



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Agenda

May 16, 2023 at 5:00pm

Boardroom & Zoom

1. STANDING ITEMS

- a. Territorial Acknowledgement
- b. Declaration of Conflicts of Interest
- c. Adoption of the Public Agenda of May 16, 2023
- Pg. 1 d. Adoption of the Public Minutes of April 18, 2023
- e. Board Co-Chairs Update
- Pg. 4 f. Committees Update
- g. Board Member Engagement Update
- h. BC Association of Police Boards Director's Update
- Pg. 20 i. Chief Constable Update
- Pg. 20 j. Equity, Diversity, Inclusion & Engagement Update

2. NEW BUSINESS

- Pg. 21 a. Approval: 230505 Elder Consulting Invoice re: Board Planning Session
- Pg. 22 b. BC Provincial Policing Standards: 6.1.2: Community Engagement (CC Manak)



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Minutes

April 18, 2023 at 5:00pm

Boardroom & Zoom

PRESENT

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

I. Lee
Chief Cst. Manak
DC Watson
DC Laidman
Insp. C. Brown
Insp. G. Hamilton

Insp. K. Jones
Insp. C. King
Insp. J. McRae
S. Hurcombe
C. Major
D. Phillips

Recording Secretary: Collette Thomson

Territorial Land Acknowledgement

1. PRESENTATION

a. Restorative Justice Victoria

Refer to documents provided. Gillian Lindquist, Executive Director of RJV, provided highlights regarding the history of RJV, the types of offences referred by VicPD in 2022, case outcomes, anecdotes, and client feedback. Ms. Lindquist will be stepping down from the ED position to an associate position for academic pursuits.

2. STANDING ITEMS

a. Declaration of Conflicts of Interest

No conflicts were declared.

b. Approval: Public Agenda of April 18, 2023

23-28 **MOTION:** *To approve the Public agenda of April 18, 2023 as presented.*
MOVED/SECONDED/CARRIED

c. Approval: Public Minutes of March 21, 2023

23-29 **MOTION:** *To approve the Public Minutes of March 21, 2023 meeting as presented.*
MOVED/SECONDED/CARRIED

d. Board Co-Chair Updates

- Beatty Communications will provide the Board with their media training on June 6
- Board planning session taking place on May 3

- All Board members currently sit on all Committees because the Board has not been at full complement for the past few years; this will be revisited once the Board is at full complement
- Mayor Desjardins has been appointed to the UBCM Policing Modernization Roundtable; she is not permitted to provide updates about the discussions as they are confidential
- Mayor Desjardins attended the Board Watson training; it is expected to become mandatory
- The Board extends their gratitude and appreciate to all Volunteers during National Volunteer Week

e. Committees Update

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

- Resolution for BC Association of Police Boards AGM
- Skills and Experience Matrix
- Upcoming conferences
- 2023 budget

23-30 **MOTION:** *That the Board approve putting forward the following resolution at the 2023 BCAPB AGM for consideration:*
WHEREAS the government of BC formed an all-party committee in 2021 to make recommendations on reforms related to modernization and sustainability of policing; and
WHEREAS the report has been received by government, and among the recommendations made: “amalgamation of police services on a regional basis where there are opportunities to address fragmentation and ensure equitable access to policing and public safety,”;
THEREFORE, be it resolved that the BCAPB encourage the provincial government to initiate discussions toward achievement of a regionalized police force in Greater Victoria and the Lower Mainland. MOVED/SECONDED/CARRIED

23-31 **MOTION:** *That the Board approve Board member Hayes to attend the 2023 BCAPB conference and AGM in Nelson, BC from May 25-26. MOVED/SECONDED/CARRIED*

g. Board Member Engagement Update

The Board will discuss how to arrange for the public to attend meetings in person now that the pandemic has subsided.

h. BC Association of Police Boards Director’s Update

No discussion arising.

i. Chief Constable Update

Refer to the report provided – for information. Chief Manak and Insp. King provided updates on operational calls and files of note.

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

Refer to the report provided – for information.

Meeting adjourned at 5:57pm.

Mayor Barbara Desjardins

Lead Co-Chair

Date

Collette Thomson

Recording Secretary

Date



VICTORIA & ESQUIMALT POLICE BOARD

COMMITTEES UPDATE Public

FINANCE

- a. **Overtime Report**
Refer to page #5 - for information.
- b. **Monthly Financial Report**
Refer to page #10 - for information.

GOVERNANCE

- a. **Board Protocol for Speaker Remuneration**
Refer to page #19. Refer to the suggested amendments in red.

MOTION: *To approve the revised Board Protocol for Speaker Remuneration document as presented.*



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	May 2, 2023
TO:	Finance Committee
FROM:	Steve Hurcombe, Controller
SUBJECT:	April 2023 Overtime Report
ACTION:	For Information

BACKGROUND:

Overtime expenditures are a significant and semi-controllable expenditure for the organization. The report below details overtime expenditures for the first 4 months of 2023, representing approximately 31% of the year. The report is further broken down into non-recoverable overtime (paid out of the VicPD budget) and overtime recoverable from other agencies.

Total non-recoverable overtime expenditures represent 26% of the total budget, and therefore remains below budget at this time. We continue to experience lower overtime than the same time last year for police, predominantly due to lower callouts required to maintain front-line minimums. This is likely attributable to both a new deployment model that has been implemented on a pilot-basis and better resourcing of front-line positions.

Whilst improvements in front-line staffing have been successful in reducing police overtime, whether or not this continues is dependent on attrition rates and our ability to replace officers as they retire or resign.

It is also important to note that whilst overtime for police are below budget, those for administration are above budget, highlighting the increasing pressures on those resources as we deal with high turnover and increasing complexity in the work civilians perform.

SUMMARY:

Below is a summary, broken down into non-recoverable Administration, Operations and Integrated Units. Re-coverable overtime is above budget due to the recommencement of special events and activities within the capital region.

As always, we will continue to monitor overtime expenditures closely as the year progresses.

Overtime Expenditures as of April 24th, 2023
Police and Civilian Combined

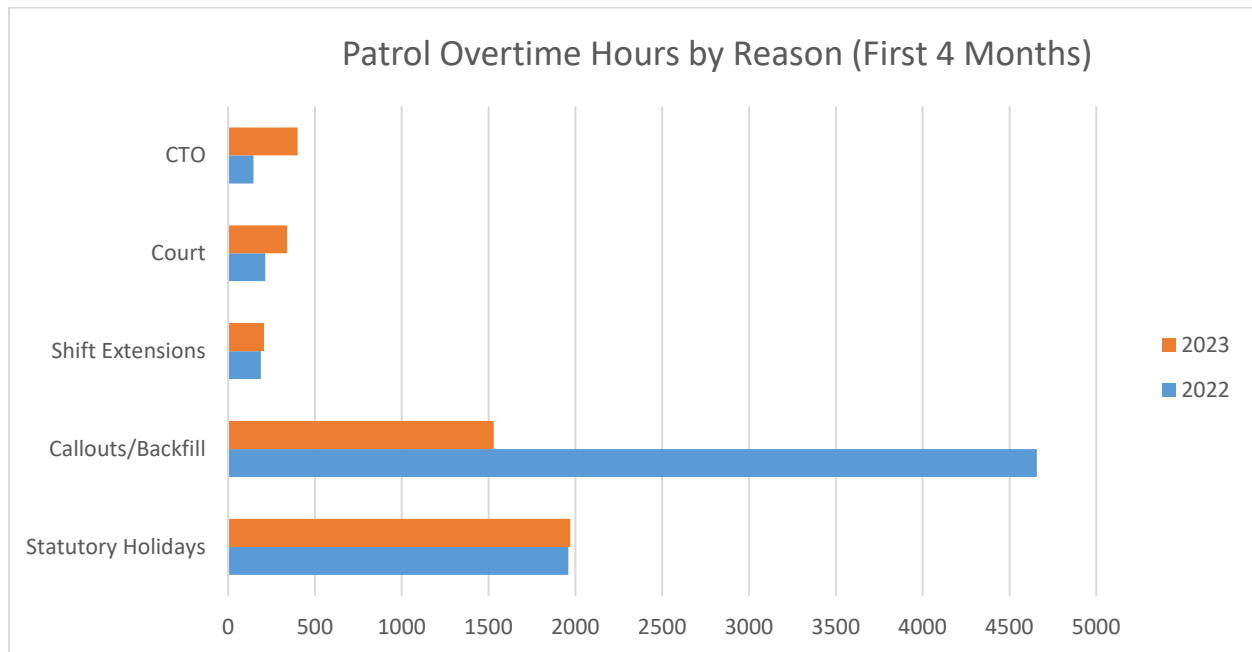
		2022	2023	2023	
BU	Description	First 4 Months	Budget	Year To Date	% Spent (Remaining)
Non-Recoverable Overtime					
Administration					
2500	Financial Services Division	-	1,200	270	22.5% 930
2510	Human Resources	8,105	30,000	4,131	13.8% 25,869
2524	Community Engagement	2,561	23,000	9,508	41.3% 13,492
2527	Critical Incident Stress Management	-	20,000	1,178	5.9% 18,822
2529	Executive Services	2,864	15,500	7,116	45.9% 8,384
2530	Information, Privacy and Legal	-	1,000	886	88.6% 114
2546	Volunteers	-	1,000	711	71.1% 289
2550	Information Technology	237	10,000	2,123	21.2% 7,877
2630	Records	15,008	80,000	38,282	47.9% 41,718
Total Administration		28,775	181,700	64,205	35.3% 117,495
Operations					
2549	Analysis & Intel	2,839	12,000	7,050	58.8% 4,950
2560	Patrol	38,519	1,255,000	334,414	26.6% 920,586
2570	Esquimalt Administration	-	1,500	967	64.5% 533
2572	Operational Planning	21	11,500		0.0% 11,500
2580	General Investigative Support	24,820	85,000	75,233	88.5% 9,767
2581	Outreach	526	10,000	5,205	52.1% 4,795
2582	Community Resource Officers (CRO)	523	20,000	1,048	5.2% 18,952
2590	Strike Force	20,407	122,500	14,226	11.6% 108,274
2600	Detectives	18,943	40,000	16,266	40.7% 23,734
2604	Financial Crimes	4,922	20,000		0.0% 20,000
2605	Computer Analysis	267	4,000		0.0% 4,000
2606	Special Victims	4,205	35,000	6,367	18.2% 28,633
2608	Major Crimes	20,465	120,000	28,519	23.8% 91,481
2609	Historical Cases	-	-	2,318	N/A (2,318)
2610	Traffic	-	40,000	11,135	27.8% 28,865
2613	Behavioural Assessment & Management	-	5,000		0.0% 5,000
2650	Forensic Identification	18,962	62,000	21,824	35.2% 40,176
2680	Jail	18,305	110,000	37,035	33.7% 72,965
2692	ERT Team	-	-	2,166	N/A (2,166)
Total Operations		173,724	1,953,500	563,773	28.9% 1,389,727
Integrated Units					
2523	Integrated Mobile Crisis Response (IMCRT)	854	35,500	11,218	31.6% 24,282
2520	Centralized (GVERT, Protests etc.)	13,040	400,000	94,771	23.7% 305,229
2565	Integrated Canine Unit	-	11,440	8,189	71.6% 3,251
2601	Vancouver Island Integrated Major Crimes (VIIMCU)	15,288	156,000	37,552	24.1% 118,448
2607	Regional Domestic Violence	1,178	10,230	1,024	10.0% 9,206
2620	Public Safety Unit Training	320	60,890	1,927	3.2% 58,963
2690	GVERT Training	637	159,740	899	0.6% 158,841
2695	Crisis Negotiation	6,683	11,070	1,028	9.3% 10,042
Total Integrated Units		38,000	844,870	156,608	18.5% 688,262
Total Non-Recoverable Overtime		240,499	2,980,070	784,586	26.3% 2,195,484
Overtime Recoverable from Third parties					
2510	Human Resources	-	-	2,569	N/A (2,569)
2520	Centralized (Emergency Response, Protests)	190,629	-	92,458	N/A (92,458)
2526	Special Events	134,121	670,800	228,161	34.0% 442,639
2545	Reserve Program	4,352	12,000	-	0.0% 12,000
2560	Patrol	389,905	-	8,607	N/A (8,607)
2580	Beat & Bike	4,349	-	-	N/A -
2582	Community Resource Officer	-	-	2,194	N/A (2,194)
2590	Strikeforce	-	-	11,192	N/A (11,192)
2601	VIIMCU	283	-	6,020	N/A (6,020)
2607	Regional Domestic Violence	1,673	-	-	N/A -
2670	Secondments	10,610	-	-	N/A -
Total Recoverable Overtime		735,922	682,800	351,201	51.4% 331,599
Total Overtime Combined		976,421	3,662,870	1,135,787	31.0% 2,527,083

Patrol Overtime Hours by Reason

This report shows the year to date overtime hours as compared to the same period in the previous year.

The most significant difference is the reduction in callouts versus the same time as last year. This is likely the combined result of improvements made to staffing of the front line and the implementation of an employee driven pilot project, supported by both management and the police union, to reorganize our operational deployment.

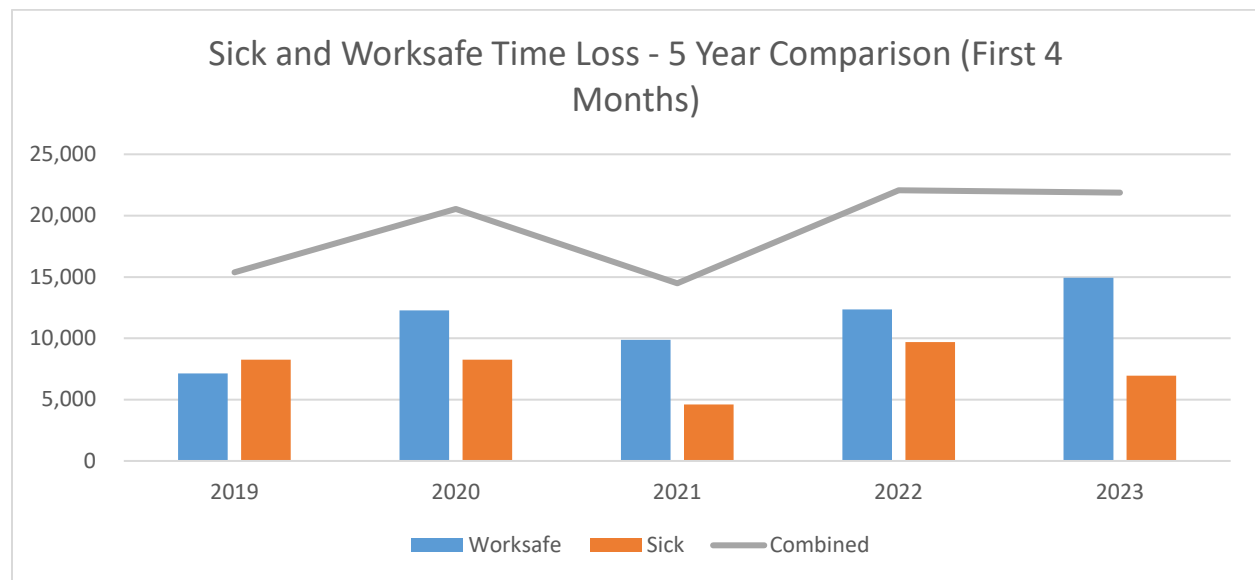
The increase in CTO time is reflective of the return to pre-pandemic levels of training.



Time Loss from Work-Related Injuries

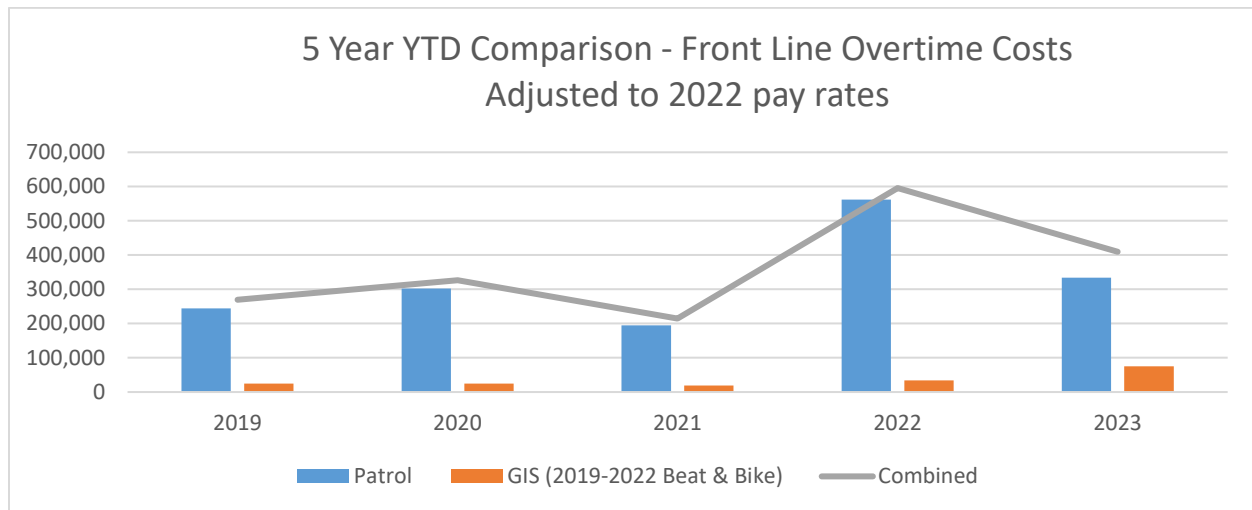
The graph illustrates time loss from sick and work-related injuries for the same month over the last 5 years. Sick leave is currently below 2022 levels and running near the five-year average. Time loss from work-related injuries continues to trend higher than both 2022 levels and the five-year average.

Combined, total time loss is similar to levels seen at the same time last year. To put this into perspective the time lost to sickness and injury is equivalent to that of 32 full time positions throughout the year.



Month to Month Trend for Front Line Overtime Expenditures

The reduced number of callouts compared to the same period in 2022 has begun to translate into lower overtime expenditures and a trend back to slightly above long-term averages. Caution should be applied, however, as we continue to experience high employee turnover and whilst front-line resourcing has been prioritized, this does have an impact on the other divisions within the Department.





VICTORIA & ESQUIMALT POLICE BOARD

DATE:	May 16, 2023
TO:	Police Board
FROM:	Steve Hurcombe, Controller
SUBJECT:	April 2023 Monthly Financial Report
ACTION:	For Information

SUMMARY

This report contains the monthly financial report as of April 24th, 2023, representing approximately 30.7% of the fiscal year for payroll. The budget presented is that approved by the Police Board. The budget approved by councils is \$1.99 million less than that approved by the Police Board.

The net financial position of 31.3% is slightly above budget at this time (32.1% above the budget approved by councils). Salaries and benefits are in line with budget expectations, including an accrual for retroactive wages under the police union collective agreement for 2023. Expenditures for retirements and professional services, are over the approved budget. Uniforms and protective equipment are also over budget due to changes made to standard issue that were not anticipated at the time the budget was prepared. Other items are generally either in line with or below budget at this time.

Capital expenditures and commitments represent 19.1% of total budget. Planned expenditures have been reduced as a result of reductions to the budget to replenish the capital reserve so as not to draw down levels required in case of emergencies. This includes the cancellation of office renovations and reconfigurations, as well as a pause to green fleet initiatives. Expenditures for fleet and IT infrastructure replacement have been given priority with the remaining funds.

Also, 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 APRIL 24TH, 2023

Statement 1

Victoria Police Department
Revenues and Expenditures By Section (Unaudited)
For the Period Ending April 24, 2023

	Provisional Budget	30.7%	Actual	(Over) Under	% of Total Budget
Revenue					
Special Events	634,610	194,825	202,513	432,097	31.9%
Records	67,000	20,569	31,987	35,013	47.7%
Grants	21,500	6,601	25,325	(3,825)	117.8%
Other	601,860	184,771	13,796	588,065	2.3%
Jail Operations	50,300	15,442	13,639	36,661	27.1%
Total Revenue	1,375,270	422,208	287,259	1,088,011	20.9%
Operating Expenditures By Section					
Executive	4,380,610	1,344,847	1,338,973	3,041,637	30.6%
Integrated Units	3,738,220	1,147,634	1,111,419	2,626,801	29.7%
Crime Prevention Services	1,603,270	492,204	379,145	1,224,125	23.6%
Crime Reduction Division	3,303,920	1,014,303	1,167,546	2,136,374	35.3%
Patrol - Primary Response Division	21,541,240	6,613,161	6,634,339	14,906,901	30.8%
Community Services, Outreach & Patrol Support	5,474,060	1,680,536	2,338,749	3,135,311	42.7%
Investigative Services	6,775,540	2,080,091	2,027,323	4,748,217	29.9%
Traffic Enforcement and Crash Investigations	1,163,230	357,112	356,339	806,891	30.6%
Communications Centre - 911	4,171,000	1,280,497	1,388,310	2,782,690	33.3%
Centralized Corporate Costs	2,130,800	654,156	464,672	1,666,128	21.8%
Support Services	14,471,340	4,442,701	4,131,982	10,339,358	28.6%
Jail Operations	1,078,900	331,222	370,262	708,638	34.3%
Total Operating Expenditures	69,832,130	21,438,464	21,709,059	48,123,071	31.1%
Transfers to Capital	1,500,000	460,500	300,000	1,200,000	20.0%
Transfer from Financial Stability Reserve	500,000	153,500		500,000	0.0%
Net Financial Position	69,456,860	21,323,256	21,721,800	47,735,060	31.3%

Statement 2

Victoria Police Department
Revenue and Expenditures by Object (Unaudited)
For the Period Ending April 24, 2023

				(Over)/Under	
	Actual	Provisional Budget	% Used	\$	%
Revenue					
Special Events	202,513	634,610	31.9%	432,097	68.1%
Records	31,987	67,000	47.7%	35,013	52.3%
Grants	25,325	21,500	N/A	(3,825)	-17.8%
Other	13,796	601,860	2.3%	588,065	97.7%
Jail Operations	13,639	50,300	27.1%	36,661	72.9%
Total Revenue	287,259	1,375,270	20.9%	1,088,011	79.1%
Operating Expenditures					
Salaries and Benefits	16,219,960	53,920,333	30.1%	37,700,373	69.9%
Retirements	297,896	100,000	297.9%	(197,896)	N/A
Overtime (excluding special events)	933,274	3,028,260	30.8%	2,094,986	69.2%
Special Event Overtime	202,513	634,610	31.9%	432,097	68.1%
Professional Services	1,768,146	4,105,327	43.1%	2,337,181	56.9%
Equipment Maintenance - Fleet & Computers	451,545	2,033,280	22.2%	1,581,735	77.8%
Telephone Line Charges/CREST	262,623	877,560	29.9%	614,937	70.1%
Travel and Training	448,922	1,551,840	28.9%	1,102,918	71.1%
Building Maintenance	285,824	964,630	29.6%	678,806	70.4%
General and Office Supplies	120,141	471,680	25.5%	351,539	74.5%
Other Operating Expenditures	147,207	427,720	34.4%	280,513	65.6%
Uniforms & Protective Clothing	210,842	400,740	52.6%	189,898	47.4%
Lease/Rental/PRIME	220,969	584,290	37.8%	363,321	62.2%
Fuel and Motor Oil	74,861	373,690	20.0%	298,829	80.0%
Insurance	57,685	332,670	17.3%	274,985	82.7%
Postage and Freight	6,650	25,500	26.1%	18,850	73.9%
Total Operating Expenditures	21,709,059	69,832,130	31.1%	48,123,071	68.9%
Transfers to Capital	300,000	1,500,000	20.0%	1,200,000	80.0%
Transfer from Financial Stability	-	500,000	0.0%	500,000	0.0%
Net Financial Position	21,721,800	69,456,860	31.3%	47,735,060	68.7%

Statement 3

Victoria Police Department
Operating Expenditures by Section and Business Unit (Unaudited)
For the Period Ending April 24, 2023

	Provisional Budget	Actual	(Over) Under	% of Total Budget
Executive Services				
Office of The Chief Constable	1,244,370	356,040	888,330	28.6%
Executive Services, Policy and Professional Standards	1,751,490	446,415	1,305,075	25.5%
Esquimalt Administration	623,090	254,429	368,661	40.8%
Police Board	112,100	10,008	102,092	8.9%
Public Affairs	649,560	272,080	377,480	41.9%
Total Executive Services	4,380,610	1,338,973	3,041,637	30.6%
Integrated Units				
Vancouver Island Integrated Major Crime Unit	1,169,120	323,897	845,223	27.7%
Diversity Unit	2,570	797	1,773	31.0%
Integrated Mobile Crisis Response Team	134,370	41,184	93,186	30.6%
Regional Domestic Violence Unit	213,770	47,511	166,259	22.2%
Integrated Canine Service	744,220	241,984	502,236	32.5%
PSU	142,620	44,000	98,620	30.9%
Explosive Disposal Unit	16,120	4,995	11,125	31.0%
Crime stoppers	64,370	19,500	44,870	30.3%
Mobile Youth Service Team	65,090	20,206	44,884	31.0%
Emergency Response Team Training	1,149,480	355,997	793,483	31.0%
Crisis Negotiator Team	36,490	11,347	25,143	31.1%
Total Integrated Units	3,738,220	1,111,419	2,626,801	29.7%
Crime Prevention Services				
Community Resource Officers	913,090	241,700	671,390	26.5%
School Resource Officers	393,480	-	393,480	0.0%
Community Programs	113,980	32,673	81,307	28.7%
Volunteer Program	137,720	39,118	98,602	28.4%
Reserve Program	45,000	65,655	(20,655)	145.9%
Total Crime Prevention Services	1,603,270	379,145	1,224,125	23.6%
Crime Reduction Division				
Strike Force	1,562,110	441,423	1,120,687	28.3%
Analysis and Intel	753,830	329,089	424,741	43.7%
Operational Planning	317,180	90,995	226,185	28.7%
Special Duties	670,800	306,039	364,761	45.6%
Total Crime Reduction Division	3,303,920	1,167,546	2,136,374	35.3%

	Annual Budget	Year To Date	(Over) Under	% of Total Budget
Patrol - Primary Response Division	21,541,240	6,634,339	14,906,901	30.8%
Community Services, Outreach and Patrol Support				
General Investigative and Outreach	4,092,890	1,724,378	2,368,512	42.1%
Assertive Community Treatment	722,910	53,050	669,860	7.3%
Behavioural Assessment & Management Unit	658,260	7,349	650,911	1.1%
ERT Front Line Support	-	553,972	(553,972)	NA
Total Community Services, Outreach & Patrol Support	5,474,060	2,338,749	3,135,311	42.7%
Investigative Services Division				
Detective Division - Support	1,355,580	478,053	877,527	35.3%
Special Operations	500,000	-	500,000	0.0%
Historical Case Review	188,730	126,826	61,904	67.2%
Financial Crimes	506,330	-	506,330	0.0%
Computer Forensics Unit	547,730	76,656	471,074	14.0%
Special Victims Unit	998,110	367,488	630,622	36.8%
Major Crimes	1,557,180	643,929	913,251	41.4%
Forensic Identification	1,121,880	334,371	787,509	29.8%
Total Investigative Services Division	6,775,540	2,027,323	4,748,217	29.9%
Traffic Enforcement and Crash Investigations				
Traffic Enforcement and Crash Investigation	1,145,640	356,339	789,301	31.1%
Motorcycle Escort Team	17,590	-	17,590	0.0%
Total Traffic Enforcement and Crash Investigations	1,163,230	356,339	806,891	30.6%
Communications Centre - 911	4,171,000	1,388,310	2,782,690	33.3%
Centralized Corporate Costs	2,130,800	464,672	1,666,128	21.8%
Support Services				
Automotive	986,000	227,118	758,882	23.0%
Critical Incident Stress Management	38,000	2,738	35,262	7.2%
Legal Services and Freedom of Information	404,260	146,046	258,214	36.1%
Finance, Exhibit Control and Purchasing	4,589,650	1,468,071	3,121,579	32.0%
Human Resources, firearms and use of force training	3,589,930	951,455	2,638,475	26.5%
Records Management	2,559,330	818,419	1,740,911	32.0%
Information Systems	2,304,170	518,135	1,786,035	22.5%
Total Support Services	14,471,340	4,131,982	10,339,358	28.6%
Jail Operations	1,078,900	370,262	708,638	34.3%
Total Operating Expenditures	68,450,960	21,709,059	46,741,901	31.7%

Statement 4

**Victoria Police Department
Capital Expenditures (Unaudited)
For the Period Ending April 24, 2023**

	<u>Transfers to Capital Fund</u>	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>(Over) Under</u>	<u>%</u>
Vehicles	-	600,000	69,076	530,924	11.5%
Computer Equipment	-	500,000	202,536	297,464	40.5%
Furniture	-	130,000	-	130,000	0.0%
Police Building Upgrades	-	250,000	11,362	238,638	4.5%
Total Capital	<u>300,000</u>	<u>1,480,000</u>	<u>282,974</u>	<u>1,197,026</u>	<u>19.1%</u>

1. REVENUE

Revenues are below budget due to timing of cost recovery for integrated units. Revenue for special duties is now back to pre-pandemic levels and is in line with expectations.

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, if achieved will continue to have a positive impact on non-recoverable overtime.

3. RETIREMENTS:

A number of retirements are expected this year for which there is no operating budget. A fund exists to offset future liabilities.

4. OVERTIME:

Non-recoverable overtime expenditures are on budget at this point. We shall closely monitor overtime usage and expenditures throughout the year as over time expenditures are significantly impacted by front-line staffing levels.

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. This budget line item was reduced by councils.

6. EQUIPMENT MAINTENANCE – FLEET & COMPUTERS:

Equipment maintenance expenditures are below budget. This is in part due to the timing of software license renewals.

7. TELEPHONE LINE CHARGES/CREST:

Telecommunication costs are in line with expectations at this time.

8. TRAVEL AND TRAINING:

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

9. BUILDING MAINTENANCE:

Building Maintenance costs are over budget. This budget line item was reduced by councils and represents amounts directly payable to the Township of Esquimalt and the City of Victoria.

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

General, Other and Uniform Expenditures are in line with the budget, with the exception of uniform and protective clothing. Changes to uniform and equipment standards resulted in a one-time expenditure that was not anticipated at the time the budget was prepared.

11. FUEL AND MOTOR OIL

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

12. CAPITAL

Capital budgets are carefully monitored and expenditures are expected to remain within budget. The budget for transfers to the capital reserve was reduced by councils and although the capital expenditure budget line item was not reduced, projects and expenditures have been cancelled to ensure that capital reserves are not drawn down. The remaining funds in those reserves are being required as a contingency for emergencies.

FINANCIAL IMPACT

None

RECOMMENDATION

None



VICTORIA & ESQUIMALT POLICE BOARD PPROTOCOL FOR SPEAKER REMUNERATION

Updated: May 2023

As per the Board meeting of February 22, 2022, protocol was adopted that would permit select speakers to be remunerated for their presentations or training sessions to the Board. Payments by the Board to individuals for speaking engagements, whether for a fee or as a token of appreciation, must be processed in compliance with the respective taxation requirements and legislations.

The purpose of this protocol is to provide more clarity regarding the definition, authorization and payment of such speaker remunerations.

SPEAKER RENUMERATION

Speaker remuneration may be appropriate under the following circumstances:

- If they are guest speakers
- If payment is a “thank you” or gesture of goodwill and appreciation
- For individuals conducting a seminar or workshop
- For payment to a volunteer for their assistance at a Board event

Speaker remuneration is not appropriate under the following circumstances:

- If there is an agreed upon amount between the individual or their organization and the Board as this would constitute a contractual arrangement instead
- If the Board is obtaining the services of a professional speaker or consultant who performs the requested services for a living
- If the speaker is a VicPD employee or Board member

The maximum amount payable to an individual as a speaker remuneration within each calendar year shall be limited to an accumulated amount of \$500. This may consist of either one single or multiple payments.

Any amounts exceeding this will be treated as income requiring the appropriate deduction of taxes and issuance of tax slips in compliance with the respective taxation requirements and legislations.

PROCEDURE

- Remuneration will typically be in the amount of \$150
- Payment shall be made by cash, cheque, or electronic funds transfer
- ~~Amounts of \$50 or less may be made by way of a gift card where approved by the Board~~
- Approval shall be via a Board motion and shall specify the amount and form of payment to be made
- Payment requests shall be made through the Board EA who will forward the request to the Controller for processing



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	May 16, 2023
TO:	Victoria & Esquimalt Police Board
FROM:	Chief Cst. Manak
SUBJECT:	Chief Constable Monthly Engagement Highlights
ACTION:	For Information

Internal & External Engagements

April 19	Attended VicPD swearing-in ceremony for two experienced officers
April 19	Attended the biannual discussion session with VicPD civilian staff
April 25	Attended swearing-in ceremony for four VicPD Auxiliary Jail Guards
May 4	Attended VicPD swearing-in ceremony for five recruit officers

Equity, Diversity & Inclusion Engagements

April 10	Provided opening remarks for the Alliance to End Homelessness in the Capital Region (AEHCR) Face to Face with Stigma presentation to VicPD staff
April 30	Attended Khalsa Day celebrations at the Gurdwara

INVOICE

Contractor Services for Victoria and Esquimalt Police Board (VEPB) Keven Elder, Consultant

Date: May 5, 2023

To: Collette Thomson, Executive Assistant, VEPB

From: Keven Elder, Project Contractor

RE: Invoice for Services in Relation to Development of 2023-2025 Board Strategic Priorities

Collette, please see below a record of my work from February through May in support of the Board's collaborative development of strategic priorities and actions. Please let me know if you have any questions.

The record of work for this period includes the following (hours for each day):

February 9, 2023	Planning calls and emails	1
March 1, 2023	Teams Meeting with Mayors, follow-up	1
April various dates	Materials preparation, submission, follow-up	6
May 3, 2023	Workshop including preparation and follow-up	7
TOTAL		15

Payment requested:	15 hours @ \$160 per hour	\$2,400
	GST @ 5% GST number 75544 8081 RT0001	\$120
	TOTAL	\$2,520

Cheque payable to Keven Elder

Submitted with respect,



Keven Elder, Contractor



PROVINCIAL POLICING STANDARDS

Section 6.0 – Promotion of Unbiased Policing	Page 1 of 2
Sub Section 6.1 – Community Partnerships and Equitable Policing	Effective: July 30, 2023 Revised: n/a
Subject 6.1.2 – Community engagement	

Definitions

“Police Officer” – a constable appointed under the *Police Act* or an enforcement officer appointed under s. 18.1 of the *Police Act*.

Standards

The Board, or the Commissioner must ensure that:

Community awareness and outreach

- (1) The police force maintains a community relations component or function to liaise, build relationships and ensure communication, with community representatives, service providers or advocates reflective of the demographic makeup of the community.
- (2) Information is provided to police officers about the area served, including at minimum:
 - (a) its demographic makeup;
 - (b) local First Nation community(ies) and elected and traditional leadership;
 - (c) the history, traditions, and laws of the local First Nation(s), including the history and legacy of police relations with the local First Nation(s) and Indigenous community(ies); and
 - (d) key services and resources available through other public and social service agencies (e.g. services and resources relating to assisting persons living or relying on public spaces, support for specific groups).
- (3) Information is provided to members of the Board about:
 - (a) the demographic makeup of the area served by the police force;
 - (b) the local First Nation community(ies) and elected and traditional leadership;
 - (c) the history and current status of Indigenous peoples, including the history and legacy of police relations with Indigenous peoples in British Columbia; and
 - (d) the history, traditions, and laws of the local First Nation(s), including the history and legacy of police relations with the local First Nation(s) and Indigenous community(ies).

- (4) The information provided in Standards (2) and (3) above:
- (a) is, where possible, developed with input from, or delivered in collaboration with, relevant groups to whom the information refers;
 - (b) is periodically reviewed and updated to ensure relevancy and accuracy; and
 - (c) is provided in a manner that is conducive to: fostering relationship building, ongoing learning, and where possible, experiential learning.

Community input on priorities and objectives

- (5) Processes are in place to seek input on the priorities, goals and objectives for policing and law enforcement, from a broad spectrum of their community, including from:
- (a) municipal council(s);
 - (b) Indigenous leaders;
 - (c) school district(s);
 - (d) community organizations and groups (e.g. advocacy groups, leadership at places of worship, Indigenous organizations);
 - (e) members of the public;
 - (f) the business community.

Community satisfaction

- (6) A survey of citizen satisfaction with and attitudes toward police services, consistent with [Public Safety Canada's standardized metrics](#) endorsed by the Canadian Association of Chiefs of Police is conducted at least once every three years, in a manner that supports accessibility and mitigates systemic barriers to participation.

Integrating community relationships into performance management

The Chief Constable, Chief Officer or Commissioner must ensure that:

- (7) The performance management tool for the evaluation of recruits by field training officers includes consideration of the knowledge, skills, and abilities related to community relationship building, including with marginalized, racialized, or vulnerable persons.
- (8) Community relationship building, including with marginalized, racialized, or vulnerable persons and community organizations or groups, is a consideration when assessing officer performance.

Policies and procedures

- (9) Policies and procedures are consistent with these *BC Provincial Policing Standards*.