restrictions on training and in part due to cost reductions for radios and mobility charges.

Overall, we are slightly below budget at this time, including retirement expenditures that were not included in the operating budget.



2021 MONTHLY FINANCIAL REPORT NOVEMBER 25TH, 2021

Statement 1

Victoria Police Department
Revenues and Expenditures By Section (Unaudited)
For the Period Ending November 25, 2021

	Annual Budget	88.0%	Actual	(Over) Under	% of Total Budget
Revenue					
Special Events	723,640	636,803	523,253	200,387	72.3%
Records	185,100	162,888	62,190	122,910	33.6%
Grants	-	-	12,373	(12,373)	N/A
Other	522,010	459,369	89,647	432,363	N/A
Jail Operations	28,500	25,080	53,647	(25,147)	188.2%
Total Revenue	1,459,250	1,284,140	741,110	718,140	50.8%
Operating Expenditures By Section					
Executive	4,018,750	3,536,500	3,166,310	852,440	78.8%
Integrated Units	2,905,540	2,556,875	2,258,905	646,635	77.7%
Crime Prevention Services	1,482,200	1,304,336	920,011	562,189	62.1%
Crime Reduction Division	3,220,350	2,833,908	2,435,773	784,577	75.6%
Patrol - Primary Response Division	19,215,470	16,909,614	17,099,918	2,115,552	89.0%
K9	767,360	675,277	577,128	190,232	75.2%
Community Services Division	2,355,990	2,073,271	3,268,893	(912,903)	138.7%
Investigative Services	6,536,190	5,751,847	5,562,143	974,047	85.1%
Traffic Enforcement and Crash Investigations	1,319,640	1,161,283	1,175,455	144,185	89.1%
Communications Centre - 911	3,280,410	2,886,761	3,002,972	277,438	91.5%
Centralized Corporate Costs	1,673,020	1,472,258	2,003,698	(330,678)	119.8%
Support Services	12,004,270	10,563,758	9,442,820	2,561,450	78.7%
Jail Operations	984,440	866,307	941,117	43,323	95.6%
Total Operating Expenditures	59,763,630	52,591,994	51,855,144	7,908,486	86.8%
Transfers to Capital	1,020,000	897,600	765,000	255,000	75.0%
Transfer from Financial Stability Reserve	100,000	88,000	-	100,000	0.0%
Net Budget	59,224,380	52,117,454	51,879,033	7,345,347	87.6%

Statement 2

Victoria Police Department
Revenue and Expenditures by Object (Unaudited)
For the Period Ending November 25, 2021

				(Over)/Under	
	Actual	2021 Budget	% Used	\$	%
Revenue					
Special Events	523,253	723,640	72.3%	200,387	27.7%
Records	62,190	185,100	33.6%	122,910	66.4%
Grants	12,373	-	N/A	(12,373)	N/A
Other	89,647	522,010	17.2%	432,363	82.8%
Jail Operations	53,647	28,500	188.2%	(25,147)	-88.2%
Total Revenue	741,110	1,459,250	50.8%	718,140	49.2%
Operating Expenditures					
Salaries and Benefits	38,737,349	45,109,537	85.9%	6,372,188	14.1%
Retirements	1,017,662	-	N/A	(1,017,662)	N/A
Overtime	2,797,354	2,962,097	94.4%	164,743	5.6%
Professional Services	3,740,641	4,808,596	77.8%	1,067,955	22.2%
Equipment Maintenance - Fleet & Computers	1,387,164	1,286,638	107.8%	(100,526)	-7.8%
Telephone Line Charges/CREST	668,864	1,134,100	59.0%	465,236	41.0%
Travel and Training	610,900	944,000	64.7%	333,100	35.3%
Building Maintenance	739,741	820,120	90.2%	80,379	9.8%
General and Office Supplies	545,073	498,451	109.4%	(46,622)	-9.4%
Other Operating Expenditures	478,777	893,911	53.6%	415,134	46.4%
Uniforms & Protective Clothing	324,792	263,400	123.3%	(61,392)	-23.3%
Lease/Rental/PRIME	323,341	433,200	74.6%	109,859	25.4%
Fuel and Motor Oil	238,594	342,000	69.8%	103,406	30.2%
Insurance	233,505	242,080	96.5%	8,575	3.5%
Postage and Freight	11,389	25,500	44.7%	14,111	55.3%
Total Operating Expenditures	51,855,144	59,763,630	86.8%	7,908,486	13.2%
Transfers to Capital	765,000	1,020,000	75.0%	255,000	25.0%
Transfer from Financial Stability	-	100,000	0.0%	100,000	N/A
Net Budget	51,879,033	59,224,380	87.6%	7,345,346	12.4%

Statement 3

Victoria Police Department
Operating Expenditures by Section and Business Unit (Unaudited)
For the Period Ending November 25, 2021

	Annual Budget	Actual	(Over) Under	% of Total Budget
Executive Services				
Office of The Chief Constable	1,030,440	826,755	203,685	80.2%
Executive Services, Policy and Professional Standards	1,613,290	1,186,195	427,095	73.5%
Esquimalt Administration	571,160	504,004	67,156	88.2%
Police Board	109,700	49,383	60,317	45.0%
Public Affairs	694,160	599,974	94,186	86.4%
Total Executive Services	4,018,750	3,166,310	852,440	78.8%
Integrated Units				
Vancouver Island Integrated Major Crime Unit	965,600	679,070	286,530	70.3%
Diversity Unit	2,710	2,323	387	85.7%
Integrated Mobile Crisis Response Team	136,610	120,217	16,393	88.0%
Regional Domestic Violence Unit	193,380	170,214	23,166	88.0%
Crowd Management Unit Training	39,900	35,112	4,788	88.0%
Assertive Community Treatment	430,990	251,827	179,163	58.4%
Explosive Disposal Unit	16,090	14,158	1,932	88.0%
Crime stoppers	62,150	54,690	7,460	88.0%
Mobile Youth Service Team	63,940	56,303	7,637	88.1%
Emergency Response Team Training	927,360	816,213	111,147	88.0%
Crisis Negotiator Team	66,810	58,778	8,032	88.0%
Total Integrated Units	2,905,540	2,258,905	646,635	77.7%
Crime Prevention Services				
Community Resource Officers	686,980	701,902	(14,922)	102.2%
School Resource Officers	384,730	-	384,730	0.0%
Community Programs	105,090	76,887	28,203	73.2%
Volunteer Program	132,660	97,955	34,705	73.8%
Reserve Program	172,740	43,266	129,474	25.0%
Total Crime Prevention Services	1,482,200	920,011	562,189	62.1%
Crime Reduction Division				
Strike Force	1,512,730	1,261,886	250,844	83.4%
Analysis and Intel	681,540	597,841	83,699	87.7%
Operational Planning	267,640	217,444	50,196	81.2%
Special Duties	758,440	358,601	399,839	47.3%
Total Crime Reduction Division	3,220,350	2,435,773	784,577	75.6%

	Annual Budget	Year To Date	(Over) Under	% of Total Budget
Patrol - Primary Response Division	19,215,470	17,099,918	2,115,552	89.0%
K9	767,360	577,128	190,232	75.2%
Community Services Division	2,355,990	3,268,893	(912,903)	138.7%
Investigative Services Division				
Detective Division - Support	1,114,060	1,023,129	90,931	91.8%
Special Operations	100,000	-	100,000	0.0%
Historical Case Review	253,590	265,393	(11,803)	104.7%
Financial Crimes	459,380	359,275	100,105	78.2%
Computer Forensics Unit	545,390	391,489	153,901	71.8%
Special Victims Unit	1,059,900	867,386	192,514	81.8%
Major Crimes	1,278,610	1,128,626	149,984	88.3%
Behavioural Assessment & Management Unit	712,300	551,912	160,388	77.5%
Forensic Identification	1,012,960	974,933	38,027	96.2%
Total Investigative Services Division	6,536,190	5,562,143	974,047	85.1%
Traffic Enforcement and Crash Investigations				
Traffic Enforcement and Crash Investigation	1,309,640	1,175,093	134,547	89.7%
Motorcycle Escort Team	10,000	362	9,638	3.6%
Total Traffic Enforcement and Crash Investigations	1,319,640	1,175,455	144,185	89.1%
Communications Centre - 911	3,280,410	3,002,972	277,438	91.5%
Centralized Corporate Costs	1,673,020	2,003,698	(330,678)	119.8%
Support Services				
Automotive	874,160	761,254	112,906	87.1%
Critical Incident Stress Management	16,000	13,954	2,046	87.2%
Legal Services and Freedom of Information	386,000	330,620	55,380	85.7%
Finance, Exhibit Control and Purchasing	4,829,180	2,837,822	1,991,358	58.8%
Human Resources, firearms and use of force training	2,293,590	2,274,131	19,459	99.2%
Records Management	2,280,330	1,995,070	285,260	87.5%
Information Systems	1,325,010	1,229,971	95,039	92.8%
Total Support Services	12,004,270	9,442,820	2,561,450	78.7%
Jail Operations	984,440	941,117	43,323	95.6%
Total Operating Expenditures	59,763,630	51,855,144	7,908,486	86.8%

Statement 4

**Victoria Police Department
Capital Expenditures (Unaudited)
For the Period Ending November 25, 2021**

	<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	639,832	(108,832)	120.5%
Computer Equipment	415,000	1,030,500	663,149	367,351	64.4%
Furniture	40,000	50,000	17,874	32,126	35.7%
K9	15,000	15,000	-	15,000	0.0%
Police Building Upgrades	50,000	50,000	61,485	(11,485)	123.0%
Total Capital	<u>1,020,000</u>	<u>1,676,500</u>	<u>1,382,340</u>	<u>294,160</u>	<u>82.5%</u>

Includes \$330,000 of committed expenditures for goods not yet received. Due to Shipping delays it is unknown at this time if goods will be received and expensed in 2021

1. **REVENUE**

Revenues remain below budget. Special events are still largely on hold. Revenues include an amount recovered from the BC Legislature in relation to specific 2020 police expenditures, not recorded at the time due to uncertainty around the amount receivable.

Budgeted other revenue is comprised of recoveries from partner police agencies for integrated units. The full costs and cost recoveries for these units are often not recognized until the end of the year due to the process in place to reconcile and bill out amounts owed between the agencies.

2. **SALARIES AND BENEFITS:**

The Human Resources section recruits police officers based on a projection of retirements and authorized strength, as training spaces permit. 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 are slightly below budget at this time due to ongoing staffing shortages.

3. **RETIREMENTS:**

There is no operating budget for retirements in 2021 and expenditures are expected to be offset by a drawdown from the Employee Benefit Liability.

4. **OVERTIME:**

Net overtime costs are above budget at this time for several reasons. Although we continue to be below minimums for patrol shifts on a regular basis, patrol overtime costs are expected to remain high due to a shortage of officers deployable to the front line. We are also witnessing a significant increase in the frequency and complexity of protests in the downtown, combined with a significant increase in high risk situations requiring the assistance of the Greater Victoria Emergency Response Team.

5. **PROFESSIONAL SERVICES:**

Professional fees include the E-Comm contract for the provision of 9-1-1 and dispatch services, which have been pro-rated for presentation purposes.

6. **EQUIPMENT MAINTENANCE – FLEET & COMPUTERS:**

Expenditures are above budget due to software licensing costs as well as maintenance on the fleet. Some vehicles that would otherwise have been retired have been held back in

the fleet to allow for greater social distancing, increasing our fleet maintenance costs slightly.

7. TELEPHONE LINE CHARGES/CREST:

Telecommunication costs continue to be managed and are below budget at this time. Changes in the funding formula allocation for radios through CREST have also resulted in cost savings for the Department.

8. TRAVEL AND TRAINING:

Travel and training expenditures are below budget. The amount of training opportunities remains limited. Mandatory and essential police training will proceed with additional safety protocols in place. The costs for specific courses and accommodations have also increased significantly and although some training will not be possible this year it will only defer, not eliminate, the need.

9. BUILDING MAINTENANCE:

Building Maintenance represent cost recoveries by the municipalities for the two Police facilities in Esquimalt and Victoria. Amounts have been prorated for presentation purposes.

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

General, Other and Uniform Expenditures combined are in line with the budget. This includes additional expenditures for additional janitorial, personal protective equipment, sanitation supplies and services to maintain hygiene during the Covid-19 pandemic.

11. FUEL AND MOTOR OIL

The majority of Fuel and Motor Oil expenditures are billed periodically through the City of Victoria. Although fuel prices have increased, expenditures remain below budget. The Department has replaced some operational vehicles with hybrids and we intend to continue to integrate energy efficient vehicles into the fleet.

12. INSURANCE

Insurance expenditures continue to outstrip the rate of inflation. The 2021 budget for insurance was increased to offset expected increases in premiums. Recent adjustments

include expanding coverage for Cyber Liability. We expect these premium increases will exceed the general inflation rates.

13. EMPLOYEE BENEFIT OBLIGATION

The Employee Benefit Obligation is assessed annually through an actuarial valuation, and assesses the future liability for sick leave, retirement allowances, vacation time payable, deferred vacation, long service leave, personal leave plans and benefit continuation in the year of retirement. At the end of 2020 the estimated vested benefits obligation was assessed to be \$8,600,977, with \$1,006,665 in unvested obligations. Total funds held in reserve were \$8,413,962. The unfunded employee obligation was therefore \$1,193,680 the unfunded vested portion was a lesser amount of \$187,015.

14. 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. 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.

School Resource Officers

The School Resource Officers were previously redeployed to the front line due to staffing shortages and remain so at this time.

Special Duties

Special duties remain low as a significant number of special events were cancelled, reduced or deferred due to Covid-19. Expenditures for protests and social unrest are charged to Centralized Corporate Costs.

Reserve Program

The Reserve Constable was previously redeployed to the front line due to staff shortages and remains so at this time. The program continues in a more limited capacity with the assistance of Patrol.

Centralized Corporate Costs

Centralized Corporate Costs includes retirement expenditures for retirements for which there is no operating budget in 2021. This business unit also includes the direct costs for

the direct costs for deployment of resources for protests and emergency response within our jurisdiction.

Integrated Units

Training budgets for integrated units are likely to be below budget due to deferred training and operational requirements. This will have no net impact on the 2021 budget as surplus funds are transferred into Evergreen Reserves, reducing future capital and equipment replacement costs.

Assertive Community Treatment

Two police officers were temporarily assigned to this unit from the Beat and Bike Section pending the results of a Section 27 of the *Police Act* appeal to the Province. Funding for these positions was not approved and consequently these officers have now been reassigned to their original positions in the Community Services Division.

K9

This section has now been transitioned into an Integrated Canine Unit with the Saanich Police Department. Expenditures under this budget represent the costs of our members in that unit year to date that are to be billed back to Saanich periodically. A final reconciliation of expenditures will be made at the end of the year for this unit.

Community Services Division

A realignment was made to move members from Patrol, belonging to the Emergency Response Team, into the Community Services Division for operational purposes.

Community Resource Officers

Overtime expenditures for this unit are higher than budgeted. This is directly related to the increased number of shelters in our jurisdiction and an increased need for the expertise and relationship building these officers provide.

FINANCIAL IMPACT:

None at this time

RECOMMENDATION:

None



VICTORIA & ESQUIMALT POLICE BOARD REPORT

Public

DATE:	December 7, 2021
TO:	Finance Committee
FROM:	Steve Hurcombe, Controller
SUBJECT:	Overtime Report
ACTION:	For Information

BACKGROUND

Overtime expenditures are a significant and semi-controllable expenditure for the organization. The report below details year to date overtime expenditures, a comparison to budget, previous years and the 10-year average for each business unit with current overtime expenditures.

SUMMARY

Below is a summary, broken down into Administration, Operations and Integrated Units. Further contextual information is also provided to provide additional information behind some of the variables.

At 88% through the payroll year overall, expenditures are slightly above budget at this point in the year partly in order to backfill shortages in front line resources. Other cost drivers are activations of the Greater Victoria Emergency Response Team and the Public Safety Unit.

Administration

Administration overtime, although small in relative value to the rest of the organization remains over budget. The Financial Services and Human Resource Divisions overtime expenditures, for payroll and training purposes respectively, are below budget.

Other sections are running above budget at this time. It is not unusual for the Records Section to be over budget as this is typically driven by staff turnover in the Division, resulting in salary and benefit amounts being below budget to offset overtime and auxiliary costs. This continues to be the case and overall the expenditures for this Division are in line with the budget.

Areas where we are experiencing overruns are Community Engagement, Critical Incident Stress Management and Freedom of Information. These overruns, although small in total dollar value represent some of the stresses on the organization. Community Engagement overtime is driven by the need to respond to the community in a timely manner and often requires responses outside of normal operating hours. FOI requests must be responded to in a timely manner, sometimes requiring overtime in order to meet legislative deadlines. We receive far more FOI requests than similar sized police agencies in BC. Critical Incident Stress Management overtime is related directly to the recent increases in violence on our officers and increasing needs for supports.

Operations

Overall operations are close to budget with a clear distinction between front-line resourcing and investigative services.

Patrol, Beat and Bike & Bike, and Community Resource Officer overtime remains over budget. Despite committing more resources to Patrol, continued injuries to officers often results in Patrol watches going below minimums. As a result, overtime costs are higher than budgeted and are likely to be slightly above the long-term average for the near future. It should be noted that a significant number of patrol shifts are still not being filled to minimum levels. The Community Services Division continues to provide support to Patrol and is experiencing a similarly high increase in callouts and staffing shortages. The Community Resource Officers are engaged more and more as a result of the significant increases in supportive housing in our jurisdiction, often providing their expertise to de-escalate volatile situations.

Traffic overtime remains elevated as a result of reduced support available from Patrol at crash scenes, requiring more callouts of traffic officers. This has been reflected in the budget ask for 2022.

Drivers for jail overtime are similar to those of the Records Section in that, although overtime and auxiliary expenditures are high these are largely offset by lower than budgeted salary and benefit expenditures. As expected from the impact of Covid-19 special events overtime is below budget and average. On the whole, investigative overtime expenditures are below budget as well as long term averages. This may be representative of the resources that we have necessarily re-diverted to front-line resources.

Integrated Units

The most significant overtime overage is under Centralized costs. These expenditures consist mostly activations of the Greater Victoria Emergency Response Team, Protests and Special Services which are normally cost recovered. The 2022 budget reflects the need to significantly increase funding in the areas of GVERT activations and public safety at protests and unlicensed events. That budget also provides for an additional seconded Sergeant position, which will significantly improve planning for the unit. This is unlikely to translate into reduced overtime,

however, as these costs are primarily driven by risk-based assessments to reduce the risks to the public and our officers.

Similarly, the resources required to provide public safety during protests and demonstrations have increased over time, both in terms of planning, preparedness and resources deployed.

Other integrated units remain in-line with budget. We don't expect Integrated Canine or the Regional Domestic violence units to be over budget at year end. We currently have a higher number of proportional officers in the Integrated Canine Unit than Saanich, the amounts for which will need to be billed back to Saanich at the end of the year. Similarly, expenditures for our officer in the Regional Domestic Violence unit are billed back at the end of the year and we will only need to pay our portion of these programs.

We expect the costs for the Public Safety Unit and Greater Victoria Emergency Response Team training are expected to be on budget. The actual training performed during the year for both units was less than hoped for due to Covid-19 restrictions and operational requirements. Any surplus funds, however, will be transferred to Evergreen funds for those units and will help offset future equipment and operating costs.

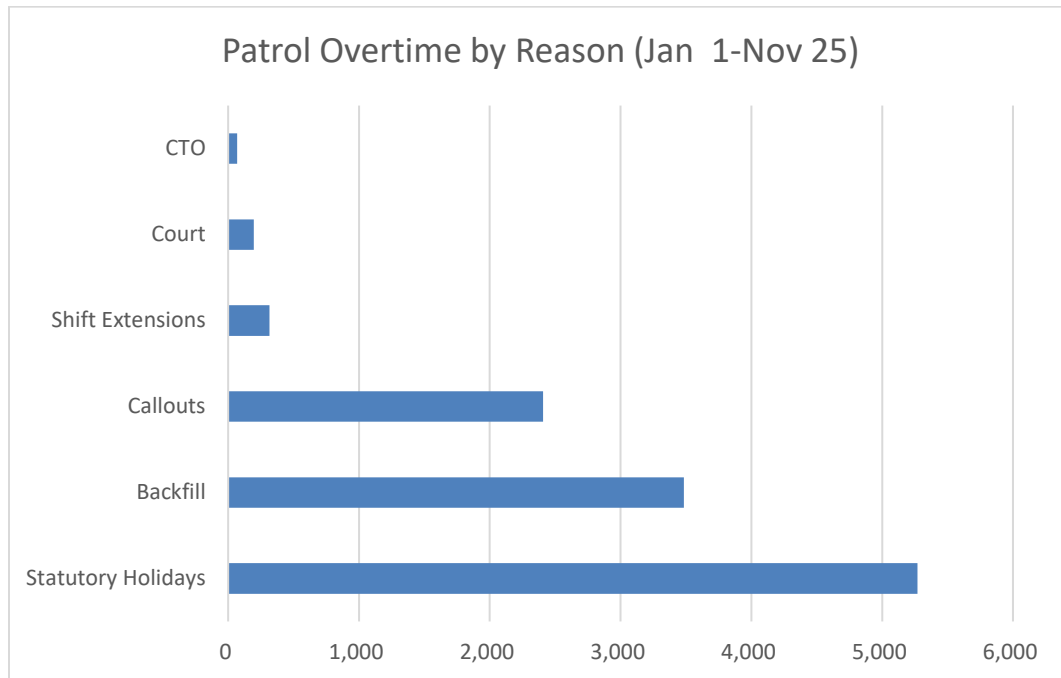
Overtime Expenditures as of November 25th, 2021 (Police & Civilian Combined)

		2020	2021	2021			
BU	Description	Actual	Budget	Year To Date	% Spent	Remaining (Overspent)	10 Year Average
Administration							
2500	Financial Services Division	1,197	3,500	1,194	34.1%	2,306	4,000
2510	Human Resources	18,948	22,000	16,441	74.7%	5,559	19,000
2524	Community Engagement	23,182	18,000	20,163	112.0%	-2,163	13,700
2527	Critical Incident Stress Management	9,288	7,000	11,930	170.4%	-4,930	5,600
2529	Executive Services	30,615	15,000	14,659	97.7%	341	7,870
2530	Information, Privacy and Legal	2,154	400	2,328	582.0%	-1,928	2,200
2546	Volunteers	2,347	0	1,060	N/A	-1,060	2,900
2547	Community Programs	0	1,500	0	0.0%	1,500	740
2550	Information Technology	14,314	10,000	9,241	92.4%	759	15,200
2630	Records	78,383	65,500	67,842	103.6%	-2,342	49,200
Total Administration		180,428	142,900	144,858	101.4%	-1,958	120,410
Operations							
2526	Special Events (cost recovered)	337,885	758,440	312,780	41.2%	445,660	685,000
2545	Reserve Program	13,981	7,000	6,871	98.2%	129	5,900
2549	Analysis & Intel	7,331	15,599	5,028	32.2%	10,571	8,200
2560	Patrol	1,312,690	905,000	1,017,942	112.5%	-112,942	926,000
2570	Esquimalt Administration	234	4,000	1,237	30.9%	2,763	1,900
2572	Operational Planning	7,829	7,000	8,944	127.8%	-1,944	4,600
2580	Beat & Bike	83,483	55,000	169,272	307.8%	-114,272	70,000
2581	Assertive Community Treatment (ACT)	9,842	2,500	10,024	401.0%	-7,524	27,000
2582	Community Resource Officers (CRO)	10,232	3,000	36,500	1216.7%	-33,500	6,700
2590	Strike Force	182,542	122,599	108,793	88.7%	13,806	98,000
2600	Detectives	11,674	12,000	32,293	269.1%	-20,293	10,000
2604	Financial Crimes	14,530	20,000	14,026	70.1%	5,974	15,900
2605	Computer Analysis	8,003	4,000	4,081	102.0%	-81	4,100
2606	Special Victims	28,375	37,000	18,743	50.7%	18,257	28,900
2608	Major Crimes	102,901	120,000	45,643	38.0%	74,357	99,200
2609	Historical Cases	0	0	432	N/A	-432	2,500
2610	Traffic	28,833	36,000	58,437	162.3%	-22,437	36,600
2613	Behavioural Assessment & Management	1,584	5,000	3,781	75.6%	1,219	3,400
2650	Forensic Identification	56,810	60,000	51,124	85.2%	8,876	58,100
2680	Jail	53,510	55,000	86,911	158.0%	-31,911	56,400
Total Operations		2,272,269	2,229,138	1,992,862	89.4%	236,276	2,148,400
Integrated Units							
2523	Integrated Mobile Crisis Response (IMCRT)	6,261	36,520	6,429	17.6%	30,091	5,200
2520	Centralized (GVERT, Protests, Unlicensed Events)	662,151	147,000	444,072	302.1%	-297,072	458,000
2565	Integrated Canine Unit	19,054	17,000	41,972	246.9%	-24,972	21,300
2601	Vancouver Island Integrated Major Crimes (VIIMCU)	83,299	164,200	77,038	46.9%	87,162	107,000
2607	Regional Domestic Violence	8,514	8,180	10,813	132.2%	-2,633	5,100
2620	Public Safety Unit Training	24,663	57,120	41,616	72.9%	15,504	33,400
2690	GVERT Training	13,688	149,850	27,760	18.5%	122,090	12,200
2695	Crisis Negotiation	0	10,380	9,934	95.7%	446	2,700
Total Integrated Units		817,630	590,250	659,634	111.8%	-69,384	644,900
Total		3,270,327	2,962,288	2,797,354	94.4%	164,934	2,913,710

Note: Does not include cost recoveries or revenues. Amounts may therefore differ slightly from the Monthly Financial Report due to presentation differences

Patrol Overtime Reasons

Below is a breakdown of patrol overtime hours based on the reasons used in the scheduling system.





Victoria & Esquimalt Police Board

2021-2022 Strategic Priorities

Updated: May 2021

Progress will be monitored on a quarterly basis via committee Chairs providing a written report to their committee which will be forwarded to a public board agenda.

#1.	Tend to the mental health & wellness of members & staff
Lead:	Human Resources
Actions:	<ol style="list-style-type: none"> 1. Meet with VicPD HR Department, Chief Constable, and Union for input on how the Board can support the mental health and wellness of members and staff. Create an implementation timeline. 2. Seek opportunities (at least quarterly) to acknowledge members and staff. 3. Seek avenues to share positive stories that highlight the commitment of members and staff to the community. 4. Invite professionals in our community to educate the Board on this topic. 5. Seek opportunities to hear from members and staff with lived experience. 6. Advocate for better mental health and wellness initiatives for members and staff.
#2.	Increase financial stability
Lead:	Finance
Actions:	<ol style="list-style-type: none"> 1. Review implementation of Special Municipal Constables. 2. Leverage work with integrated policing units across regions and encourage other regionalization initiatives. 3. Evaluate cost saving measure that do not impact public safety.
#3.	Strengthen relationship with the community
Lead:	Governance
Actions:	<ol style="list-style-type: none"> 1. Provide information to the community re: role of police boards, understanding policing, how policing works, role of police. 2. Proactively participate in board member recruitment. 3. Increase board member attendance at community events. 4. Provide opportunities for public participation in board meetings by including agenda time for question period/addressing the board. 5. Promote public access by conducting all suitable business in public sessions and following best practices to ensure use of in-camera and closed in-camera meetings only for appropriate matters. 6. Explore the possibility of convening committees of mutually respected citizens and elders to provide context for actions/conflicts within their communities.

#4.	Strengthen relationship with the Provincial Government
Lead:	Governance
Actions:	<ol style="list-style-type: none"> 1. Work on secure funding for Justice Institute of BC. 2. Work on Board succession planning and recruitment. 3. Work closely with the Director of Police Services and Ministry staff on reforms related to modernization, sustainability, and the role of the police with respect to complex societal issues. 4. Proactively work with the Ministry of Mental Health and Addictions and others to provide input on police policies to address federal exemption on decriminalization of drug possession.
#5.	Educate ourselves and advocate for better health supports for people with mental health and substance use issues
Lead:	Human Resources
Actions:	<ol style="list-style-type: none"> 1. Invite professionals in our community to educate the Board on this topic. 2. Seek opportunities to hear from people with lived experience in mental health and substance use and make recommendations based on learnings. 3. Advocate for better supports for people with mental health and substance use issues. 4. Support restorative justice programs. 5. Seek opportunities to publicly demonstrate our learning and understanding.
#6.	Increase awareness and efforts to combat racism and focus on equity, diversity, and inclusion
Lead:	Governance
Actions:	<ol style="list-style-type: none"> 1. Invite professionals in our community to educate our Board on this topic. 2. Work with the Province and the JIBC to increase the number of Indigenous, Black, Asian, and other recruits with diverse ethno-racial backgrounds. 3. Solicit public and member input on perceptions of racism and discriminatory practices in the service to assist in increasing cultural awareness and eliminating biased or abusive practices. 4. Complete Board training that focusses on equity, diversity, and inclusion. 5. Study and report on policies that facilitate disclosure of systemic racism, racist attitudes and racist action. 6. Review and refine departmental measures to protect vulnerable populations, including those with special needs based on social, economic, health and disability as well as those who experience discriminatory conditions due to origin, racialization, colour, gender or gender identity. 7. Review street checks and other policies that have been identified as contributing to systemic racism and to disproportionate harm to communities that feel unsupported by the police. 8. Review policies to ensure they are compliant with the purpose and spirit of UN Declaration of the Rights of Indigenous People (UNDRIP). 9. Work on supports to combat racism and offer recommendations that focus on equity, diversity, and inclusion. 10. Seek opportunities to publicly demonstrate our learning and understanding. 11. Complete a report after connecting with partners to identify areas of improvement with recommendations.
#7.	Future proof the Framework Agreement
Lead:	Governance
Actions:	<ol style="list-style-type: none"> 1. Draft a mid-term and long-term plan to address contingencies that could jeopardize the effectiveness of the Framework Agreement.

From: Christine Havelka
Sent: December 6, 2021 1:34 PM
To: Thomson, Collette
Cc: Colleen Mycroft; Curt Kingsley
Subject: Action for Police Board from Dec 2 2021 Council meeting

Hi Collette,

Here is an action for the Police Board, from the Dec 2, 2021 Council Meeting:

Council requests that VicPD begins to record all and any hours and costs that VicPD spend with patients apprehended under the Mental Health Act at Island Health facilities and provide these cost estimates to Council in the next quarterly/triannual report to Council.

That Council receive the correspondence for information.

This compiled data can be sent to Legislative Services for inclusion in the Triannual report to Council.

Thanks!



December 2, 2021

Ref: 625232

Chairs of Municipal Police Boards
 Chair, SCBCTA Police Services Board
 Chair, Stl'atl'imx Tribal Police Services Board
 Chief Constables of Municipal Police Departments
 Chief Officer Dave Jones, SCBCTA Police Service
 Chief Officer Deborah Doss-Cody, Stl'atl'imx Tribal Police Service
 Deputy Commissioner Dwayne McDonald, Commanding Officer, RCMP "E" Division

Dear Sirs/Madams:

As you may recall, certain BC Provincial Policing Standards (BCPPS) were temporarily suspended at various points during the pandemic. Presently, the suspension only applies to use-of-force training and requalification that must be completed in-person (ref: 579105 and enclosed list of standards). I am writing today to advise of the timeline for bringing these standards back into effect.

I understand that most police agencies have already resumed delivering use-of-force training and requalification. I also appreciate that it will take time, particularly for the RCMP which has more than 4,000 members in municipal or provincial policing roles in BC, to ensure that all officers are caught up on any qualifications that lapsed during the suspension of training. In light of this, the temporary suspension of standards will end on May 1, 2023. All officers must be in compliance with use-of-force training and requalifications under the BCPPS by this time.

As I know you all appreciate, adherence to the BCPPS is a foundational aspect of ensuring public confidence in our police agencies and I genuinely appreciate your flexibility in these challenging times.

If you or your staff have any questions regarding this correspondence, please contact Mike Massine, Senior Program Manager, Standards and Evaluation Unit directly at 778 572-3407 or Mike.Massine@gov.bc.ca.

Regards,

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

Enclosure: List of Affected Standards

pc: Clayton Pecknold, Police Complaint Commissioner, Office of the Police Complaint
Commissioner
Micheline Lahaie, Chairperson, Civilian Review and Complaints Commission for the Royal
Canadian Mounted Police
Ronald J. MacDonald, QC, Chief Civilian Director, Independent Investigation Office
Superintendent Jennifer Keyes, Director, Justice Institute of BC Police Academy
Superintendent D.J. (Deb) Bourne, Officer in Charge, E Division Training, Pacific Region
Training Centre, RCMP

Ref: 625232

Enclosure

Effective December 7, 2020 and until May 1, 2023, the Director of Police Services has temporarily cancelled the following BCPPS, in respect of any officer whose qualifications lapsed after March 21, 2020:

- **Firearms Training and Qualification - BCPPS 1.1.2**
 - (2) - Annual pistol recert;
 - (3) - Annual recert of all other firearms;
 - (4) - Articulate to the satisfaction of a use-of-force instructor as to when lethal force is justified;
 - (6) - Practice training in firearms tactics and Use of Force every three years; and Shooting at distances of 25 metres and greater every three years.
- **Intermediate Weapons – BCPPS 1.2.2**
 - (4) - Recert every three years.
- **Police Service Dogs: Performance Testing and Maintenance – BCPPS 1.4.4**
 - (1) (b)- Ensure that every police dog in use by the police force is tested annually.
- **Use-of-Force Techniques: Neck Restraints – BCPPS 1.5.1**
 - (2) (a) - If the police force permits the use of the vascular neck restraint in circumstances other than those where there are reasonable grounds to believe that lethal force is justified, each officer authorized to apply the vascular neck restraint must re-qualify every year, at a minimum, in applying this technique; and
 - (b) - If the police force only permits the use of the vascular neck restraint in circumstances where there are reasonable grounds to believe that lethal force is justified, each officer authorized to apply the vascular neck restraint must re-qualify every three years, at a minimum, in applying this technique.
- **Use-of-Force Instructor Training – BCPPS 3.2.3**
 - (5)- Ensure any person authorized to instruct use of force maintains their qualification by:
 - (a) - Conducting at least 30 hours of use-of-force instruction each year;
 - (b) - Participating at a BC Police Academy or RCMP Pacific Region Training Centre endorsed professional workshop or course every two years, at a minimum; and
 - (c) - Maintaining all of the pre-requisites listed in Standard (4) above.