



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Agenda

February 21, 2023 at 5:00pm

Boardroom & Zoom

1. STANDING ITEMS

- | | | |
|----------|----|--|
| | a. | Territorial Land Acknowledgement |
| | b. | Declaration of Conflicts of Interest |
| | c. | Approval: Public Agenda of February 21, 2023 |
| Pg. 1-3 | d. | Approval: Public Minutes of December 20, 2022 |
| Pg. 4-6 | e. | Approval: Joint Board/Councils Minutes of January 17, 2023 |
| | f. | Board Co-Chairs Update |
| Pg. 7-22 | g. | Committees Update |
| | h. | Board Member Engagement Update |
| | i. | BC Association of Police Boards Director's Update |
| Pg. 23 | j. | Chief Constable Update |
| Pg. 24 | k. | Equity, Diversity, Inclusion & Engagement Update |
| | l. | Framework Agreement |

2. NEW BUSINESS

- | | | |
|-----------|----|---|
| Pg. 25-26 | a. | Human Resources Report (Insp. Jones) |
| Pg. 27 | b. | BCAPB Request for Sponsorship (C. Huber) |
| Pg. 28 | c. | 230213 Letter from COV re: 2023 Budget (D. Crowder) |

3. CORRESPONDENCE *(For information only)*

- | | | |
|--------|----|--|
| Pg. 29 | a. | Order in Council #25 – Reappointment of Board Member Lee |
| Pg. 30 | b. | Order in Council #89 – Appointment of Board Member Faoro |
| Pg. 31 | c. | VicPD Commendations |



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Minutes

December 20, 2022 at 5:00pm

Boardroom & Zoom

PRESENT

Mayor Desjardins, Chair
Mayor Alto
D. Crowder
S. Dhillon
M. Hayes

C. Huber
I. Lee
Chief Cst. Manak
DC Watson
DC Laidman

Insp. K. Jones
S. Hurcombe
C. Major
D. Perry

Recording Secretary: Collette Thomson

1. PRESENTATION

a. Amanda Todd Legacy Society

In keeping with the Board's strategic priority #1(4) *Tend to the mental health & wellness of members & staff: Invite professionals in our community to educate the Board on this topic*, Ms. Carol Todd, Amanda Todd's mother, was invited to speak to the Board.

Amanda's Legacy is a non-profit society that focuses on awareness and the well-being of individuals of all ages. They have a strong focus on prevention, education and awareness related to bullying, cyberbullying, online safety and exploitation/sextortion. Their website has resources and education encouraging positivity, mental health and wellness and digital safety. Further information and resources can be found at <https://www.amandatoddlegacy.org/amandas-story.html>.

Ms. Todd shared several ways that boards and police can help address this issue, including continuous education for police, educators, and students about exploitation and sextortion. Chief Manak advised that VicPD will be expanding awareness and discussing the creation of a cybercrime position.

2. STANDING ITEMS

a. Territorial Land Acknowledgement

b. Declaration of Conflicts of Interest

No conflicts were declared.

c. Adoption of the Public Agenda of December 20, 2021

22-55 **MOTION:** *To approve the Public agenda of December 20, 2022 as presented.*
MOVED/SECONDED/CARRIED

d. **Adoption of the Public Minutes of November 15, 2022**

22-56 **MOTION:** *To approve the Public Minutes of November 15, 2022 meeting as presented.* **MOVED/SECONDED/CARRIED**

e. **Chief Constable Update**

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

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

Refer to the report provided – for information.

g. **Committees Update**

Refer to the report provided – for information. Committee matters arising included:

- VicPD Strategic Plan Quarterly Reports
- Police Board training
- HR information system update
- HR Committee Report re: Strategic Priorities
- VicPD fleet
- Overtime report
- Monthly financial report
- Financial year-end forecast
- BCAPB awards program

22-57 **MOTION:** *That the Board pay \$350 to cover the cost and shipping of the awards for the new BCAPB awards program.* **MOVED/SECONDED/CARRIED**

h. **Board Co-Chair Updates**

- Mayor Desjardins met with D. Pilling regarding the upcoming Board planning session, the new training the board members and how the recommendations from the Special Committee on Reforming the *Police Act* are unfolding.
- Both Mayors attended the new Cabinet appointments at Government House

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

No discussion arising.

j. **Board Member Engagement Update**

Mayor Alto and Board members Lee and Dhillon attended the VicPD Volunteer Appreciation dinner in November.

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

Refer to the document provided – for information.

l. **Framework Agreement**

No discussion arising.

3. NEW BUSINESS

a. VicPD Roadmap for a Healthy & Inclusive Workplace

Refer to the document provided – for information. In 2021, VicPD, the Board, and the VCPU conducted a series of surveys to assess the current state of staff mental health and well-being, job satisfaction and the state of equity, diversity, and inclusion (EDI) within VicPD.

To make organizational improvements, the senior leadership team, with guidance from the Board, created a Roadmap for an Inclusive and Respectful Workplace that summarizes key initiatives and programs that will be implemented at VicPD to improve staff/management communication and engagement, enhance mental health and well-being services and supports, implement leading EDI practices and improve overall morale and job satisfaction.

The Roadmap has three major areas of focus: mental health and wellness; equity, diversity, and inclusion; and leadership.

b. Approval: 2023 EDI Course Attendees

Inclusify is offering a two-part workshop on EDI and anti-racism training designed specifically for council and municipal leaders. It is taking place virtually on January 17 and 19 from 9:30am – 12:30pm each day and costs \$600.54/person.

The table determined that Mayor Desjardins and Board member Huber will attend.

c. Approval: 2023 CACOLE Conference Course Attendees

The Canadian Association for Civilian Oversight of Law Enforcement is holding their annual conference in Halifax, NS, from May 29-31, 2023. Board member Hayes expressed interest in attending in person and Board member Dhillon expressed interest in attending virtually. Confirmation of attendance to be determined at a later date once registration and cost details are available.

4. CORRESPONDENCE *(For information only)*

a. Ministerial OIC #609 re: Reappointment of Board member Huber

b. 221212 Letter from JIBC re: Tuition Increase

c. 221117 Letter from Police Services to Mayor Desjardins re: Roles & Responsibilities

Meeting adjourned at 5:56pm.

Mayor Barbara Desjardins
Lead Co-Chair

Collette Thomson
Recording Secretary

Date

Date



VICTORIA & ESQUIMALT POLICE BOARD

Joint Board/Councils Meeting Minutes

January 17, 2023 at 5:00pm

Victoria Conference Centre – Saanich Room

PRESENT

Police Board	Victoria Council	Esquimalt Council	VicPD
Mayor Desjardins, Chair Mayor Alto S. Dhillon M. Hayes C. Huber	J. Caradonna C. Coleman M. Dell M. Gardiner S. Hammond S. Kim K. Loughton D. Thompson J. Jenkyns S. Thompson	A. Boardman D. Cavens T. Morrison D. Rotchford D. Horan I. Irvine	CC Manak DC Watson S. Hurcombe
Recording Secretaries: Collette Thomson & Sarah Holloway			

AGENDA

Mr. Doug Crowder, Board Finance Committee Chair, sent regrets; Mr. Hurcombe, VicPD Controller, presented on his behalf.

a. Information Session

Refer to the presentation and document provided. A comprehensive review was provided regarding the *Police Act*, the Framework Agreement, budget responsibilities, changes to the funding formula, complexities arising, and the arbitration.

Alto	<ul style="list-style-type: none"> The Board's agenda is to resolve this. As the Mayor, there is frustration that the Admin Cmte could not come to a resolution and is unlikely to do so without outside assistance. The deadline is the end of 2023 and a plan is required. The Mayor will go back to their Councils to look at new options.
Boardman	<ul style="list-style-type: none"> LePard formula? <i>It allocates the cost of policing per officer. The shift in the funding formula is more than a cost of the additional officer.</i>
Caradonna	<ul style="list-style-type: none"> What will the impact be from the arbitration? <i>The Board has wanted this issue solved for quite some time and is in the best interest for all for a quick resolution.</i>
Cavens	<ul style="list-style-type: none"> Who made the proposal to move the three officers and why did the City not accept it? <i>Township requested an alternate deployment model and it was noted that 3 officers could be redeployed to City of Victoria with a</i>

	<p><i>reduction in service to Esquimalt; the City did not agree to this. The Board and Esquimalt approved it.</i></p> <ul style="list-style-type: none"> • Did the Admin Cmte approve the redeployment model? <i>No.</i>
Coleman	<ul style="list-style-type: none"> • What is the role in the Province in this? <i>There is a role for them in the Admin Cmte but they must step aside at some points</i>
Dell	<ul style="list-style-type: none"> • Who made the proposal to move the three officers and is the reason still valid today? <i>This stemmed from Phase I & II of the LePard report. He used the terminology of "5 extra officers" which is taken out of context and caused confusion; he meant that Victoria is underserved compared to Esquimalt. As a result, Esquimalt asked for a deployment review.</i>
Kim	<ul style="list-style-type: none"> • Why is arbitration delayed? <i>The Board is awaiting response from both municipalities and the lawyers are liaising.</i>
Loughton	<ul style="list-style-type: none"> • Is arbitration the only way forward? <i>Yes, because there was no success at the Administrative Committee; dispute resolution in the FA must now be followed.</i>
Morrison	<ul style="list-style-type: none"> • Is arbitration the only way forward now that there are new councils? <i>All parties would need to come together again to retry the issue. Mayor Desjardins suggested that it come back to the tables.</i>
Rotchford	<ul style="list-style-type: none"> • What happens if the FA expires before the arbitration? <i>It does not terminate the amalgamation (OIC) and a new FA would have to be negotiated in the meantime</i>
Thompson	<ul style="list-style-type: none"> • Can a separate decision be made to address the cost of the three officers? <i>It's complicated. Esquimalt has learned more about what their policing requirements are and the LePard report was meant to review the BAF.</i>

b. Review of VicPD 2023 Provisional Budget

Refer to the PowerPoint presentation and document provided. A comprehensive review was provided regarding Board budget process, budget inputs, transformation and innovation, budget overview, and budget challenges.

Councillor Morrison left the meeting at 6:35pm.

Discussion points and questions from the Councillors included:

Boardman	<ul style="list-style-type: none"> • Based on 2022 budget but not actuals – when can we see the actuals? <i>Working on year end at this point; approximately April.</i> • Does VicPD balance their budget each year? <i>The FA outlines how surpluses are allocated and is net zero.</i> • Is there a section for just strictly policing costs for Esquimalt? <i>No, cannot pull that data.</i> • What happens when the three officers who are off come back? <i>Several reasons they may be off and we do not get 100% of those costs; only about half. That leaves the department short of funds to fill those positions and some need to be accommodated in different positions. Do not have enough officers. Since WSBC presumptive legislation for OSI, there has been a trend of officers remaining off and many upcoming retirements.</i>
Caradonna	<ul style="list-style-type: none"> • Crime Severity Index: social disorder calls have gone up; what % of VicPD's time is spent on these calls? Would investing more in health and addictions help? <i>Severity and volume is how it is captured via Stats Can. It is one of many measures. The other area departments cannot offset it.</i>

	<i>Cannot provide a percentage at this time. Would like to see that help and is not optimistic that funding will be provided, but theoretically it would help. Crime is increasing in other areas (cyber, etc).</i>
Coleman	<ul style="list-style-type: none"> • Body worn camera pilot? <i>Costs are for FOI and disclosure issues. Do not know how many officers will test it yet.</i> • \$200,000 for health issues – too low? <i>The more we can invest the better.</i> • Proactive policing? <i>Community policing is important and they want to see police in a leadership role.</i>
Dell	<ul style="list-style-type: none"> • Is regional policing being advocated for? <i>It is being discussed but Chiefs are not interested. Anyone can advocate for it. It is the responsibility of the provincial government to make the decision to regionalize.</i> • Is data collection the best use of resources? <i>Good quality data is necessary for decisions.</i>
Kim	<ul style="list-style-type: none"> • Budget seems reactive; at what point will an increase truly satisfy the need so that the budget can be reduced? <i>Sees budget differently; doing a lot on behalf of the other departments (downloading and downtown core). Additional supports and resources need to be added on a lot of other levels. Once that happens, that discussion can take place.</i> • Remaining funding and budgets are high – what is a conservative estimate of a budget? <i>The budget process is complex and this is what is required for adequate and effective policing. Surpluses were from when we did not have to fill positions; not a good thing from an operational perspective.</i>
Loughton	<ul style="list-style-type: none"> • Tiny Homes project at 940 Caledonia – number of calls? <i>It has been successful and well run; do not have the number but much less.</i>
Morrison	<ul style="list-style-type: none"> • Context for three new officers and a review of the requests for the last 5 years? <i>6 Patrol officers granted via Sec 27, 2022 granted 6 and 4 civilians. 2 for co-responder team, CRO, 2 ACT, 1 Cybercrime. A total of 12 officers granted over the last five years.</i> • Don't extended benefits cover OSI and injuries? <i>Only \$5,000/officer and it is not enough. The additional costs are for proactive resources to address injuries.</i>
Rotchford	<ul style="list-style-type: none"> • Where will the 3 new officers go? <i>They will fill current vacancies in the Patrol division which serves both municipalities.</i> • Increased OT in Victoria and less in Esquimalt – is Esquimalt paying this for Victoria? <i>OT is not differentiated between them.</i> • Have you gone to the Minister of MH&A for assistance? <i>They do not have a separate budget and in the past, no success, but will continue to try.</i>
Thompson	<ul style="list-style-type: none"> • Have you done projection budgets? <i>No, have to be cautiously optimistic with new provincial initiatives first.</i> • Potentially large tax increase – what are the top three selling points to support this budget? <i>Policing is an investment and people need to feel safe. Mental health and wellness of staff is critical. The department is progressive.</i>

Meeting adjourned at 7:03pm.



VICTORIA & ESQUIMALT POLICE BOARD

COMMITTEES UPDATE Public

GOVERNANCE

a. 2023 Conferences & Attendees

Refer to page #8. Upcoming conferences include the BCAPB, CACOLE, and CAPG. Board members were requested to submit expressions of interest so that the Board may determine who will attend which conferences.

b. Board Planning Session

Dr. Keven Elder will be hired to facilitate the upcoming Board planning session.

HUMAN RESOURCES

a. Therapy Dog Concept

Board member Dhillon questioned if VicPD would consider having a therapy dog similar to the one SPD just brought on board. Chief Manak advised that the SLT reviewed this concept several years ago but there are many parameters, variables, and costs to consider. The SLT may continue to explore this concept.

FINANCE

a. Donation to Greater Victoria Emergency Response Team

As per VicPD policy, the Chief Constable will report, prior to acceptance, all instances of corporate sponsorship or donation that exceeds \$5,000 in value. The department has received a donation to GVERT in the amount of \$13,795.50. The funds were the result of a fundraising event held for the benefit of the team.

b. Overtime Report

Refer to page #9 - for information.

c. Monthly Financial Report

Refer to page #13 - for information.

2023 Board Travel/Conference budget: \$15,000

BCAPB CONFERENCE

May 25-26, 2023

Nelson, BC

Approximate total per person if flying and renting a car: \$2,200

Approximate cost per person if driving: \$2,000

Board members who expressed interest in attending:

- Charla Huber (must attend as BCAPB President)
- Micayla Hayes

CACOLE CONFERENCE

May 29-31, 2023

Halifax, NS

In-Person: approximately \$4,500/person

Virtual: \$736/person (early bird until April 29, then price rises to \$981)

Board members who expressed interest in attending:

- Micayla Hayes (virtually)
- Sean Dhillon (virtually or in-person)

CAPG CONFERENCE

August 14-19, 2023

St. John's, NF

Costs cannot be estimated at this time as there are no details posted yet about this conference.

Board members who expressed interest in attending:

- Mayor Desjardins
- Mayor Alto
- Micayla Hayes
- Sean Dhillon



VICTORIA & ESQUIMALT POLICE BOARD

In-Camera

DATE:	February 7 th , 2023
TO:	Finance Committee
FROM:	Steve Hurcombe - Controller
SUBJECT:	January 2023 Overtime Report
ACTION:	None – For Information

BACKGROUND:

Overtime expenditures are a significant and semi-controllable expenditure for the organization. The report below details overtime expenditures for the first month of 2023. The report is further broken down into non-recoverable overtime (paid out of the VicPD budget) and overtime recoverable from other agencies.

At the end of January, approximately 8% through the year, total non-recoverable overtime expenditures represent slightly more than 3% of total budget, and is therefore below budget at this time. These numbers should be taken with caution as January is typically a month where vacation usage is low for the first two months of the year.

A new deployment model was also recently implemented and it will take several months before we can begin to assess the impact this will have on front-line overtime.

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.

Administrative overtime expenditures are over budget, primarily driven by specific overtime requirements in relation to year end, some technical issues requiring the assistance of our IT section and vacant positions on our civilian side.

Operational overtime expenditures are below budget at this time. Overtime for integrated units is also below budget, although these costs do not include the costs for non-VicPD members' training. Those amounts are often recognized at the end of the year and recorded as professional services.

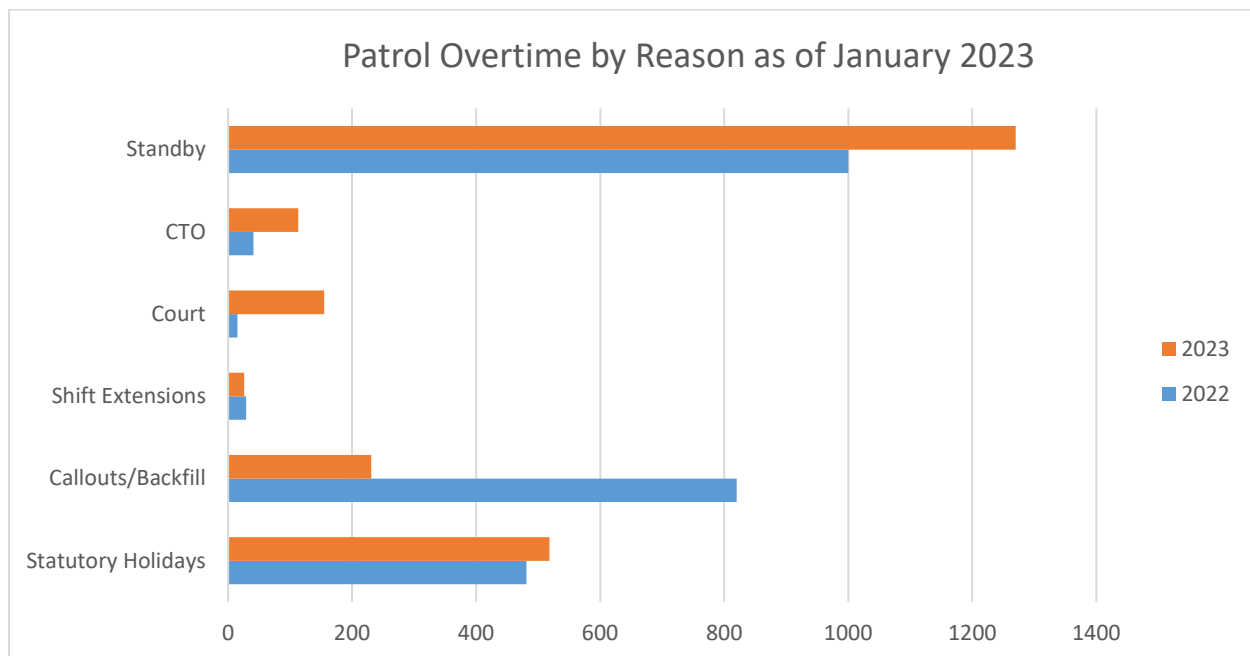
Overtime Expenditures as of January 31st, 2023
Police and Civilian Combined

		2022	2023	2023		Remaining
BU	Description	First Month	Budget Year To Date	% Spent		(Overspent)
Non-Recoverable Overtime						
Administration						
2500	Financial Services Division	-	1,200	270	22.5%	930
2510	Human Resources	-	30,000	985	3.3%	29,015
2524	Community Engagement	57	23,000	1,176	5.1%	21,824
2527	Critical Incident Stress Management	-	20,000	-	0.0%	20,000
2529	Executive Services	-	15,500	2,591	16.7%	12,909
2530	Information, Privacy and Legal	-	1,000	-	0.0%	1,000
2546	Volunteers	-	1,000	-	0.0%	1,000
2550	Information Technology	-	10,000	1,892	18.9%	8,108
2630	Records	6,425	80,000	8,349	10.4%	71,651
Total Administration		6,482	181,700	15,263	8.4%	166,437
Operations						
2549	Analysis & Intel	390	12,000	-	0.0%	12,000
2560	Patrol	61,641	1,255,000	62,673	5.0%	1,192,327
2570	Esquimalt Administration	-	1,500	-	0.0%	1,500
2572	Operational Planning	-	11,500	-	0.0%	11,500
2580	GIS	784	85,000	804	0.9%	84,196
2581	Assertive Community Treatment (ACT)	-	10,000	-	0.0%	10,000
2582	Community Resource Officers (CRO)	-	20,000	268	1.3%	19,732
2590	Strike Force	2,947	122,500	3,348	2.7%	119,152
2600	Detectives	7,289	40,000	2,141	5.4%	37,859
2604	Financial Crimes	758	20,000	-	0.0%	20,000
2605	Computer Analysis	-	4,000	-	0.0%	4,000
2606	Special Victims	2,874	35,000	1,349	3.9%	33,651
2608	Major Crimes	6,669	120,000	1,293	1.1%	118,707
2609	Historical Cases	-	-	96	N/A	(96)
2610	Traffic	-	40,000	-	0.0%	40,000
2613	Behavioural Assessment & Management	-	5,000	-	0.0%	5,000
2650	Forensic Identification	7,001	62,000	1,386	2.2%	60,614
2680	Jail	-	110,000	7,356	6.7%	102,644
2692	ERT Team	-	-	-	0.0%	-
Total Operations		90,353	1,953,500	80,714	4.1%	1,872,786
Integrated Units						
2523	Integrated Mobile Crisis Response (IMCRT)	-	35,500	241	0.7%	35,259
2520	Centralized (GVERT, Protests etc.)	-	400,000	-	0.0%	400,000
2565	Integrated Canine Unit	-	11,440	1,392	12.2%	10,048
2601	Vancouver Island Integrated Major Crimes (VIIMCU)	1,156	156,000	-	0.0%	156,000
2603	MYST	-	-	-	0.0%	-
2607	Regional Domestic Violence	-	10,230	-	0.0%	10,230
2620	Public Safety Unit Training	-	60,890	-	0.0%	60,890
2690	GVERT Training	-	159,740	4,434	2.8%	155,306
2695	Crisis Negotiation	1,156	11,070	-	0.0%	11,070
Total Integrated Units		2,312	844,870	6,067	0.7%	838,803
Total Non-Recoverable Overtime		99,147	2,980,070	102,044	3.4%	2,878,026
Overtime Recoverable from Third parties						
2520	Centralized (Emergency Response, Protests)	7,195	-	22,842	N/A	(22,842)
2526	Special Events	9,739	670,800	29,092	4.3%	641,708
2545	Reserve Program	9,237	12,000	-	0.0%	12,000
2670	Secondments	450	-	-	0.0%	-
Total Recoverable Overtime		26,621	682,800	51,934	7.6%	630,866
Total Overtime Combined		125,768	3,662,870	153,978	4.2%	3,508,892

Patrol Overtime Hours by Reason

This report shows the overtime hours by reason for January 2023 as compared to the previous year. To date standby, court and compensatory time off for training are higher than the same time last year, however callouts are significantly lower.

Although the callouts numbers are encouraging it is still early in the year and it remains to be seen whether this is the continuation of a positive trend we saw at the end of 2022. Front line staffing levels are in a better position currently so this trend will hopefully continue.

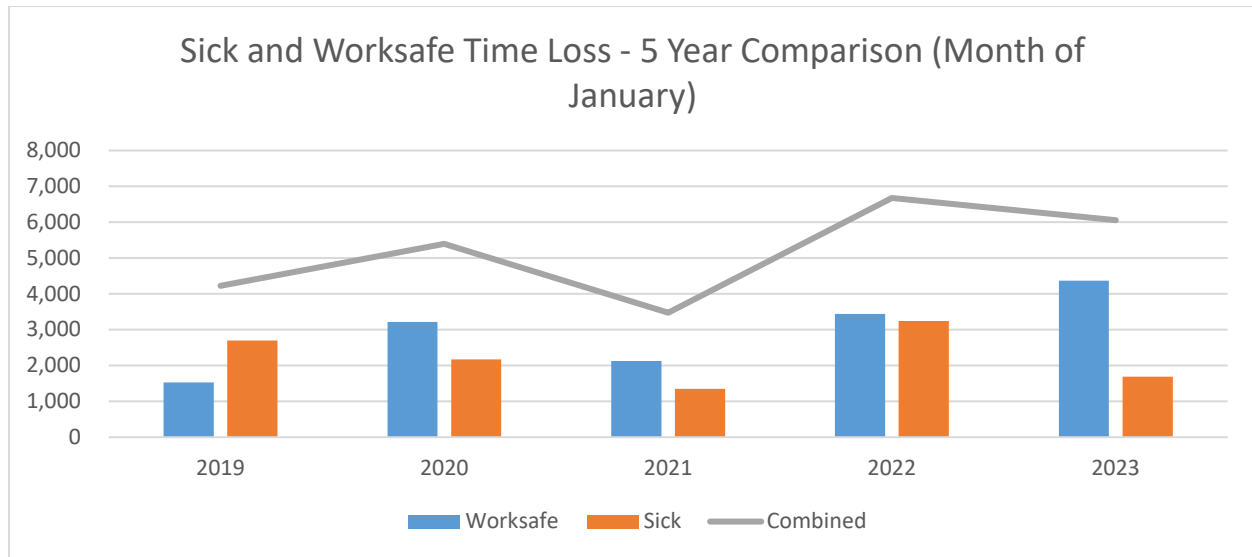


Please note the number of hours of standby represents the total number of hours officers were required to be on standby and does not represent the compensation due for those hours.

Time Loss from Work-Related Injuries

The graph illustrates time loss from sick and work-related injuries for the same month over the last 5 years. Sick leave is currently below 2022 levels and running around the five-year average. On the other hand, time loss from work-related injuries are trending higher than both 2022 and the five-year average.

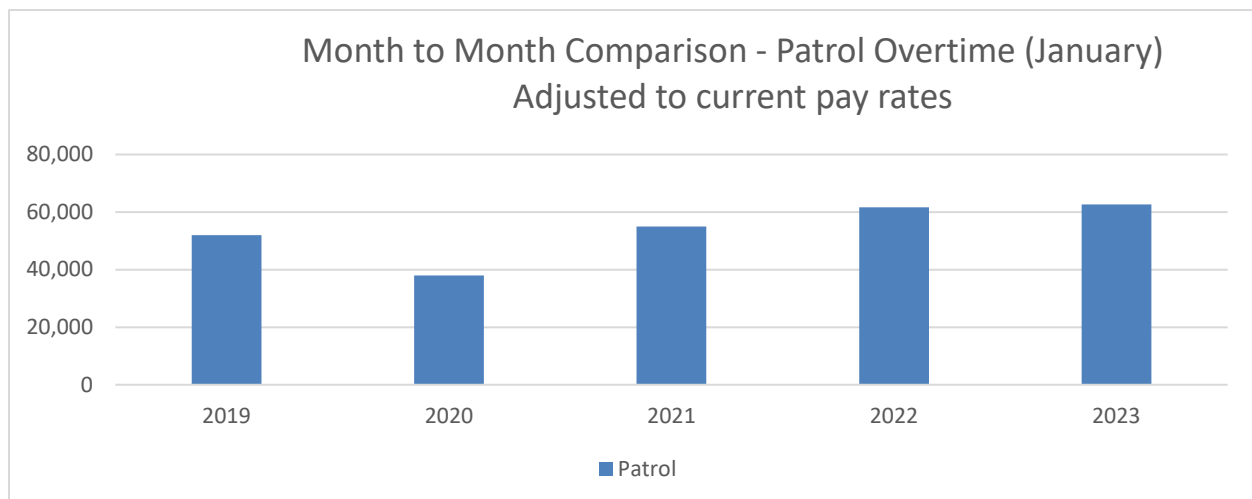
As it is still early in the year it is difficult to determine whether this is indicative of another long-term increase in time loss from work-related injuries and further monitoring is required.



Month to Month Trend for Patrol Overtime Expenditures

To date we have seen similar overtime expenditures as 2022, although caution should be applied to these numbers it is early in the year and overtime levels are normally lower for the first month of the year.

This chart displays the overtime expenditures and not hours. The timing of the payroll cycle can distort the numbers this early in the year and therefore a comparison of hours will show a more accurate picture for the first month of the year.





VICTORIA & ESQUIMALT POLICE BOARD

DATE:	February 7, 2023
TO:	Finance Committee
FROM:	Steve Hurcombe, Controller
SUBJECT:	January 2023 Monthly Financial Report
ACTION:	For Information

SUMMARY:

This report contains the monthly financial report as of January 30th, 2023, representing approximately 8% of the fiscal year for payroll. The net financial position of 7% remains within budget. Capital expenditures represent 5.7% of total budget.

The budget used for this report is the 2023 Provisional Budget approved by the Police Board, with additional resources identified as a separate line item. As the budget process is incomplete, any future changes to the budget as a result of that process will be reflected in future reports.

Also, please note that the budget allocations were made based on the deployment of resources prior to the restructuring pilot project. As such there will be variances in salary line items from budget throughout the year. Future budgets will reflect the new organizational structure on conclusion of the pilot if approved as a permanent change in deployment.



MONTHLY FINANCIAL REPORT AS AT JANUARY 30TH, 2023

Statement 1

Victoria Police Department
Revenues and Expenditures By Section (Unaudited)
For the Period Ending January 30, 2023

	Annual Budget	7.7%	Actual	(Over) Under	% of Total Budget
Revenue					
Special Events	634,610	48,865	-	634,610	0.0%
Records	67,000	5,159	8,070	58,930	12.0%
Grants	21,500	1,656	24,875	- 3,375	115.7%
Other	601,860	46,343	-	601,860	0.0%
Jail Operations	50,300	3,873	-	50,300	0.0%
Total Revenue	1,375,270	105,896	32,945	1,342,325	2.4%
Operating Expenditures By Section					
Executive	4,380,610	337,307	308,148	4,072,462	7.0%
Integrated Units	4,461,130	343,507	194,502	4,266,628	4.4%
Crime Prevention Services	1,603,270	123,452	122,042	1,481,228	7.6%
Crime Reduction Division	3,303,920	254,402	216,230	3,087,690	6.5%
Patrol - Primary Response Division	21,116,240	1,625,950	1,623,186	19,493,054	7.7%
Community Services Division	4,092,890	315,153	376,640	3,716,250	9.2%
Investigative Services	7,433,800	572,403	492,090	6,941,710	6.6%
Traffic Enforcement and Crash Investigations	1,163,230	89,569	74,506	1,088,724	6.4%
Communications Centre - 911	4,171,000	321,167	347,600	3,823,400	8.3%
Centralized Corporate Costs	2,180,800	167,922	144,022	2,036,778	6.6%
Support Services	14,099,090	1,085,630	804,088	13,295,002	5.7%
Jail Operations	1,078,900	83,075	78,042	1,000,858	7.2%
Total Operating Expenditures	69,084,880	5,319,536	4,781,097	64,303,783	6.9%
Transfers to Capital	1,500,000	115,500	125,000	1,375,000	8.3%
Transfer from Financial Stability Reserve	500,000	38,500	-	500,000	0.0%
Net Financial Position	68,709,610	5,290,640	4,873,152	63,836,458	7.1%
Additional Resources	747,250	57,538	-	747,250	
Net Position After Adjustments	69,456,860	5,348,178	4,873,152	64,583,708	7.0%

Statement 2

Victoria Police Department
Revenue and Expenditures by Object (Unaudited)
For the Period Ending January 30, 2023

				(Over)/Under	
	Actual	2023 Budget	% Used	\$	%
Revenue					
Special Events	-	634,610	0.0%	634,610	100.0%
Records	8,070	67,000	12.0%	58,930	88.0%
Grants	24,875	21,500	N/A	- 3,375	-15.7%
Other	-	601,860	0.0%	601,860	100.0%
Jail Operations	-	50,300	0.0%	50,300	100.0%
Total Revenue	32,945	1,375,270	2.4%	1,342,325	97.6%
Operating Expenditures					
Salaries and Benefits	3,734,004	53,173,083	7.0%	49,439,079	93.0%
Retirements	-	100,000	0.0%	100,000	100.0%
Non-Recoverable Overtime	97,609	3,028,260	3.2%	2,930,651	96.8%
Recoverable Overtime	51,934	634,610	8.2%	582,676	91.8%
Professional Services	421,231	4,105,327	10.3%	3,684,096	89.7%
Equipment Maintenance - Fleet & Computers	70,288	2,033,280	3.5%	1,962,992	96.5%
Telephone Line Charges/CREST	96,146	877,560	11.0%	781,414	89.0%
Travel and Training	44,391	1,551,840	2.9%	1,507,449	97.1%
Building Maintenance	80,400	964,630	8.3%	884,230	91.7%
General and Office Supplies	26,854	471,680	5.7%	444,826	94.3%
Other Operating Expenditures	2,590	427,720	0.6%	425,130	99.4%
Uniforms & Protective Clothing	28,209	400,740	7.0%	372,531	93.0%
Lease/Rental/PRIME	82,000	584,290	14.0%	502,290	86.0%
Fuel and Motor Oil	25,068	373,690	6.7%	348,622	93.3%
Insurance	19,000	332,670	5.7%	313,670	94.3%
Postage and Freight	1,374	25,500	5.4%	24,126	94.6%
Total Operating Expenditures	4,781,097	69,084,880	6.9%	64,303,783	93.1%
Transfers to Capital	125,000	1,500,000	8.3%	1,375,000	91.7%
Transfer from Financial Stability	-	500,000	0.0%	500,000	0.0%
Net Financial Position	4,873,152	68,709,610	7.1%	63,836,458	92.9%
Additional Resources	-	747,250	0.0%	747,250	100.0%
Net Position After Adjustments	4,873,152	69,456,860	7.0%	64,583,708	93.0%

Statement 3

Victoria Police Department
Operating Expenditures by Section and Business Unit (Unaudited)
For the Period Ending January 30, 2023

	Annual Budget	Actual	(Over) Under	% of Total Budget
Executive Services				
Office of The Chief Constable	1,244,370	87,357	1,157,013	7.0%
Executive Services, Policy and Professional Standards	1,751,490	102,706	1,648,784	5.9%
Esquimalt Administration	623,090	57,751	565,339	9.3%
Police Board	112,100	-	112,100	0.0%
Public Affairs	649,560	60,333	589,227	9.3%
Total Executive Services	4,380,610	308,148	4,072,462	7.0%
Integrated Units				
Vancouver Island Integrated Major Crime Unit	1,169,120	68,244	1,100,876	5.8%
Diversity Unit	2,570	-	2,570	0.0%
Integrated Mobile Crisis Response Team	134,370	13,839	120,531	10.3%
Regional Domestic Violence Unit	213,770	12,010	201,760	5.6%
Integrated Canine Service	744,220	53,268	690,952	7.2%
PSU	142,620	-	142,620	0.0%
Assertive Community Treatment	722,910	11,117	711,793	1.5%
Explosive Disposal Unit	16,120	-	16,120	0.0%
Crime stoppers	64,370	-	64,370	0.0%
Mobile Youth Service Team	65,090	12,907	52,183	19.8%
Emergency Response Team Training	1,149,480	23,117	1,126,363	2.0%
Crisis Negotiator Team	36,490	-	36,490	0.0%
Total Integrated Units	4,461,130	194,502	4,266,628	4.4%
Crime Prevention Services				
Community Resource Officers	913,090	89,997	823,093	9.9%
School Resource Officers	393,480	-	393,480	0.0%
Community Programs	113,980	6,290	107,690	5.5%
Volunteer Program	137,720	7,727	129,993	5.6%
Reserve Program	45,000	18,028	26,972	40.1%
Total Crime Prevention Services	1,603,270	122,042	1,481,228	7.6%
Crime Reduction Division				
Strike Force	1,562,110	94,048	1,468,062	6.0%
Analysis and Intel	753,830	63,930	689,900	8.5%
Operational Planning	317,180	20,979	296,201	6.6%
Special Duties	670,800	37,272	633,528	5.6%
Total Crime Reduction Division	3,303,920	216,230	3,087,690	6.5%

	Annual Budget	Year To Date	(Over) Under	% of Total Budget
Patrol - Primary Response Division	21,116,240	1,623,186	19,493,054	7.7%
Community Services Division	4,092,890	376,640	3,716,250	9.2%
Investigative Services Division				
Detective Division - Support	1,355,580	106,886	1,248,694	7.9%
Special Operations	500,000	-	500,000	0.0%
Historical Case Review	188,730	37,605	151,125	19.9%
Financial Crimes	506,330	26,503	479,827	5.2%
Computer Forensics Unit	547,730	26,118	521,612	4.8%
Special Victims Unit	998,110	95,027	903,083	9.5%
Major Crimes	1,557,180	130,242	1,426,938	8.4%
Behavioural Assessment & Management Unit	658,260	9,638	648,622	1.5%
Forensic Identification	1,121,880	60,072	1,061,808	5.4%
Total Investigative Services Division	7,433,800	492,090	6,941,710	6.6%
Traffic Enforcement and Crash Investigations				
Traffic Enforcement and Crash Investigation	1,145,640	74,506	1,071,134	6.5%
Motorcycle Escort Team	17,590	-	17,590	0.0%
Total Traffic Enforcement and Crash Investigations	1,163,230	74,506	1,088,724	6.4%
Communications Centre - 911	4,171,000	347,600	3,823,400	8.3%
Centralized Corporate Costs	2,180,800	144,022	2,036,778	6.6%
Support Services				
Automotive	986,000	53,753	932,247	5.5%
Critical Incident Stress Management	38,000	-	38,000	0.0%
Legal Services and Freedom of Information	404,260	31,410	372,850	7.8%
Finance, Exhibit Control and Purchasing	4,504,650	273,393	4,231,257	6.1%
Human Resources, firearms and use of force training	3,539,930	188,280	3,351,650	5.3%
Records Management	2,411,080	172,491	2,238,589	7.2%
Information Systems	2,215,170	84,761	2,130,409	3.8%
Total Support Services	14,099,090	804,088	13,295,002	5.7%
Jail Operations	1,078,900	78,042	1,000,858	7.2%
Total Operating Expenditures	69,084,880	4,781,097	64,303,783	6.9%

Statement 4

Victoria Police Department
Capital Expenditures (Unaudited)
For the Period Ending January 30, 2023

	Transfers to				
	Capital	Budgeted	Actual	(Over)	
	Fund	Expenditures	Expenditures	Under	%
Vehicles	-	600,000	67,894	532,106	11.3%
Computer Equipment	-	500,000	15,678	484,322	3.1%
Furniture	-	130,000	-	130,000	0.0%
Police Building Upgrades	-	250,000	127	249,873	0.1%
Total Capital	-	1,480,000	83,699	1,396,301	5.7%

1. REVENUE

Revenues, excluding recoveries, are below budget, mostly due to timing of cost recovery for jail and special duties.

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. As we continue to hire more officers we should start to approach budgeted salaries and benefits, which will also have a positive impact on non-recoverable overtime.

3. RETIREMENTS:

A number of retirements are expected this year and we expect retirement expenditures to exceed the budget again. A number of retirements took place at the end of January, the expenditures for which will be reflected in the February monthly financial report. A number of other retirements are also expected in the spring and summer.

4. OVERTIME:

Overtime expenditures are below budget at this point, although timing differences in the recognition of expenditures are partly a reason for this. As always, we shall closely monitor overtime usage and expenditures throughout the year.

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 below budget. This is in part due to the timing of software licence renewals.

7. TELEPHONE LINE CHARGES/CREST:

Telecommunication costs are above budget due to the timing of quarterly invoicing for the radio system.

8. TRAVEL AND TRAINING:

Travel and training expenditures are below budget but are expected to be in line with the budget later in the year. Typically training expenditures increase in the spring as courses become available.

9. BUILDING MAINTENANCE:

Building Maintenance costs have been estimated.

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

General, Other and Uniform Expenditures includes additional expenditures for janitorial services which were increased during Covid-19 and have been included in the 2023 provisional budget.

11. FUEL AND MOTOR OIL

This amount includes an estimate for January fuel charges from the City.

12. INSURANCE

This amount includes an estimate for liability and auto insurance for January

13. CAPITAL

Capital expenditures excludes approximately \$690,000 in vehicle and IT capital that have been ordered but are expected to arrive later in the year. Capital expenditures are expected to remain within budget for the year. In addition, approximately of \$220,000 in funding for items ordered in 2022 will be rolled forward to the 2023 budget, which will be reflected in future monthly financial reports.

FINANCIAL IMPACT:

None

RECOMMENDATION:

None



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	February 21, 2023
TO:	Victoria & Esquimalt Police Board
FROM:	Chief Cst. Manak
SUBJECT:	Chief Constable Monthly Engagement Highlights
ACTION:	For Information

Internal & External Engagements

December 21	Served Christmas lunch at Our Place Society
December 21	Attended the Greater Victoria Coalition to End Homelessness Candlelight Vigil
January 5	Attended the VicPD swearing-in ceremony for five recruit Constables and three Jail Guards
January 6	Attended the VicPD Records Division to welcome new staff member
January 10	Attended the VicPD swearing-in ceremony for two experienced Constables and two Jail Guards
January 14	Attended the Victoria Police Athletic Association senior boys and girls basketball tournament and awards ceremony
January 18	Touched base with Patrol Division "A" Watch members
January 19	Attended the VicPD annual retirement ceremony
January 31	Attended the St. John Ambulance Life Saving awards ceremony recognizing VicPD officers
January 31	Attended Patrol Division "C" Watch to present two officers with the St. John Ambulance Life Saving award
February 6	Presented the 2023 VicPD provisional budget to Victoria and Esquimalt councils
February 7	Participated in the Greater Victoria Chamber of Commerce "Conversation with the Chief"
February 8	Attended the Crime Stoppers Awards ceremony
February 11	Met with Patrol Division "A" Watch S/Sgt. Darling to touch base
February 11	Met with VicPD Cst. Haire regarding the launch of the Co-Response Team
February 13	Presented the 2022 Quarter 4 Community Safety Report Card to Esquimalt Council

Equity, Diversity & Inclusion Engagements

January 12	Attended the Aboriginal Coalition to End Homeless Change Gathering event
January 14	Attended a South Asian community event at the Gurdwara
February 11	Attended the Black History Month symposium
February 14	Attended the South Asian senior's luncheon
February 19	Participated in the annual Special Olympics BC Polar Plunge event
February 20	Attended the Greater Victoria Police Diversity Advisory Committee Dance Party
February 21	Attended the Aboriginal Coalition to End Homelessness presentation to VicPD staff re: gender-based violence project in partnership with VicPD



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	February 21, 2023
TO:	Victoria & Esquimalt Police Board
FROM:	Insp. Kerrilee Jones – HR Division
SUBJECT:	Human Resources Report (Orders #05-2022, #06-2022, #01-2023)
ACTION:	For Information

RETIREMENTS

2022-October-21	Civilian – Investigative Services Division
2022-November-30	Civilian – Information Management Division
2023-January-31	Constable – Integrated Mobile Crisis Response Team
2023-January-31	Constable – Investigative Services Division
2023-March-31	Staff Sergeant – Community Services Division
2023-March-31	Constable – Community Services Division
2023-April-30	Staff Sergeant – Investigative Services Division
2023-April-30	Sergeant – Patrol Division (2)
2023-June-30	Constable – Community Services Division

RESIGNATIONS

2022-August-03	Civilian – Information Management Division
2022-August-08	Civilian – Information Technology Division
2022-August-25	Civilian – Information Management Division
2022-September-07	Jail Guard (AUX) (2) <i>(both hired by VicPD as Constables)</i>
2022-September-07	Special Municipal Constable (2) <i>(both hired by VicPD as Constables)</i>
2022-September-16	Civilian – Human Resources Division
2022-September-16	Civilian – Information Management Division
2022-November-07	Reserve Constable
2022-November-11	Civilian – Information Management Division
2022-November-30	Civilian – Investigative Services Division
2022-December-27	Civilian (AUX) – Information Management Division
2023-January-02	Civilian – Community Engagement Division
2023-January-04	Reserve Constable <i>(hired by VicPD as a Constable)</i>
2023-January-04	Special Municipal Constable <i>(hired by VicPD as a Constable)</i>
2023-January-08	Constable – Patrol Div

HIRES

2022-August-02	Civilian – Information Technology Division
2022-August-15	Civilian – Information Management Division
2022-September-08	Constable – Recruit (5)
2022-September-13	Constable – Experienced
2022-September-20	Reserve Constable (8)
2022-October-03	Civilian – Patrol Division
2022-October-15	Jail Guard (AUX) (2)
2022-October-25	Constable – Experienced
2022-November-09	Civilian – Information Management Division
2022-November-15	Constable – Experienced
2022-November-21	Civilian – Information Management Division
2022-November-21	Civilian – Information Technology Division
2022-November-28	Civilian – Information Technology Division
2022-December-05	Civilian – Information Management Division
2022-December-12	Civilian – Community Engagement Division
2023-January-03	Civilian – Information Management Division
2023-January-05	Constable – Recruit (5)
2023-January-10	Constable – Experienced (2)
2023-January-10	Civilian – Information Management Division
2023-February-13	Civilian – Information Management Division

PROMOTIONS

2022-July-19	Civilian (AUX) to VIIMCU (RFT)
2022-September-06	Civilian (AUX) to Information Management Division (RFT)
2022-October-31	Sergeant to Staff Sergeant
2022-December-04	Constable to Sergeant
2022-December-11	Sergeant to Staff Sergeant
2022-December-19	Civilian – Administrative Assistant to Disclosure Clerk
2023-January-29	Sergeant to Staff Sergeant
2023-January-29	Jail Guard (AUX) to Jail Guard (RFT) (3)

Mayor Barb Desjardins and Mayor Marianne Alto
Co-chairs, Victoria Esquimalt Police Board
c/o Ms. Collette Thomson via email collette.thomson@vicpd.ca

Dear Mayors Desjardins and Alto:

Re: Sponsorship Request – 2023 BCAPB Annual General Meeting and Conference

In the past years, your board has provided sponsorship to our annual conference. Once again, the BC Association of Police Boards would like to invite you to sponsor our 2023 Conference and AGM. The 2023 Conference theme is “ Bridges - Connecting Communities ”. It is being hosted by the Nelson Police Board and will take place at the Best Western Hotel, Nelson, BC, on May 25 and 26, 2023. There will be opportunities to interact in joint dialogue and information-sharing sessions.

The opportunities for sponsorships range from a coffee break at \$500 each, a breakfast at \$600, a lunch at \$700, welcoming reception at \$700 and the plenary dinner at \$900.

In every case, sponsors will be acknowledged in the conference program. However, if you prefer to make a generic contribution in any amount we will be pleased to allocate your funding according to need, again with acknowledgment.

If your board is able to assist in this manner, cheques should be made payable to the **BC Association of Police Boards and forwarded to Veronica Bandet, BCAPB, 1127 Fort Street, Victoria BC V8V 3K9.**

Thank you for your consideration. We look forward to hearing from you at your convenience and if we can provide further information please contact me at 250-686-7592 or Veronica Bandet, Administrative Assistant at 250-216-1205.

Charla Huber, MA, CIHCM
President
BC Association of Police Boards



February 14, 2023

Doug Crowder, Finance Committee Chair
 Victoria Esquimalt Police Board
 850 Caledonia Avenue
 Victoria, BC V8T 5J8

Delivered by email: doug.crowder@vicpd.ca

Finance Department

Dear Mr. Crowder:

RE: City of Victoria Council Direction

As you are aware, City of Victoria Council has held several budget meetings over the last month, and to continue current service delivery, the draft financial plan requires a larger than typical property tax increase. At the February 6, 2023 Special Committee of the Whole meeting, the following motion was passed:

"That staff develop a new 2023 draft budget that caps the property tax increase at inflation (6.96%) and that the Police Board develop a new draft budget at the same rate."

Allocating this tax increase cap proportionally based on current share of property tax revenue, VicPD's target net budget increase for 2023 can be a maximum of \$4.345 million (of which the City's 86.33% share would be \$3.751 million and Esquimalt's share \$594,000.)

City staff have been in contact with VicPD staff, and I understand that the next Board meeting is scheduled for February 21, 2023. Our request is that this motion be considered by the Board at that meeting, followed by notification to the City as to the outcome of that discussion.

Thank you for your consideration and please do not hesitate to contact me if you have any questions or wish to discuss.

Sincerely,

Susanne Thompson
 Deputy City Manager/CFO

cc: Del Manak, Chief Constable, Victoria Police Department
 Steve Hurcombe, Controller, Victoria Police Department

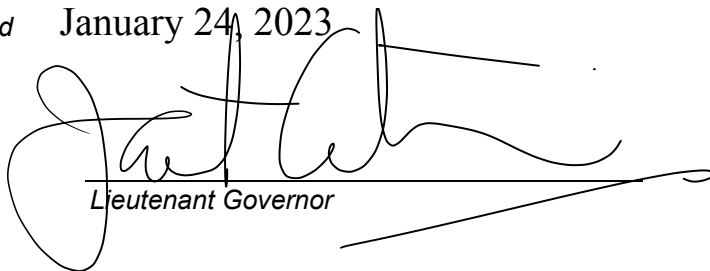
1 Centennial Square
 Victoria BC
 V8W 1P6

 T 250.361.0273
 F 250.361.0278
 www.victoria.ca

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 25

, Approved and Ordered January 24, 2023



Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that Isabella Mei-Ling Johanna Jade Lee, reappointed as a member of the Victoria and Esquimalt Police Board by the municipal council of the City of Victoria, holds office for a term ending December 31, 2025.



Minister of Public Safety and Solicitor General and
Deputy Premier



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Police Act, R.S.B.C. 1996, c. 367, ss. 23 and 24

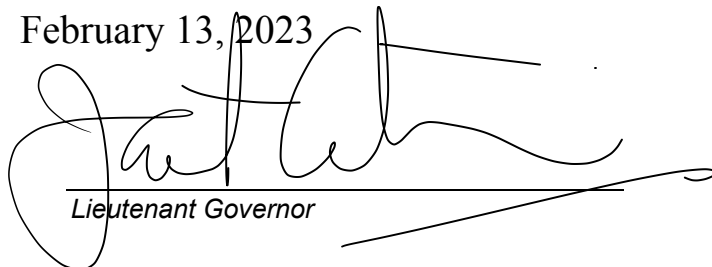
Other: OIC 780/2021

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 89

, Approved and Ordered February 13, 2023




Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that Paul William Faoro, is appointed as a member of the Victoria and Esquimalt Police Board for a term ending December 31, 2023.



Minister of Public Safety and Solicitor General and
Deputy Premier



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Police Act, R.S.B.C. 1996, c. 367, ss. 23 and 24

Other: _____



COMMENDATIONS

These unsolicited commendations are received by members of the public who want to highlight the great work VicPD officers do.

January 2, 2023: Cst. J. Deverill was commended for assisting an individual in locating their phone and wallet after it was stolen from a coffee shop. He located both items and delivered them to their house. The recipient was very grateful for the effort Cst. Deverill put in to locating the items.

January 5, 2023: Cst. D. Galano and Cst. A. Comeau were commended for how they well they assisted an individual who was in physical and mental distress. The individual was at risk of harming themselves and possibly others, but the officers successfully de-escalated the situation, built a good rapport with the individual, and ensured the safety of all.

January 24, 2023: Front Desk Volunteer N. Jordan was commended for the excellent service he provided an individual who was requesting police reports in an effort to assist a family member experiencing mental health issues. Mr. Jordan was very understanding and respectful as he provided the individual directions on how to proceed with the request.

January 29, 2023: J. Nessfield of the Information Management Division was commended for the excellent assistance she provided an individual in obtaining a criminal record check for their employment under tight timelines.

February 4, 2023: Cst. C. Miller was commended for his competency and compassion as he assisted an individual who was involved in a car accident and offered them a ride home afterwards. His calm demeanor and response were greatly appreciated as the shock wore off for the individual involved.

February 7, 2023: Cst. E. Ooms was commended for his excellent service as he assisted an individual in locating a family member who has a disability and was experiencing homelessness. Cst. Ooms was kind and patient as he gathered the details needed to locate them. He found the individual and followed up further with a phone call to the family. The family was very grateful for his assistance.

February 8, 2023: J. Nessfield of the Information Management Division was commended for the efficient service she provided an individual who was applying for a criminal record check for a volunteer position. Jennifer was able to assist the individual who was having difficulty with the weblink provided by the volunteer agency, but her guidance allowed the individual to process the check in time for them to start their volunteer duties.