



# VICTORIA & ESQUIMALT POLICE BOARD

## Public Meeting Agenda

September 20, 2022 at 5:00pm

Boardroom & Zoom

### 1. PRESENTATION

- a. Greater Victoria Police Diversity Advisory Committee (S/Sgt. J. Ames)

### 2. STANDING ITEMS

- Pg. 1-3 a. Adoption of the Public Agenda of September 20, 2022
- Pg. 4 b. Adoption of the Public Minutes of July 19, 2022
- Pg. 4 c. Chief Constable Update
- Pg. 4 d. Equity, Diversity, Inclusion & Engagement Update
- Pg. 5-15 e. Committees Update
- Pg. 16-17 f. Board Co-Chairs Update
- g. BC Association of Police Boards Director's Update
- h. Board Member Engagement Update
- Pg. 18-19 i. 2021-2022 Board Strategic Priorities
- j. Framework Agreement

### 3. NEW BUSINESS

- Pg. 20 a. Board Representative for Police Board Interviews (L. Helps)
- b. October Board Meeting (B. Desjardins)
- Pg. 21-23 c. 220825 Letter from Police Services re: BCPPS Training Requirements (Insp. McRae)

### 4. CORRESPONDENCE *(For information only)*

- Pg. 24 a. 220804 Letter from COV Council to Min. Farnworth re: JIBC Cost Downloading
- Pg. 25-27 b. 220909 Letter from Police Services re: CDSA Exemption



## VICTORIA & ESQUIMALT POLICE BOARD

### Public Meeting Minutes

July 19, 2022 at 5:00pm

Boardroom & Zoom

#### PRESENT

Mayor Helps, Chair	C. Huber	DC Laidman	S/Sgt. Rice
Mayor Desjardins	I. Lee	Insp. C. Brown	D. Perry
D. Crowder	P. Schachter	Insp. King	
S. Dhillon	CC. Manak	Insp. McRae	

Recording Secretary: Collette Thomson

#### 1. STANDING ITEMS

On behalf of the Board, Mayor Helps acknowledged the actions and thanked the officers that were involved in the June 28<sup>th</sup> critical shooting incident that took place at the Bank of Montreal in Saanich.

##### a. Adoption of the Public Agenda of July 19, 2021

**22-61**            **MOTION:** *To approve the Public agenda of July 19, 2022 as presented.*  
**MOVED/SECONDED/CARRIED**

##### b. Adoption of the Public Minutes of May 17, 2022

**22-62**            **MOTION:** *To approve the Public Minutes of May 17, 2022 meeting as presented.*  
**MOVED/SECONDED/CARRIED**

##### c. Chief Constable Update

Refer to the report provided – for information. An update was provided on operational calls and files of note.

BMO critical incident:

- Chief Manak acknowledged the work of DC Watson who undertook the role of Acting Chief the week of the June 28<sup>th</sup> critical incident, and thanked the public and agencies who provided an outpouring of support. All VicPD officers who were injured have been released from hospital.

Recruiting:

- Nine exempt officers to date will receive the \$20,000 signing bonus after working for six months. It is expected that there will be a total of 12 exempt officers hired by the fall. Six recruits are graduating from the JIBC in November. “We are Hiring” campaigns will be an ongoing recruiting strategy at public events and festivals.

Esquimalt Public Safety Building:

- The new building is being constructed and the Esquimalt Division is in the process of moving to a temporary location. The public will be notified of the new location and the services that will be provided.

**d. Equity, Diversity, Inclusion & Engagement Update**

Refer to the report provided – for information.

**e. Committees Update**

Refer to the report provided – for information. The 2023 budget consultations recently took place with both Councils.

**22-63**

**MOTION:** *That the Governance Committee Report re: Strategic Priorities Section #6, item #7 be amended to reflect that it will continue to be monitored and are awaiting further information from Police Services as to the approach that will be taken regarding Street Checks.* **MOVED/SECONDED/CARRIED**

Because the Framework Agreement cannot be amended, the Terms of Reference for Co-Chairs document will be added unofficially as an addendum to the Framework Agreement. The ToR indicates that the Lead and Deputy Co-Chair will rotate roles every two years.

**f. Board Co-Chair Updates**

The upcoming meeting between the Mayors and ADM Rideout will include discussion regarding the JIBC funding issues, and the role of the Co-Chairs during the upcoming arbitration.

A determination will be made at a later date as to whether or not the October 18<sup>th</sup> Board meeting will take place as is it during the municipal election.

**g. BC Association of Police Boards Director's Update**

No discussion arising.

**h. Board Member Engagement Update**

Board member Crowder attended the Vic West Festival on July 6, and Mayor Desjardins attended the Esquimalt Block Party in early June.

**i. 2021-2022 Board Strategic Priorities**

Refer to the document provided – for information.

**j. Framework Agreement**

No discussion arising.

## 2. NEW BUSINESS

**a. Human Resources Report**

Refer to the report provided for information which outlined the recent hires, retirements, resignations, and promotions. Future reports regarding resignations will indicate if Reserve Constables were hired as Constables by VicPD.

b. **Roadmap for a Healthy & Inclusive Workplace**

Refer to the document provided. A rolling update will be provided quarterly.

22-64

**MOTION:** *That the Roadmap for a Healthy & Inclusive Workplace document be amended as suggested.* **MOVED/SECONDED/CARRIED**

**3. CORRESPONDENCE** *(For information only)*

a. **220713 Letter from Esquimalt to Police Services re: JIBC Transition Funding**

b. **VicPD Commendations**

*Meeting adjourned at 6:15pm.*

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**Mayor Helps**

Lead Co-Chair

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Date

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**Collette Thomson**

Recording Secretary

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Date



## VICTORIA & ESQUIMALT POLICE BOARD

Public

<b>DATE:</b>	September 20, 2022
<b>TO:</b>	Victoria & Esquimalt Police Board
<b>FROM:</b>	Chief Cst. Manak
<b>SUBJECT:</b>	Chief Constable Monthly Engagement Highlights
<b>ACTION:</b>	For Information

### Internal & External Engagements

July 21	Met with civilian staff for a general discussion
July 21	Met with Records Division staff
July 22	Attended the Victoria Shamrocks Stronger Together game supporting injured officers
August 7-9	Attended the Canadian Association of Chiefs of Police conference
August 16	Walked the beat downtown
August 16 – September 7	Met individually with VicPD Inspectors re: succession planning
August 22	Presented the Q2 Community Safety Report Card to Esquimalt Council
August 23	Attended Music in the Park in Esquimalt
August 31	Attended patrol briefings for B Watch and C Watch
September 6	Walked the beat downtown
September 7	Walked the beat downtown
September 10	Attended Rib Fest in Esquimalt
September 16	Attended Tour de Rock fundraising dinner

### Equity, Diversity & Inclusion Engagements

July 24	Attended the ribbon cutting ceremony at the Gurdwara
July 29	Attended the annual Gurmat Kids Camp at the Gurdwara
August 19	Attended the Aboriginal Coalition to End Homelessness annual general meeting
August 21	Attended the Punjabi Mela at Beckwith Park
September 5	Attended the march re: Chinese Student Strike Against Segregation



## VICTORIA & ESQUIMALT POLICE BOARD

### COMMITTEES UPDATE Public

#### FINANCE

- a. **Monthly Financial Report**  
Refer to page #6 for the August monthly financial report.

#### GOVERNANCE

- a. **BCAPB re: Passing of Resolution**  
The BCAPB advised that the Board's proposed resolution that calls for the "*BC Association of Police Boards formally request that the Ministry of Public Safety and Solicitor General confer with the BCAPB to prioritize and promptly administer and/or action relevant recommendations that come forward from the report from the Special Committee on Reforming the Police Act.*" was adopted at the May 27, 2022 BCAPB AGM.
- b. **ICD Courses & Program**  
Board member Dhillon has been accepted into the ICD Directors Education Program. Upon successful completion of this program, he will have the ICD.D designation (Institute of Corporate Directors, Director). This designation helps directors be more efficient, stay current and informed, and ultimately create better boards and businesses. The program jointly developed by the ICD and the University of Toronto's Rotman School of Management, is the leading national education program for experienced board directors in Canada. It is offered at Canada's top business schools and was designed to build the competencies deemed necessary to be an effective director.

**MOTION:** *That the Board provide Board member Dhillon funding for his tuition for the ICD Directors Education Program as follows: \$500 up front for the first quarter, and upon proof of successful completion of the first quarter, \$500 up front for the second quarter; and that these amounts are subject to repayment by Board member Dhillon upon the non-completion of the course quarters.*



## VICTORIA & ESQUIMALT POLICE BOARD

### In-Camera

DATE:	September 6, 2022
TO:	Finance Committee
FROM:	Steve Hurcombe - Controller
SUBJECT:	August 2022 Monthly Financial Report
ACTION:	For Information

#### SUMMARY:

This report contains the monthly financial report as of August 30<sup>th</sup>, 2022, representing approximately 65% of the fiscal year for payroll and 67% of the calendar year. The net financial position of 67.1% of the total budget approved by councils remains over budget. This is in part due to the timing of benefit costs. However, retirement expenditures and overtime are significantly overbudget. Retirement expenditures can be charged against the employee benefit liability but should high overtime expenditures persist this may push us into a deficit position. We are analyzing the drivers behind the increased overtime and a full financial forecast will be presented to the Finance Committee on October 4<sup>th</sup>.

Capital expenditures, including commitments, are at 83.7% of the total budget but are expected to remain within budget.

An additional amount of \$1.34 million was approved by the Police Board in the 2022 Provisional Budget but not by both councils, and is subject to a review by the Province under Section 27 of the *Police Act*. This includes an amount of \$254,000 in overtime for GVERT and PSU that will need to be spent regardless of that decision. Capital expenditures and commitments are at 83.7% of total budget due to the carryforward of capital purchases from 2021 and are expected to remain within budget.



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# **MONTHLY FINANCIAL REPORT AS AT AUGUST 30<sup>TH</sup>, 2022**

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## Statement 1

**Victoria Police Department**  
**Revenues and Expenditures By Section (Unaudited)**  
**For the Period Ending August 30th, 2022**

	<b>Annual Budget</b>	<b>65.0%</b>	<b>Actual</b>	<b>(Over) Under</b>	<b>% of Total Budget</b>
<b>Revenue</b>					
Special Events	610,200	396,630	254,695	355,505	41.7%
Records	133,600	86,840	62,778	70,822	47.0%
Grants	21,500	13,975	44,238	(22,738)	205.8%
Other	578,710	376,162	1,843	576,867	0.3%
Jail Operations	36,500	23,725	29,963	6,537	82.1%
<b>Total Revenue</b>	<b>1,380,510</b>	<b>897,332</b>	<b>393,516</b>	<b>986,994</b>	<b>28.5%</b>
<b>Operating Expenditures By Section</b>					
Executive	4,171,760	2,711,644.00	2,379,693	1,792,067	57.0%
Integrated Units	3,512,500	2,283,125.00	2,233,742	1,278,758	63.6%
Crime Prevention Services	1,431,970	930,780.50	754,139	677,831	52.7%
Crime Reduction Division	3,094,770	2,011,600.50	1,894,139	1,200,631	61.2%
Patrol - Primary Response Division	20,244,230	13,158,749.50	15,246,116	4,998,114	75.3%
Community Services Division	3,431,490	2,230,468.50	2,711,017	720,473	79.0%
Investigative Services	6,610,100	4,296,565.00	4,630,078	1,980,022	70.0%
Traffic Enforcement and Crash Investigations	1,512,630	983,209.50	737,112	775,518	48.7%
Communications Centre - 911	3,611,040	2,347,176.00	2,393,879	1,217,161	66.3%
Centralized Corporate Costs	1,716,027	1,115,417.55	1,160,616	555,411	67.6%
Support Services	12,244,233	7,958,751.45	6,365,677	5,878,556	52.0%
Jail Operations	1,016,940	661,011.00	675,351	341,589	66.4%
<b>Total Operating Expenditures</b>	<b>62,597,690</b>	<b>40,688,498.50</b>	<b>41,181,559</b>	<b>21,416,131</b>	<b>65.8%</b>
<b>Transfers to Capital</b>	<b>1,340,000</b>	<b>871,000</b>	<b>871,000</b>	<b>469,000</b>	<b>65.0%</b>
<b>Transfer from Financial Stability Reserve</b>	<b>500,000</b>	<b>325,000</b>	<b>-</b>	<b>500,000</b>	<b>0.0%</b>
<b>Net Budget</b>	<b>62,057,180</b>	<b>40,337,167</b>	<b>41,659,043</b>	<b>20,398,137</b>	<b>67.1%</b>

## Statement 2

**Victoria Police Department**  
**Revenue and Expenditures by Object (Unaudited)**  
**For the Period Ending August 30th, 2022**

				(Over)/Under	
	Actual	2022 Budget	% Used	\$	%
<b>Revenue</b>					
Special Events	254,695	610,200	41.7%	355,505	58.3%
Records	62,778	133,600	47.0%	70,822	53.0%
Grants	44,238	21,500	N/A	(22,738)	-105.8%
Other	1,843	578,710	0.3%	576,867	99.7%
Jail Operations	29,963	36,500	82.1%	6,537	17.9%
<b>Total Revenue</b>	<b>393,516</b>	<b>1,380,510</b>	<b>28.5%</b>	<b>986,994</b>	<b>71.5%</b>
<b>Operating Expenditures</b>					
Salaries and Benefits	30,880,536	46,074,691	67.0%	15,194,155	33.0%
Retirements	669,283	100,000	669.3%	(569,283)	-569.3%
Overtime	2,387,040	3,254,350	73.3%	867,310	26.7%
Professional Services	3,260,921	5,424,140	60.1%	2,163,219	39.9%
Equipment Maintenance -					
Fleet & Computers	1,018,904	1,569,660	64.9%	550,756	35.1%
Telephone Line Charges/CREST	397,770	976,400	40.7%	578,630	59.3%
Travel and Training	612,390	987,100	62.0%	374,710	38.0%
Building Maintenance	542,292	839,450	64.6%	297,158	35.4%
General and Office Supplies	311,754	433,846	71.9%	122,092	28.1%
Other Operating Expenditures	262,303	815,193	32.2%	552,890	67.8%
Uniforms & Protective Clothing	232,390	916,750	25.3%	684,360	74.7%
Lease/Rental/PRIME	265,655	565,700	47.0%	300,045	53.0%
Fuel and Motor Oil	192,433	319,500	60.2%	127,067	39.8%
Insurance	130,117	295,410	44.0%	165,293	56.0%
Postage and Freight	17,770	25,500	69.7%	7,730	30.3%
<b>Total Operating Expenditures</b>	<b>41,181,559</b>	<b>62,597,690</b>	<b>65.8%</b>	<b>21,416,131</b>	<b>34.2%</b>
<b>Transfers to Capital</b>	<b>871,000</b>	<b>1,340,000</b>	<b>65.0%</b>	<b>469,000</b>	<b>35.0%</b>
<b>Transfer from Financial Stability</b>	<b>-</b>	<b>500,000</b>	<b>0.0%</b>	<b>500,000</b>	<b>0.0%</b>
<b>Net Budget</b>	<b>41,659,043</b>	<b>62,057,180</b>	<b>67.1%</b>	<b>20,398,138</b>	<b>32.9%</b>

## Statement 3

**Victoria Police Department**  
**Operating Expenditures by Section and Business Unit (Unaudited)**  
**For the Period Ending August 30th, 2022**

	<b>Annual Budget</b>	<b>Actual</b>	<b>(Over) Under</b>	<b>% of Total Budget</b>
<b>Executive Services</b>				
Office of The Chief Constable	1,075,700	702,230	373,470	65.3%
Executive Services, Policy and Professional Standards	1,666,410	777,055	889,355	46.6%
Esquimalt Administration	592,730	417,628	175,102	70.5%
Police Board	109,700	50,598	59,102	46.1%
Public Affairs	727,220	432,183	295,037	59.4%
<b>Total Executive Services</b>	<b>4,171,760</b>	<b>2,379,693</b>	<b>1,792,067</b>	<b>57.0%</b>
<b>Integrated Units</b>				
Vancouver Island Integrated Major Crime Unit	982,030	602,458	379,572	61.3%
Diversity Unit	2,480	1,612	868	65.0%
Integrated Mobile Crisis Response Team	129,650	84,273	45,377	65.0%
Regional Domestic Violence Unit	204,580	125,723	78,857	61.5%
Integrated Canine Unit	715,590	458,866	689,421	64.1%
Crowd Management Unit Training	40,260	26,169	14,091	65.0%
Assertive Community Treatment	157,630	102,459	55,171	65.0%
Explosive Disposal Unit	15,500	10,075	5,425	65.0%
Crime stoppers	61,890	40,228	21,662	65.0%
Mobile Youth Service Team	62,550	40,657	21,893	65.0%
Emergency Response Team Training	1,105,270	718,426	386,844	65.0%
Crisis Negotiator Team	35,070	22,796	12,274	65.0%
<b>Total Integrated Units</b>	<b>3,512,500</b>	<b>2,233,742</b>	<b>1,278,758</b>	<b>63.6%</b>
<b>Crime Prevention Services</b>				
Community Resource Officers	744,750	565,083	179,667	75.9%
School Resource Officers	403,760	-	403,760	0.0%
Community Programs	105,080	71,922	33,158	68.4%
Volunteer Program	134,880	73,875	61,005	54.8%
Reserve Program	43,500	43,258	242	99.4%
<b>Total Crime Prevention Services</b>	<b>1,431,970</b>	<b>754,139</b>	<b>677,831</b>	<b>52.7%</b>
<b>Crime Reduction Division</b>				
Strike Force	1,446,970	905,802	541,168	62.6%
Analysis and Intel	718,890	491,277	227,613	68.3%
Operational Planning	283,910	189,139	94,771	66.6%
Special Duties	645,000	307,921	337,079	47.7%
<b>Total Crime Reduction Division</b>	<b>3,094,770</b>	<b>1,894,139</b>	<b>1,200,631</b>	<b>61.2%</b>

	Annual Budget	Year To Date	(Over) Under	% of Total Budget
<b>Patrol - Primary Response Division</b>	<b>20,244,230</b>	<b>15,246,116</b>	<b>4,998,114</b>	<b>75.3%</b>
<b>Community Services Division</b>	<b>3,431,490</b>	<b>2,711,017</b>	<b>720,473</b>	<b>79.0%</b>
<b>Investigative Services Division</b>				
Detective Division - Support	1,214,730	929,712	285,018	76.5%
Special Operations	500,000	-	500,000	0.0%
Historical Case Review	232,100	120,579	111,521	52.0%
Financial Crimes	487,400	254,007	233,393	52.1%
Computer Forensics Unit	402,230	156,954	245,276	39.0%
Special Victims Unit	794,160	807,673	(13,513)	101.7%
Major Crimes	1,316,350	1,152,947	163,403	87.6%
Behavioural Assessment & Management Unit	609,130	439,814	169,316	72.2%
Forensic Identification	1,054,000	768,392	285,608	72.9%
<b>Total Investigative Services Division</b>	<b>6,610,100</b>	<b>4,630,078</b>	<b>1,980,022</b>	<b>70.0%</b>
<b>Traffic Enforcement and Crash Investigations</b>				
Traffic Enforcement and Crash Investigation	1,502,630	733,782	768,848	48.8%
Motorcycle Escort Team	10,000	3,330	6,670	33.3%
<b>Total Traffic Enforcement and Crash Investigations</b>	<b>1,512,630</b>	<b>737,112</b>	<b>775,518</b>	<b>48.7%</b>
<b>Communications Centre - 911</b>	<b>3,611,040</b>	<b>2,393,879</b>	<b>1,217,161</b>	<b>66.3%</b>
<b>Centralized Corporate Costs</b>	<b>1,716,027</b>	<b>1,160,616</b>	<b>555,411</b>	<b>67.6%</b>
<b>Support Services</b>				
Automotive	912,200	487,809	424,391	53.5%
Critical Incident Stress Management	16,000	15,971	29	99.8%
Legal Services and Freedom of Information	398,930	245,090	153,840	61.4%
Finance, Exhibit Control and Purchasing	4,519,833	1,376,485	3,143,348	30.5%
Human Resources, firearms and use of force training	2,621,340	1,918,203	703,137	73.2%
Records Management	2,304,020	1,472,514	831,506	63.9%
Information Systems	1,471,910	849,606	622,304	57.7%
<b>Total Support Services</b>	<b>12,244,233</b>	<b>6,365,677</b>	<b>5,878,556</b>	<b>52.0%</b>
<b>Jail Operations</b>	<b>1,016,940</b>	<b>675,351</b>	<b>341,589</b>	<b>66.4%</b>
<b>Total Operating Expenditures</b>	<b>62,597,690</b>	<b>41,181,559</b>	<b>21,416,131</b>	<b>65.8%</b>

**Victoria Police Department**  
**Capital Expenditures (Unaudited)**  
**For the Period Ending August 30th, 2022**

	<u>Transfers to Capital Fund</u>	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>(Over) Under</u>	<u>%</u>
Vehicles	500,000	716,000	451,169	264,831	63.0%
Computer Equipment	415,000	790,190	727,573	62,617	92.1%
Furniture	40,000	100,000	39,268	60,732	39.3%
Police Building Upgrades	50,000	40,000	159,783	(119,783)	399.5%
<b>Total Capital</b>	<b><u>1,005,000</u></b>	<b><u>1,646,190</u></b>	<b><u>1,377,793</u></b>	<b><u>268,397</u></b>	<b><u>83.7%</u></b>

**1. REVENUE**

Revenues, excluding recoveries, are above budget at this time. Special duties revenues are beginning to return to normal levels. Additionally, we recovered direct costs for protests from the Legislative Assembly, some of which applied to expenditures made in the previous year.

**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.

**3. RETIREMENTS:**

There were a number of retirements early in the year, pushing expenditures beyond the budget of \$100,000. Should there be insufficient funds remaining in the operating budget at year end, the amounts in excess of budget represent a charge to the retirement liability. Reserves are established for these purposes with funds of approximately \$9 million.

**4. OVERTIME:**

Net overtime costs are significantly above budget, driven by patrol callouts to fill watch minimums, and will likely remain so. We continue to experience staffing shortages and work-related injuries, although more experienced officers are joining the organization and this should have a positive impact on overtime. Nevertheless overtime will likely remain high and we are analyzing the patrol watch callouts to determine if there are any amendments that can be made to protocols to mitigate these costs.

**5. PROFESSIONAL SERVICES:**

Professional fees include the E-Comm contract for the provision of 9-1-1 and dispatch services as well as legal fees and cost sharing of integrated units with other police agencies. These amounts include pro-rated costs for 9-1-1 and dispatch services.

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

Expenditures are currently in line with the overall budget despite high fuel costs. We are beginning to experience significant increases in software licensing fees. We are also transitioning into cloud-based solutions which, whilst adding operating costs are partially offset by reduced need for capital expenditures from 2023 onwards.

**7. TELEPHONE LINE CHARGES/CREST:**

Telecommunication costs are currently below budget due to a reduction in our share of costs to operate and maintain the CREST radio system.

**8. TRAVEL AND TRAINING:**

Travel and training expenditures are currently in line with the budget. Expenditures are now approaching more normal levels as we catch up with training postponed due to Covid-19

**9. BUILDING MAINTENANCE:**

Building Maintenance represent cost recoveries by the municipalities for the two Police facilities in Esquimalt and Victoria. Expenditures for the second quarter of the year have not yet been posted.

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

General, Other and Uniform Expenditures are in line with the budget. General & Office includes additional expenditures for janitorial services which were increased during Covid-19 and continue to be in place due to the beneficial nature of the services to health and wellness.

**11. FUEL AND MOTOR OIL**

The majority of Fuel and Motor Oil expenditures are slightly below budget although we have recently seen a significant increase in fuel costs due to inflationary pressures that are not expected to abate in the short term. Nevertheless we expect fuel and motor oil expenditures to remain within budget on the whole.

**12. INSURANCE**

Similar to fleet, expenditures are charged to the Department through the City of Victoria. Fleet insurance expenditures are normally a month behind in being posted, which are normally in the vicinity of \$13,000 per month.

**13. CAPITAL**

Capital expenditures includes commitments for IT infrastructure replacement that was ordered but not received in 2021 due to ongoing global supply issues. There remains some uncertainty over the availability and timing of capital purchases which may continue to impact actual expenditures this year as capital expenditures are only recognized when the goods are received.

**FINANCIAL IMPACT:**

None at this time

**RECOMMENDATION:**

None



THE CITY OF VICTORIA



OFFICE OF THE MAYOR

September 15, 2022

Honourable Mike Farnworth  
Minister of Public Safety and Solicitor General  
Sent via email: PSSG.Minister@gov.bc.ca

MLA Grace Lore  
Parliamentary Secretary for Gender Equity  
Sent via email: grace.lore.MLA@leg.bc.ca

Dear Minister Farnworth and MLA Lore,

On behalf of Victoria City Council, I am writing today advocating for the inclusion of ‘sexualized violence prevention training’ within the Serving It Right curriculum to provide foundational education to people with the front-line opportunity to take action to prevent sexualized violence and respond appropriately and with care when incidents occur.

The City’s Strategic Plan includes the action “Explore ways to end sexual harassment and assault in Victoria, including using the Good Night Out international model to create a safe nightlife campaign for Victoria venues, bars, clubs and festivals”. Following from this strategic priority, council has voted to include sexualized violence prevention within the mandate of the City’s Late Night Program, Municipal Alcohol Policy, and Late Night Advisory Committee. In 2022, council awarded a grant to the Ending Violence Association to work collaboratively with partners and industry stakeholders to develop a training program specifically focused on the hospitality sector in the city of Victoria.

The working group coordinated by the Ending Violence Association of BC includes Good Night Out Vancouver, the BC Restaurant and Foodservices Association and BC’s Alliance of Beverage Licensees, along with Victoria City Councillors Sarah Potts and Jeremy Loveday. These discussions are geared toward the creation of a collaborative training project to prevent and respond appropriately to sexualized violence in the hospitality sector. Through our joint work, we have identified a shared view that there exists an opportunity to enhance BC’s “Serving It Right” training to incorporate sexualized violence prevention and response education.

BC’s Serving It Right program is a mandatory requirement for all liquor-service employees in the province. While we recognize alcohol consumption is not the cause of sexualized violence, we know there is a correlation between the service of alcohol and increased incidences of violence, including sexual violence. It is a fact that alcohol remains the primary substance in substance facilitated sexual assault.

Physical violence is currently covered in the Serving It Right curriculum, but sexualized violence is not. We view this as a missed opportunity to provide foundational education to people with the front-line opportunity to take action to prevent sexualized violence and respond appropriately and with care when incidents occur. Broader education in policy, response protocols, active bystander intervention and other key planks of sexualized violence prevention and response remain important, but this would be an important first step in this regard, and one that leverages existing program infrastructure.

Work is underway to develop an introductory training program focused on sexualized violence in the hospitality sector. We intend to pilot these online training modules with volunteer establishments in the City of Victoria. Once tested, this content – which includes both a worker and patron safety focus – could support the requested curriculum updates to Serving It Right.

Including foundational sexual violence education in Serving It Right would have the potential to reach every British Columbian that patronizes or works at a licenced establishment in the province. Organizations with diverse mandates but a shared commitment to working together for a safer hospitality sector in BC, free from gender-based violence are calling for Serving It Right to include sexualized violence prevention. Victoria City Council wishes to join these organizations in advocating for this training as a positive step forward.

Thank you in advance for your time, consideration and continued leadership. Please do not hesitate to reach out should you have any questions regarding this letter.

Sincerely,

Lisa Helps  
Victoria Mayor



Victoria & Esquimalt Police Board  
2021-2022 Strategic Priorities  
*Updated: February 22, 2022*

Committee Chairs will report on the progress of their priorities at the Committee meetings and public session of the Board meetings in February, June, and October.

#1. Tend to the mental health & wellness of members & staff	
Lead: Human Resources	
	<div><div></div><div><div>1.</div><div>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.</div></div><div><div>2.</div><div>Seek opportunities (at least quarterly) to acknowledge members and staff.</div></div><div><div>3.</div><div>Seek avenues to share positive stories that highlight the commitment of members and staff to the community.</div></div><div><div>4.</div><div>Invite professionals in our community to educate the Board on this topic.</div></div><div><div>5.</div><div>Seek opportunities to hear from members and staff with lived experience.</div></div><div><div>6.</div><div>Advocate for better mental health and wellness initiatives for members and staff.</div></div></div>
#2. Increase financial stability	
Lead: Finance	
COMPLETE	<div><div></div><div><div>1.</div><div>Review implementation of Special Municipal Constables.</div></div><div><div>2.</div><div>Leverage work with integrated policing units across regions and encourage other regionalization initiatives after receiving the provincial report from the Special Committee on Reforming the <i>Police Act</i>.</div></div><div><div>3.</div><div>Oversee the development of a multi-year staffing plan.</div></div></div>
#3. Strengthen relationship with the community	
Lead: Governance	
COMPLETE  COMPLETE	<div><div></div><div><div>1.</div><div>Provide information to the community re: role of police boards, understanding policing, how policing works, role of police.</div></div><div><div>2.</div><div>Proactively participate in board member recruitment.</div></div><div><div>3.</div><div>Increase board member attendance at community events.</div></div><div><div>4.</div><div>Provide opportunities for public participation in board meetings by including agenda time for question period/addressing the board.</div></div><div><div>5.</div><div>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.</div></div><div><div>6.</div><div>Explore the possibility of convening committees of mutually respected citizens and elders to provide context for actions/conflicts within their communities.</div></div></div>

#4. Strengthen relationship with the Provincial Government	
Lead: Governance	
	<ol style="list-style-type: none"> <li>1. Work on secure funding for Justice Institute of BC.</li> <li>2. Work on Board succession planning and recruitment.</li> <li>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.</li> <li>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.</li> <li>5. Work with municipal councils and provincial government to move non-policing function to the appropriate area of government.</li> </ol>
#5. Educate ourselves and advocate for better health supports for people with mental health and substance use issues	
Lead: Human Resources	
	<ol style="list-style-type: none"> <li>1. Invite professionals in our community to educate the Board on this topic.</li> <li>2. Seek opportunities to hear from people with lived experience in mental health and substance use and make recommendations based on learnings.</li> <li>3. Advocate for better supports for people with mental health and substance use issues.</li> <li>4. Support restorative justice programs.</li> <li>5. Seek opportunities to publicly demonstrate our learning and understanding.</li> </ol>
#6. Increase awareness and efforts to combat racism and focus on equity, diversity, and inclusion	
Lead: Governance	
	<ol style="list-style-type: none"> <li>1. Invite professionals in our community to educate our Board on this topic.</li> <li>2. Work with the Province and the JIBC to increase the number of Indigenous, Black, Asian, and other recruits with diverse ethno-racial backgrounds.</li> <li>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.</li> <li>4. Complete Board training that focusses on equity, diversity, and inclusion.</li> <li>5. Study and report on policies that facilitate disclosure of systemic racism, racist attitudes and racist action.</li> <li>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.</li> <li>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.</li> <li>8. Review policies to ensure they are compliant with the purpose and spirit of UN Declaration of the Rights of Indigenous People (UNDRIP).</li> <li>9. Work on supports to combat racism and offer recommendations that focus on equity, diversity, and inclusion.</li> <li>10. Seek opportunities to publicly demonstrate our learning and understanding.</li> <li>11. Complete a report after connecting with partners to identify areas of improvement with recommendations.</li> <li>12. Understand implications and requirements for the Board in advance of the implementation of the Equitable and Unbiased Policing Standards which come into effect July 2023.</li> </ol>
#7. Future proof the Framework Agreement	
Lead: Governance	
	<ol style="list-style-type: none"> <li>1. Amend the Framework Agreement to include the Co-Chair policy as part of the Agreement.</li> </ol>



## VICTORIA & ESQUIMALT POLICE BOARD

<b>DATE:</b>	September 20, 2022
<b>TO:</b>	Police Board
<b>FROM:</b>	Collette Thomson – Board EA
<b>SUBJECT:</b>	Board Representative for Police Board Interviews
<b>ACTION:</b>	For Decision

Police Services has advised that interviews for the current Board vacancy will be taking place on September 28 between 10:00am – 12:30pm and a Board member is required to sit on the panel.

Board members Dhillon and Hayes have expressed interest in being a panel member. The Board needs to determine who will be appointed for this role.



August 25, 2022

Ref: 633618

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, SCBCTA Police Service  
 Chief Officer, Stl'atl'imx Tribal Police Service  
 Deputy Commissioner, Commanding Officer, RCMP "E" Division

Dear: Sirs/Madams:

**Re: Training Requirements in BC Provincial Policing Standards coming into effect**

I am writing to bring to your attention various requirements, including training requirements, in recently approved *BC Provincial Policing Standards* (hereafter the Standards) that are coming into effect in the year ahead. Specifically, I would like to highlight the following Standards:

[Standard 3.2.6\(6\) – Training to enhance service delivery to vulnerable communities](#) (Effective date: December 31, 2022)

- All front-line police officers and front-line supervisors have completed *Evidence-based, Risk-focused Intimate Partner Violence Investigations* (BC-IPV).
- Please note that prior to the effective date, your officers must take this refreshed training course which now combines and replaces the requirement to take both the *Domestic Violence I: Evidence-based, Risk Focused Domestic Violence Investigations* and *Domestic Violence II: Assessing Risk and Safety Planning in Domestic Violence* (DVI and DVII) which are no longer available.

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[Standard 3.2.7 – Major Case Management \(MCM\) Training for Command Triangle Roles.](#)  
(Effective date: January 12, 2023)

- Consistent with the requirements in [Standard 5.2.2](#), officers or IIO investigators must have successfully completed a provincially-approved training course for the Command Triangle role for which they are assigned. A list of the provincially-approved training can be located in the Standard. Those who completed MCM training for a Command Triangle Role prior to the effective date of the Standard may still act in a Command Triangle Role in which they were previously trained.

Additionally, the Standards associated with Community Partnerships and Equitable Policing (i.e. Standards [6.1.1](#), [6.1.2](#), and [6.1.3](#)) will come into effect July 30, 2023. These Standards require police agencies and police boards to have policies and procedures on specific matters and to take specific actions to ensure that policing services throughout BC are delivered equitably, and in a manner that is responsive to the needs and realities of racialized or otherwise marginalized persons and communities.

While not in effect until 2024, I also wanted to highlight that the following Standards also have training components so that you may plan accordingly:

[Standard 3.2.5 \(1\) – Training to promote equitable and unbiased policing](#) (Effective July 30, 2024)

- All front-line police officers and front-line supervisors have completed *BC Fair and Impartial Policing Training* or a provincially-approved equivalent.

[Standard 3.2.6 \(1\)-\(5\) – Training to enhance service delivery to vulnerable communities](#)  
(Effective July 30, 2024)

- All police officers or IIO investigators: (a) have completed a training course, developed and delivered in collaboration with representatives from, as applicable, the local First Nation(s) and/or Indigenous organizations, which includes at minimum, the history and legacies of police relations with Indigenous peoples in the community; or (b) have completed a provincially-approved training on the history and current status of Indigenous peoples, including the history and legacies of police relations with Indigenous peoples in British Columbia.
- All front-line police officers, front-line supervisors, or IIO investigators have completed *Trauma-Informed Practice Foundations Curriculum for Justice, Public Safety, and Anti-Violence Community Sectors in British Columbia* online training or a provincially-approved equivalent training course.

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Finally, I wanted to address the temporary suspension of several Standards pertaining to use of force requalification. The temporary suspension was to support BC police agencies in their operational and business continuity and has been in effect from March 21, 2020. This suspension will lift effective May 1, 2023.

All Standards are posted on the government website for you to review in full.  
(<http://www2.gov.bc.ca/gov/content/justice/criminal-justice/policing-in-bc/policing-standards>).

If you have any questions about these standards, please contact Lucie Vallieres, Senior Program Manager, Standards and Training, Policing and Security Branch ([lucie.vallieres@gov.bc.ca](mailto:lucie.vallieres@gov.bc.ca)).

Thank you in advance for your attention to these matters.

Regards,



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

pc: Supt. Deborah Bourne, OIC E Division Training, Pacific Regional Training Centre  
Jennifer Keyes, Director of Police Academy, Justice Institute of BC



THE CITY OF VICTORIA



OFFICE OF THE MAYOR

August 4, 2022

Honourable Mike Farnworth  
 Minister of Public Safety and Solicitor General  
 Sent via email: [PSSG.Minister@gov.bc.ca](mailto:PSSG.Minister@gov.bc.ca)

Dear Minister Farnworth,

On behalf of Victoria City Council, I am writing today to request that the province continue to fund the Justice Institute of BC (JIBC) on an ongoing basis, or in the alternative, to honour the original plan of cost sharing for the JIBC in 2024, rather than this year.

This request is in response to a letter dated May 19, 2022 where the Ministry of Public Safety and Solicitor General advises that the province will not provide additional financial support for what has been identified as a structural funding deficit within the JIBC Police Academy, effective immediately. This letter appears to contradict an earlier commitment made in 2021 wherein the Ministry advised municipal police agencies of the need to find a sustainable funding model for the JIBC Police Academy, and that any new funding formula would be implemented as of April 2024.

This change in implementation date from April 2024 to April 2022, is concerning and presents serious financial pressures upon police agencies and the municipalities that provide the required budget funding. Municipal budgets are established in line with the calendar year and for 2022, municipalities are legally required to pass their annual property tax bylaw by May 15, as per the *Local Government Act* 197(1). Under section 27(6), municipalities are not permitted to spend money that is not included in the Police Board's budget and approved by Councils.

As the date of the most recent letter is May 19, 2022, the deadline for municipalities to set their tax bylaw had passed. This, along with a lack of sufficient consultation on this announced change, did not permit agencies and their funders to adjust for new costs in this fiscal year.

Therefore, Victoria City Council wishes to formally request that the province continue to fund the Justice Institute of BC (JIBC) on an ongoing basis, or at least delay cost sharing until 2024.

Thank you in advance for your time, consideration and continued leadership. Please do not hesitate to reach out should you have any questions regarding this letter.

Sincerely,

Lisa Helps  
 Victoria Mayor

Cc Victoria Esquimalt Police Board

*"The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"*



VIA EMAIL

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

Dear Sirs/Madams:

I am writing today to provide an update on the work underway with respect to Health Canada's approval for an exemption to the *Controlled Drugs and Substances Act* (CDSA) under section 56(1) to remove criminal penalties for the possession of small amounts of illicit substances for personal use. As you know, this exemption is scheduled to come into effect on January 31, 2023, and successful implementation of decriminalization will require that British Columbia (BC) follows through on the actions outlined in its request.

To meet federal obligations articulated in Health Canada's [Letter of Requirements](#)<sup>1</sup>, Policing and Security Branch (PSB) has developed a training plan in consultation with a Law Enforcement Implementation Working Group (co-chaired with the Ministry of Mental Health and Addictions) (MMHA). Over the next several months training activities will help equip police with the knowledge, skills, and abilities on how to apply the exemption and provide an understanding of the referral process and pathways to care when these supports are requested. The training program will begin this Fall so that police are ready for decriminalization when it becomes effective in January 2023 and will be delivered at no cost to police in three phases:

- As part of the first phase, MMHA will work closely with police leadership and the provincial decriminalization coordinator at the Pacific Region Training Centre to present key operational and technical information to police agencies in a webinar format. The webinar will be delivered in November 2022 to provide a high-level overview of the exemption, which will help ensure agencies are aware of any implications and can amend existing and/or prepare new policies and procedures.

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<sup>1</sup> <https://www.canada.ca/en/health-canada/services/health-concerns/controlled-substances-precursor-chemicals/policy-regulations/policy-documents/exemption-personal-possession-small-amounts-certain-illegal-drugs-british-columbia/letter-requirements.html>

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- While the webinar information is prepared, PSB will manage and coordinate the development of an online training course hosted on the Canadian Police Knowledge Network (CPKN) informed by feedback and questions from pre-implementation training activities, anticipated to be launched by April 2023.
- To address concerns that the online training course will not be available after the exemption is in effect, the Law Enforcement Implementation Working Group that has been established will also be preparing job aids and resources following the webinar to address frequently asked questions by police. A 5-10 minute microlearning video will also be available in January to provide awareness of systemic changes and capture highlights of the upcoming training course.

To date, the Law Enforcement Implementation Working Group has provided access to and support from key subject matter experts, including the RCMP, Abbotsford Police Department, Vancouver Police Department and Victoria Police Department, to help promote the effectiveness and defensibility of this training. Policing partners have been actively engaged in determining the strategic direction for the training and will continue to be instrumental in the development of course content and overall approach. If your agency is interested in learning more about the project and/or has individuals with the capacity and expertise to contribute to the work, please contact Wendy Sutherland, Senior Program Manager, Standards and Training Unit at [wendy.sutherland@gov.bc.ca](mailto:wendy.sutherland@gov.bc.ca).

PSB will also continue to work closely with MMHA on the monitoring and evaluation of the exemption to determine progress towards objectives, intended outcomes, unintended consequences, and risk mitigation strategies. An Evaluation and Monitoring Working Group comprised of leading researchers has been meeting since October 2021, and work is underway with police partners to determine data availability, data sharing agreements, and indicator prioritization. Timely access to police data will be required to support BC's ability to track the impact of the initiative and document any unintended consequences. In addition to this monitoring, the federal government has put out a call for proposals for a third-party, independent evaluation of BC's exemption, which is set to begin this fall.

It is important to note that the section 56(1) exemption is only one part of meaningfully addressing the overdose crisis. The exemption request was not made in isolation, but as part of a comprehensive approach led by MMHA through cross-government initiatives and investments in other programs and services related to safer supply, acute case management, treatment, prevention, harm reduction, and broader social supports.

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I understand the implementation timeline for the exemption has created pressures for police agencies and that there are still a number of unanswered questions as we all navigate this unprecedented policy decision. Given that decriminalization is a novel, first-of-its kind change to Canadian drug policy, I expect that questions will continue to emerge from police throughout implementation. PSSG and our colleagues in MMHA are committed to working with relevant organizations and policy experts to provide thorough and prompt responses. PSB will be engaging with key stakeholders, including the Independent Investigations Office, the Office of the Police Complaint Commissioner and the Civilian Review and Complaints Commission, as we continue to advance work on the various components of this project. Furthermore, we are committed to providing regular updates to BCACP and BCAMCP in the coming months.

If you have any questions or comments regarding decriminalization, please contact Matthew Brown, Executive Director, at [Matthew.G.Brown@gov.bc.ca](mailto:Matthew.G.Brown@gov.bc.ca).

Regards,



Glen Lewis  
Associate Director of Police Services  
Policing and Security Branch

pc: Superintendent Jennifer Keyes, Director, JIBC Police Academy  
Superintendent Deborah Bourne, Officer in Charge, Pacific Region Training Centre  
Chairs of Municipal Police Boards  
Chair, SCBCTA Police Services Board  
Chair, Stl'atl'imx Tribal Police Services Board

Ref. 633794