



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Agenda

June 13, 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 June 13, 2023
- Pg. 1 d. Adoption of the Public Minutes of May 16, 2023
- e. Board Co-Chairs Update
- f. Committees Update
- g. Board Member Engagement Update
- h. BC Association of Police Boards Executive Update
- Pg. 3 i. Chief Constable Update
- Pg. 4 j. Equity, Diversity, Inclusion & Engagement Update

2. NEW BUSINESS

- Pg. 5 a. VicPD Roadmap for a Healthy & Inclusive Workplace (CC Manak)
- Pg. 10 b. ICD Tuition Reimbursement & Learnings for Board Member Dhillon (S. Dhillon)
- Pg. 11 c. Approval: 230706 Invoice - Beatty Communications (B. Desjardins)

3. CORRESPONDENCE *(For information only)*

- Pg. 12 a. 230706 Letter from BCAPB re: New Executive Members
- Pg. 13 b. VicPD Commendations



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Minutes

May 16, 2023 at 5:00pm

Boardroom & Zoom

PRESENT

Mayor Desjardins, Chair
Mayor Alto
E. Cull
D. Crowder
S. Dhillon
P. Faoro

T. Kituri
CC Manak
DC Watson
Insp. C. Brown
Insp. M. Brown
Insp. K. Jones

Insp. C. King
Insp. J. McRae
C. Major
D. Phillips

Recording Secretary: Collette Thomson

Deputy Chief Paul Burnett of the Ottawa Police Service attended the meeting as an observer. He is shadowing Chief Manak this week under the CACP mentorship program.

1. STANDING ITEMS

a. Territorial Land Acknowledgement

b. Declaration of Conflicts of Interest

No conflicts were declared.

c. Approval: Public Agenda of May 16, 2023

23-39 **MOTION:** *To approve the Public agenda of May 16, 2023 as amended with the addition of item (c) under New Business.* **MOVED/SECONDED/CARRIED**

c. Approval: Public Minutes of April 18, 2023

23-40 **MOTION:** *To approve the Public Minutes of April 18, 2023 meeting as presented.* **MOVED/SECONDED/CARRIED**

d. Board Co-Chair Updates

No discussion arising.

e. Committees Update

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

- Overtime report
- Monthly Financial report

23-41

MOTION: *That the Board approve the revised Board Protocol for Speaker Remuneration document as presented.* **MOVED/SECONDED/CARRIED**

g. Board Member Engagement Update

No discussion arising.

h. BC Association of Police Boards Director's Update

Board member Huber's term as the President of the BCAPB will end at the conclusion of the BCAPB conference and AGM being held from May 25-26, 2023.

i. Chief Constable Update

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

j. Equity, Diversity, Inclusion & Engagement Update

Refer to the report provided – for information.

2. NEW BUSINESS

a. Approval: 230505 Elder Consulting Invoice re: Board Planning Session

Refer to the invoice provided.

23-42

MOTION: *To approve the 230505 invoice from Elder Consulting in the full amount of \$2,520.00 regarding facilitating the 230503 Board planning session.*
MOVED/SECONDED/CARRIED

b. BC Provincial Policing Standards: 6.1.2: Community Engagement

Refer to the document provided. Chief Manak advised many of these are already in place at VicPD and compliance will be ensured as the implementation date nears.

c. Resignation of Board member Lee

Board member Lee advised that she will be stepping down effective immediately to avoid a conflict of interest with her new occupation. The Board expressed their thanks and appreciation for her service over the past 1.5 years.

Meeting adjourned at 5:40pm.

Mayor Barbara Desjardins
Lead Co-Chair

Collette Thomson
Recording Secretary

Date

Date



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	June 13, 2023
TO:	Victoria & Esquimalt Police Board
FROM:	Chief Cst. Manak
SUBJECT:	Chief Constable Monthly Engagement Highlights
ACTION:	For Information

Internal & External Engagements

May 17	Met with Staff Sergeant G. LeBlanc & several D Watch officers at the start of night shift
May 18	Presented to the Law 12 class at Claremont Secondary School
May 18	Attended Celebration of Life for retired VicPD employee, Sharon Olson
May 19	Attended B Watch Patrol briefing to present regalia to three VicPD Constables being promoted to the rank of Sergeant
May 22	Participated in the Victoria Day Parade
May 22	Met with the C Watch Patrol Staff Sergeant
May 25-26	Attended the BC Association of Police Boards conference
May 31	Welcomed students from SD61 participating in the Springboard Career Day program
May 31	Met with two new staff members in the VicPD Records Division
June 1	Welcomed the HarbourCats baseball players during their orientation session
June 2	Threw out the ceremonial first pitch at the HarbourCats home opener
June 3	Attended the Upper Fort St. Street fest
June 5	Visited grade seven class at Central Middle School
June 9	Attended the media funding announcement re: Youth and Family Counsellor position with the Mobile Youth Services Team
June 12	Presented the 2023 Quarter 1 Community Safety Report Card to Esquimalt Council

Equity, Diversity & Inclusion Engagements

May 17	Attended the South Asian Seniors Lunch at the Gurdwara
June 3	Participated in the Law Enforcement Torch Run in support of Special Olympics BC
June 4	Attended a private family event with Chantel Moore's family
June 7	Attended the relationship building event (HarbourCats baseball game) with VicPD officers/staff and the Aboriginal Coalition to End Homelessness street family
June 10	Attended the Indigenous Change Makers Gathering Festival



ROADMAP FOR A HEALTHY & INCLUSIVE WORKPLACE

June 13, 2023

BACKGROUND

In 2021, the Victoria Police Department (VicPD), the Victoria and Esquimalt Police Board (VEPB) and the Victoria City Police Union (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 VEPB, has 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 for a Healthy and Inclusive Workplace has three major areas of focus: mental health and wellness; equity, diversity, and inclusion; and leadership.

The attached Action Plan for the *Roadmap for an Inclusive and Respectful Workplace* is a living document that may be amended to include new initiatives to support the overall goal of improving the VicPD workplace.

ROADMAP FOR A HEALTHY & INCLUSIVE WORKPLACE ACTION PLAN UPDATE		
#1. MENTAL HEALTH AND WELLNESS		
Expected Outcomes <ul style="list-style-type: none">• We have a diverse and accessible set of wellness programs that all staff are aware of.• We have invested in the necessary staff and programs to keep our people healthy and support them in returning to work when they have been off.		
#1	Create a joint committee with VCPU, senior police leaders and CUPE Local 50 rep(s) to review the summary of findings and recommendations from the Mental Health and Well-Being survey and revise the Roadmap as needed.	Lead: Chief Manak Timeline: June 2022
June 2022: Concluded		
#2	Assess mental health and wellness resources available to staff and make improvements where required.	Lead: Insp. Jones Timeline: On-going
<p>June 2023: VicPD will be introducing a new Occupational Stress Intervention dog to assist staff with mental health. HR is in the process of identifying a primary and secondary handler for the dog.</p> <p>The work and connection of the Peer Support Team, Critical Incident Stress Management Team (CISM), and Reintegration Team to the membership remain key to getting staff connected with mental health support. Given the success of the Trauma Resilience Training led by Dr. Tim Black, the HR OIC reconnected with Dr. Black to determine next steps. Dr. Black is supportive of moving to the next phase called PRO-STEP which is a brief Sequential Trauma Exposure Protocol to support people providing frontline care services. When fully integrated and implemented, this protocol will normalize and acknowledge the prevalence and impact of trauma event exposure while providing a positive social response.</p> <p>A psychologist has been identified through Vancouver Island Psychological Services (VIPS) which will be referred to in more detail in #5. The Psychologist, with the support of all VIPS leadership, will assist with mental health resources.</p>		
#3	Identify gaps in knowledge between available mental health and wellness resources and staff knowledge of those resources and identify communication strategies to better connect individuals to resources.	Lead: Insp. Jones Timeline: Ongoing
<p>June 2023: The ongoing work of the Peer Support Team, CISM, and Reintegration Team has significantly improved communication with VicPD staff. The HR OIC is committed to building capacity in HR to further improve and identify communication and service gaps that are challenging to achieve with current staffing. Early discussions with in-house psychologist seek to address the communication gaps by way of training and education.</p>		
#4	Create a formal VicPD Wellness Program in conjunction with the Psychologist, inclusive of prevention-focused health and wellness initiatives.	Lead: Insp. Jones Timeline: July 2024
<p>June 2023: Now that a VicPD in-house psychologist has been identified, this will be one of their top priorities. With consultation and support by VIPS Directors, the psychologist will work with the HR OIC to build a formal VicPD Wellness Program. One of the early goals will be building further capacity within the Reintegration Program, the Peer Support and CISM Team.</p>		
#5	Hire an in-house Psychologist to provide staff with immediate access to professional mental health support as a preventative measure to ensure on-going staff wellbeing	Lead: Insp. Jones Timeline: Oct 2022
<p>June 2023: In collaboration with our primary psychological service provider, a psychologist has been identified as VicPD’s in-house psychologist. The psychologist will start at VicPD on July 6, 2023, and will work in the police building two days per week. The duties include riding along with officers to better understand their exposure to trauma, checking in on officers/staff after difficult calls and seeing staff via an appointment where needed. With the support of the VIPS Directors, the psychologist will work with the HR OIC to identify gaps in service and build a solid foundation of health and wellness for all VicPD staff.</p>		

#6	<i>Hire an Occupational Health Nurse (OHN) to oversee, manage and support staff with physical and/or occupational stress injuries and facilitate individualized return-to-work plans in a timely manner.</i>	Lead: Insp. Jones Timeline: Oct 2022
June 2023: This position was posted last fall and there were no applicants. Given the success of the Reintegration Program and changes to advocacy services for officers, further assessment is needed for this position.		
#7	<i>Implement initiatives that improve mental health education, tools and emotional support for families of VicPD staff.</i>	Lead: Insp. Jones Timeline: Jan 2024
June 2023: In April 2023, HR sponsored a presentation by clinical psychologist Dr. Jody Carrington. This session was open to all VicPD staff and other first responder agencies. Beyond the Blue provided opening remarks at this session and were able to share the array of support services they are able to provide to families. HR and the VicPD Peer Support Team are coordinating a psychological diffusing session for the one-year acknowledgement of the Bank of Montreal incident for all VicPD staff and family that want to attend. This will be facilitated by Dr. Tim Black on June 28. HR, the Peer Support Team, and Beyond the Blue will work with the in-house psychologist in preparation of the diffusing session.		
#8	<i>Ensure the Human Resources Division is adequately staffed to meet the current recruiting and hiring demands</i>	Lead: DC Laidman Timeline: June 2022
June 2023: The Human Resources Information System (HRIS) is now functional for onboarding and recruiting purposes to streamline the hiring process. The HRIS has the analytic capacity to examine the steps in the process for efficiency and provide key metrics and demographic data. This information will assist in guiding HR processes and practices.		

#2. EQUITY, DIVERSITY & INCLUSION		
Expected Outcomes <ul style="list-style-type: none">We have developed a shared understanding of what it means to be an equitable, diverse and inclusive organization.With assistance of an EDI facilitator, our EDI committee is strong and working toward continuous improvement.We have a strong and diverse workforce in all ranks and positions at VicPD.		
#1	<i>Hire an external Equity, Diversity and Inclusion facilitator to assist VicPD in drafting a comprehensive EDI strategy, inclusive of EDI and anti-racism education and training for all staff and Police Board members.</i>	Lead: DC Laidman Timeline: Sept 2022
June 2023: Unfortunately, Councils did not approve the 2023 budget line item to hire an external EDI consultant so VicPD is now looking at other options. The EDI committee has found a local consultant that has worked with the police and presented a plan to the committee. The funding concerns need to be resolved.		
#2	<i>Create a VicPD Equity, Diversity and Inclusion Committee.</i>	Lead: DC Laidman Timeline: Dec 2022
June 2023: Concluded. The committee continues to meet and review key policies and directives. The use of pronouns in signature blocks has been approved and the committee continues to review specific policies and processes. The committee continues to report quarterly to the BC Association of Chiefs of Police.		
#3	<i>Establish a clear definition and common understanding of equity, diversity and inclusion amongst all staff and Police Board members and that this definition is clearly and consistently communicated.</i>	Lead: DC Laidman Timeline: Dec 2022
June 2023: A consultant presented a plan on June 8 th and this work has begun.		
#4	<i>Examine the internal state of EDI, inclusive of diversity in hiring and promotion for all VicPD positions and organizational policy impact on EDI.</i>	Lead: DC Laidman Timeline: 2023
June 2023: The EDI committee will play a key role in the review of attracting, recruiting, and promotional processes. The new Cultural Liaison Officer position is being filled and will allow VicPD to expand its outreach to more diverse communities for recruiting and relationship-building.		

#3. LEADERSHIP		
<div>Expected Outcomes</div> <ul style="list-style-type: none">Our leadership team is better connected with all staff.Improved mechanisms for better two-way communication are in place.		
#1	<i>The Chief to meet with the senior leadership team to discuss strategies to improve two-way communication between the senior leadership team and VicPD staff.</i>	<div>Lead: Chief Manak</div> <div>Timeline: Ongoing</div>
<div>June 2023:</div> <p>On June 7, Chief Manak reminded all SLT members once again to encourage two-way communication at their divisional meetings and bring forward issues of concern to the SLT table.</p>		
#2	<i>The Chief to prioritize internal staff communication and engagement.</i>	<div>Lead: Chief Manak</div> <div>Timeline: Ongoing</div>
<div>June 2023:</div> <p>In the spring, Chief Manak met with every section and unit within VicPD and also held a separate meeting with all civilian staff. Staff were given an opportunity to submit their questions anonymously in the event they didn't feel comfortable asking a question in a group setting. On May 19, Chief Manak attended B Watch briefing to promote three officers to the rank of Sergeant. Recently, the department transitioned to a new intranet platform which is far more user friendly. As a result, a Chief's blog was created which allows the Chief to post staff updates improving internal communication with all staff.</p>		

From: ICD Education
Sent: Wednesday, May 17, 2023 12:59:37 PM
To: Dhillon, Sean
Subject: Your DEP Graduation Ad

NOTE TO BOARD – FOR INFORMATION: As per Motion #22-77 below, the final \$500 installment will be paid to Board member Dhillon now that he has completed this program.

22-77 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 half, and upon proof of successful completion of the first half, \$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 halves.



CONGRATULATIONS ON SUCCESSFULLY COMPLETING THE ICD-ROTMAN DIRECTORS EDUCATION PROGRAM

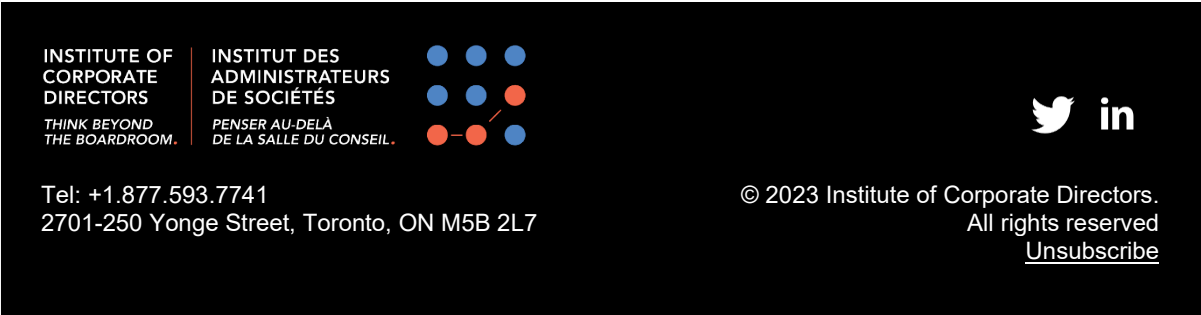
The ICD would like to congratulate you on successfully completing the [ICD-Rotman Directors Education Program \(DEP\)](#) and being a part of the 3rd Virtual DEP cohort.

To recognize your achievement, the ICD is placing a graduation advertisement in The Globe and Mail on Thursday, May 18, 2023. For your convenience, the ad is also available [here](#):

You are encouraged to advise the corporate secretary of those boards on which you serve to update your board bio and proxy circular to include the following language: "...has completed the ICD-Rotman Directors Education Program."

Now that you've completed the DEP, the next step to earning your [ICD.D designation](#) is the ICD.D examination. Your oral exam date was booked during your initial application, but if you are unsure or need a reminder of your exam date, please email.

Once again, congratulations on this achievement and thank you for contributing to the success of the DEP.



2531 Orchard Avenue
 Victoria BC V8S3A9
 jim@jbcomm.ca



Invoice

BILL TO

Collette Thomson
 Victoria Esquimalt Police
 Board
 850 Caledonia Ave
 Victoria BC V8T 5J8

INVOICE # 10301

DATE 2023-06-06

DUE DATE 2023-07-06

TERMS Net 30

DESCRIPTION	RATE	QTY	AMOUNT
Prepared and conducted media training seminar for Police Board members including PowerPoint presentation and printed materials	2,600.00	1	2,600.00
SUBTOTAL			2,600.00
GST @ 5%			130.00
TOTAL			2,730.00
BALANCE DUE			\$2,730.00

GST #796831485

Cheques payable to: Jim Beatty Communications
 E-transfers: Jim Beatty Communications, info@jbcomm.ca

Payment due within 30 days. Late payment fees incur at 2% per month.
 Thank you for your business! Questions? 250-812-9286



June 6, 2023

Dear Colleagues,

Thank you to all the Police Board Members and friends of BCAPB who attended our annual AGM and conference on May 25 and 26, 2023 in Nelson, BC. I hope you enjoyed it and found it worthwhile.

Following the AGM, the Executive Board met and elected the Executive for the coming two years. I am pleased to announce that I have assumed the role of President and Lara Victoria of the Delta Police Board has assumed the role of Vice President. Micayla Hayes of the Victoria and Esquimalt Police Board has agreed to serve as Secretary and Peter Gibson of the West Vancouver Police Board will stay on as Treasurer.

For those who may not know, I have served on the Vancouver Police Board for five years and have sat on the Executive Board of BCAPB for the past two years. When I am not volunteering on the VPB I am the Executive Director of the Hastings North Business Improvement Area in Vancouver. I have found the last 5 years with the VPB to be both challenging and fascinating. Having a deeper understanding of the policing world allows us to more fully appreciate the work our members do on a daily basis.

We have had a busy time as our Association is increasingly involved in a wide range of issues affecting policing and police governance in BC. I appreciate the interest and support we have received from our members as well as the many stakeholders and government officials whom we have had the pleasure to work with.

Kind regards,

Patricia Barnes
President, BC Association of Police Boards



COMMENDATIONS

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

March 13, 2023: Cst. T. Kwon was commended for his support, empathy, kindness, and assistance as he assisted a family during a mental health crisis involving one of their relatives. He quickly assessed the situation and took control of the scene, making sure that everyone involved was safe and secure. Cst. Kwon was able to defuse the situation in a calm and respectful manner and ensured the individual was transported to hospital for the appropriate care.

April 11, 2023: Cst. M. Cartwright, Cst. R. Marcellus, and Cst. J. Reed were commended for the kind, sensitive, and compassionate actions they took as they assisted individuals dealing with the suicide of a friend.

May 23, 2023: Cst. G. Proverbs and Cst. T. Porteous were commended for reviving an individual by providing CPR until medial aid arrived.

May 29, 2023: Cst. T. Hayward and Cst. W. Taylor were commended for the care they provided to an individual who was suffering from physical and mental health issues. They were professional, compassionate and considerate as they ensured the individual received the proper assessment and help they required.



ਵਾਹਿਗੁਰੂ ਜੀ ਕੀ ਫਤਹਿ
ਗੁਰਦੁਆਰਾ ਸਿੰਘ ਸਭਾ ਸੁਸਾਇਟੀ ਆਫ ਵਿਕਟੋਰੀਆ
GURDWARA SINGH SABHA SOCIETY OF VICTORIA

470 Cecelia Road, Victoria BC, Canada, V8T 4T5, (250) 475-2280

"Service brings us nearer to God" ... Shri Guru Nanak Dev Ji

Reg. No. 866791221, Charitable # RR0001

May 25, 2023

Victoria Police Department

Dear Del Manak,

I am writing to express my deepest gratitude on behalf of the entire organizing Gurdwara Volunteer team and the Sikh community for your remarkable support, planning and attendance of the Victoria Police Department at the Khalsa Day Community Event on April 30, 2023. Your team's unwavering commitment and dedication to ensuring the success of the event truly exemplified the spirit of community engagement and partnership.

Your Vicpd team, and especially Sgt Kari Cochrane & Dale Sleightholme active involvement in the planning phase of the event was instrumental in its smooth execution. The guidance, expertise, and logistical support provided by the Victoria Police were invaluable in creating a safe and inclusive environment for all participants and attendees. We deeply appreciate the seamless manner in which they handled traffic management, ensuring that participants, spectators, and residents experienced minimal disruption.

The presence of your officers at the Khalsa Day Community Event added an immeasurable sense of security and reassurance for everyone involved. Their professionalism, approachability, and active engagement with community members fostered positive interactions and strengthened the bond between law enforcement and the community.

We would greatly appreciate it if you could provide us with feedback on your experience at the Khalsa Day Community Event. Your insights and suggestions would be invaluable in improving future events. We value your partnership and would be grateful for any feedback you can provide.

Once again, on behalf of the entire Gurdwara organizing committee, I extend my heartfelt appreciation to the Victoria Police Department for your outstanding support at the Khalsa Day Event. We are grateful for the strong partnership we have built and look forward to future collaborations in creating a safer, more inclusive Victoria.

Yours Sincerely,

Surjit S Dhanota

On behalf of the Gurdwara Committee.