



# VICTORIA & ESQUIMALT POLICE BOARD

## Public Meeting Agenda

October 17, 2023 at 5:00pm

Boardroom & Zoom

### 1. PRESENTATION

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

### 2. STANDING ITEMS

- a. Territorial Acknowledgement
- b. Declaration of Conflicts of Interest
- c. Adoption of the Public Agenda of October 17, 2023
- Pg.1 d. Adoption of the Public Minutes of September 19, 2023
- e. Board Co-Chairs Update
- Pg. 4 f. Committees Update
- g. Board Member Engagement Update
- h. BC Association of Police Boards Executive Update
- i. Chief Constable Update
- j. Equity, Diversity, Inclusion & Engagement Update

### 3. NEW BUSINESS

- Pg. 7 a. Approval: 2024 Police Board Meeting Schedule
- Pg. 24 b. 230929 Letter from School District 61 re: School Liaison Officers



# VICTORIA & ESQUIMALT POLICE BOARD

## Public Meeting Minutes

September 19, 2023 at 5:00pm

Boardroom & Zoom

### PRESENT

P. Faoro, Acting Chair  
H. Courtright  
S. Dhillon  
M. Hayes  
C. Huber

T. Kituri  
DC Watson  
DC Laidman  
Insp. M. Brown  
Insp. G. Hamilton

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

Recording Secretary: Collette Thomson

### 1. STANDING ITEMS

*Lead Co-Chair Mayor Desjardins, and Deputy Co-Chair Mayor Alto sent regrets.*

**23-66**                      **MOTION:** *That, in his capacity as the Governance Committee Chair, Board member Faoro be appointed as the Acting Chair for the 230919 Public Board meeting.*  
**MOVED/SECONDED/CARRIED**

**a. Territorial Land Acknowledgement**

**b. Declaration of Conflicts of Interest**  
No conflicts declared.

**c. Approval: Public Agenda of September 19, 2023**

**23-27**                      **MOTION:** *To approve the Public agenda of September 19, 2023 as presented.*  
**MOVED/SECONDED/CARRIED**

**d. Approval: Public Minutes of July 18, 2023**

**23-68**                      **MOTION:** *To approve the Public Minutes of July 18, 2023 meeting as presented.*  
**MOVED/SECONDED/CARRIED**

**e. Board Co-Chair Updates**  
No discussion arising.

**f. Committees Update**

Refer to the document provided. Committee matters arising included:

- Governance Committee Terms of Reference
- PSSG: Board Roles & Responsibilities Compliance Checklist
- Board Remuneration Review
- Creation of Vice-Chair Position
- Processing of Anonymous Correspondence
- Regular Board Training
- Institute of Corporate Directors Courses
- 230821 Victoria News Article re: Foot Patrols
- Budget Process & Timelines
- Fleet Leasing Program
- Grants
- Overtime Report
- Monthly Financial Report
- Review Police Board Specific Budget

23-69

**MOTION:** *That the Board approve the 2024 Police Board specific budget as presented with the exception of increasing the Travel budget to \$25,000 and increasing the Operational Meeting budget to \$9,000.*

**MOVED/SECONDED/CARRIED**

**g. Board Member Engagement Update**

- Board member Huber attended a presentation by Jody Wilson-Raybould (Indigenous leader and former Justice Minister)
- Board member Hayes, Kituri, Cull and Faoro attended the recent VicPD swearing-in of six new recruit Constables and one experienced officer
- Board member Kituri recently went on a ride-along
- Board member Faoro attended the recent VicPD Q2 Community Safety Report Card presentation to Esquimalt Council and met with the Esquimalt CAO, Mr. D. Horan

**h. BC Association of Police Boards Executive Update**

Board member Hayes advised there is a meeting taking place on September 29. The annual BCAPB conference is tentatively set for April 11-12, 2024.

**i. Chief Constable Update**

No discussion arising.

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

No discussion arising.

## 2. NEW BUSINESS

### a. Participation of Non-Committee Members at Committee Meetings

23-70

**MOTION:** *That the agenda item "Participation of Non-Committee Members at Committee Meetings" be tabled to the Governance Committee for further discussion.* **MOVED/SECONDED/CARRIED**

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

### a. 230719 Letter from Min. Farnworth re: Surrey Decision

*Meeting adjourned at 5:26pm.*

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**Paul Faoro**  
Acting Chair

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Date

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**Collette Thomson**  
Recording Secretary

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Date



## VICTORIA & ESQUIMALT POLICE BOARD

### COMMITTEES UPDATE Public

#### GOVERNANCE

##### a. Board Remuneration Review

The Board is continuing to conduct a review of their remuneration model as per the Board manual.

#### HUMAN RESOURCES

##### a. Participation of Non-Committee Members at Committee Meetings

The committees were recently revamped resulting in the appointment of specific Board members to each Committee (instead of all Board members being appointed to all Committees). In the past, non-committee members were only permitted to observe the Committee meeting; they could not participate in the discussion nor vote. It was agreed that because there are many new Board members, it would be beneficial to potentially allow all board members to ask questions and contribute to the discussion, even if they are not a designated committee member.

**MOTION:** *That the Board Policy Manual be amended to indicate that, at the discretion of the Committee Chairs, non-committee members may participate in the discussions of Committees they are not members of but cannot vote.*

##### b. Creation of Vice-Chair Position

Refer to page #6. Most BC Boards have only one Mayor (Co-Chair) and as a result, they have a Vice Chair position. The Vice Chair would provide support the Board Co-Chairs, preside over Board meetings, and take the lead on any Board issues when one or both of the Board Co-Chairs are unavailable or where there would be a conflict with one or both of the Board Co-Chairs duties as Mayor, until such time as one or both of the Board Co-Chairs are able to resume their responsibilities.

**MOTION:** *That the Board implement the Vice-Chair position as per the draft Terms of Reference: Vice Chair document presented.*

##### c. 2024 Conferences

Refer to page #7. Each October, a list of conferences for the following year will be reviewed and discussed at the public session of the Board meeting to receive expressions of interest for attending. Eligibility criteria needs to be determined to ensure that the travel budget is not exceeded, and the opportunities to attend are fairly administered.

**MOTION:** *That the Board canvass Board members during the Public session of the October 2023 Board meeting to receive expressions of interest for attending the 2024 training/conferences; and that the Board draft eligibility criteria to ensure that the travel budget is not exceeded, and the opportunities to attend are fairly administered.*

## FINANCE

### a. Budget Process

Consultations have, and will be, held as follows:

*September 11:* with Executives for both municipalities

The purpose was to seek their views on council priorities, budget challenges, and any changes they would like to see in the budget process.

*September 11 and October 23:* with Esquimalt Council

*September 14 and November 2:* with Victoria Council

The purpose was to determine the strategic priorities of each council about public safety, areas they would like VicPD to focus more on, and areas they considered a lesser priority.

Finance Chair Cull also consulted with some community stakeholders and advised that the common priority was increased police visibility.

### b. Overtime Report

Refer to page #9 - for information.

### c. Monthly Financial Report

Refer to page #14 - for information.



## VICTORIA & ESQUIMALT POLICE BOARD

### TERMS OF REFERENCE: VICE CHAIR

*Updated: October 2023*

#### 1. APPOINTMENT

The Vice Chair is elected by the Board members for a one-year term and may be appointed for additional, consecutive terms. As the Vice Chair plays a key role in supporting the Lead Co-Chair and Deputy Co-Chair (Co-Chairs), it is necessary for Board members to consider the Board Co-Chair's input. Board members must self-identify as candidates for Vice Chair. If only one Board member agrees to act as Vice Chair, that person is acclaimed as Vice Chair. If a slate of candidates is identified, each candidate has the opportunity to speak for up to five minutes. After all presentations are completed, a secret ballot is taken. Voting rules for Board meetings apply.

#### 2. ROLE AND ACCOUNTABILITY

The Vice Chair's primary roles are to:

- Support the Board Co-Chairs
- Preside over Board meetings
- Take the lead on any Board issues when one or both of Board Co-Chairs are unavailable or where there would be a conflict with one or both of the Board Co-Chair's duties as Mayor, until such time as one or both of the Board Co-Chairs are able to resume their responsibilities.
- While presiding over a Board meeting or acting in the Board Lead Co-Chair or Deputy Co-Chair's place, the Vice Chair has, and may exercise, all the same rights, powers, and authority of the Board Co-Chairs, including the responsibility to speak on behalf of the Board.
- While presiding at a Board meeting, the Vice Chair will not have the right to vote, except to cast the deciding vote in the event of a tie.

#### 3. DUTIES AND RESPONSIBILITIES

The Vice Chair has the responsibility to:

- Provide an independent perspective to the Board Lead Co-Chair and Deputy Co-Chair pertaining to the Board's oversight activities and the management of issues raised with respect to conflicts of interest and standards of conduct.
- Provides feedback to the Board Co-Chairs and acts as a sounding board with respect to strategies, accountability, relationships, and other issues.
- Perform any additional duties requested by the Board.
- Preside over Board meetings when required.
- Act as the primary spokesperson for the Board when required.



## VICTORIA & ESQUIMALT POLICE BOARD

### 2024 Meeting Schedule **DRAFT**

Month	J	F	M	A	M	J	J	S	O	N	D
Committees Meeting	9	6	5	2	7	4	2	3	1	5	3
	9:00am	9:00am	9:00am	9:00am	9:00am	9:00am	9:00am	9:00am	9:00am	9:00am	9:00am
Board Meeting	16	27	19	16	21	18	16	17	*15	19	10
	3:15pm	3:15pm	3:15pm	3:15pm	3:15pm	3:15pm	3:15pm	3:15pm	3:15pm	3:15pm	3:15pm
Special Board Meeting (Review 2025 Provisional Budget)							26				
							2:00pm				
* Joint Board/Councils Meeting (2025 Budget Presentation)									*15		
									5-7pm		

\* The Framework Agreement will have expired; it is unknown if a new agreement will require a JBC meeting – this is just a tentative hold in case one is needed. If not, the regular Board meeting will take place instead.

### 2024 Conference Schedule

Month	J	F	M	A	M	J	J	A	S	O	N	D
CABRO Governing in the Public Interest Seminar												
BCAPB Conference & AGM				11-12								
				Vancouver								
CACOLE Conference					29-31							
					Calgary							
CAPG Conference								8-11				
								Halifax				



Board to determine who will attend this.

## CPA & CAPG Summit: "Pressures on Policing - A Shared Perspective"

November 21, 2023

Delta Hotels Vancouver Downtown Suites

The Canadian Police Association (CPA) and the Canadian Association of Police Governance (CAPG) are hosting a one-day summit on 'Pressures on Policing - A Shared Perspective'. This is a unique opportunity where governance and police share the agenda.

HOTEL: **\$274/night (\$330/night incl. tax)** (must book by Oct 19)

REGISTRATION FEE: **\$250/person** (in-person only; no virtual option)

**NOTE:** The CAPG has confirmed that the summit will likely run from 8:00am - 4:00pm which means members need to travel the night before, resulting in a greater cost. Overall expected cost per person is approximately **\$850/person** (registration, hotel, ferries, per diems). If we send up to five members, the training/conference budget will be depleted for 2023.



## VICTORIA & ESQUIMALT POLICE BOARD

DATE:	October 3, 2023
TO:	Finance Committee
FROM:	Steve Hurcombe - Controller
SUBJECT:	September 2023 Overtime Report
ACTION:	For Information

### BACKGROUND:

Overtime expenditures are significant and semi-controllable expenditures for the organization. The report below details overtime expenditures for the first nine months of 2023, representing approximately 73% of the payroll year. The information is broken down into non-recoverable overtime (paid out of the VicPD budget) and overtime recoverable from other agencies.

Total non-recoverable overtime expenditures are slightly below budget at approximately 71% of the total budget. We continue to experience lower overtime than the same time last year for police and a return to normal levels of overtime. This is likely attributable to a new deployment model implemented on a pilot basis and better resourcing of front-line positions.

It is also important to note that while overtime for police is below budget, those for administration remain slightly above budget, highlighting the increasing pressures on those resources as we deal with high turnover and the resulting timelines required to replace those positions.

### 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 monitor overtime expenditures closely as the year progresses.

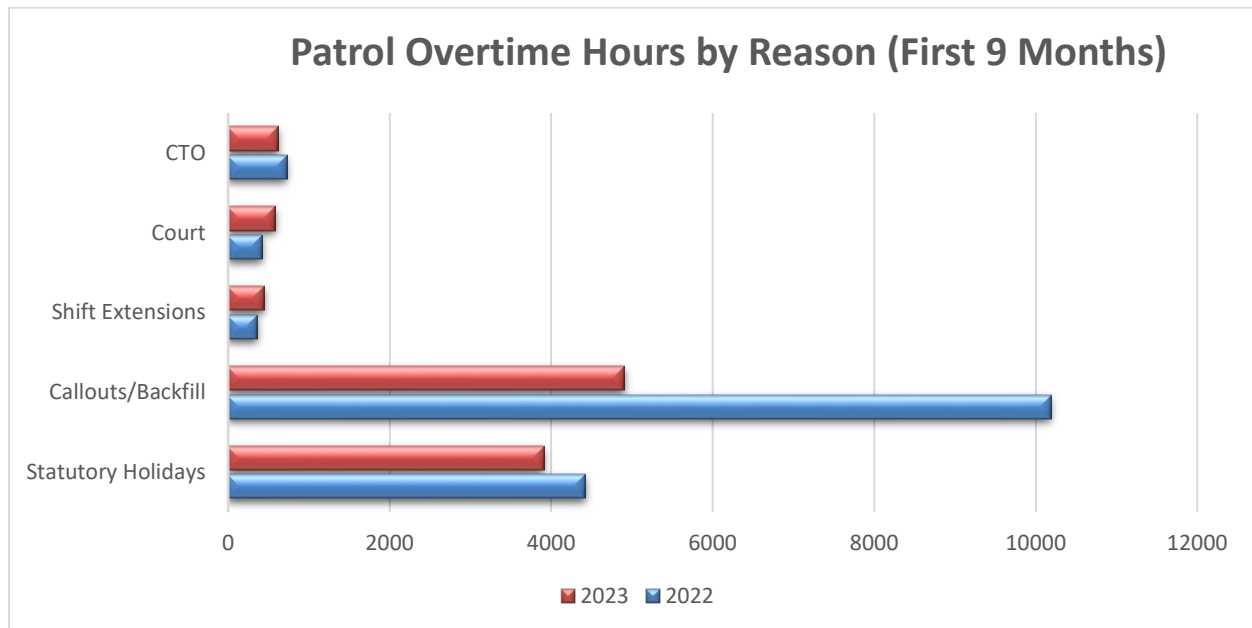
**Overtime Expenditures as of September 21st, 2023 (73% of payroll year)  
Police and Civilian Combined**

		2022	2023	2023		
BU	Description	First 9 Months	Budget Year To Date	% Spent	Remaining	
Non-Recoverable Overtime						
Administration						
	2500 Financial Services Division	-	1,200	270	22.5%	930
	2510 Human Resources	46,005	30,000	21,869	72.9%	8,131
	2524 Community Engagement	29,790	23,000	22,305	97.0%	695
	2527 Critical Incident Stress Management	12,819	20,000	3,875	19.4%	16,125
	2529 Executive Services	12,098	15,500	16,085	103.8%	(585)
	2530 Information, Privacy and Legal	996	1,000	3,835	383.5%	(2,835)
	2546 Volunteers	3,122	1,000	5,054	505.4%	(4,054)
	2550 Information Technology	1,615	10,000	2,719	27.2%	7,281
	2630 Records	70,991	80,000	84,399	105.5%	(4,399)
Total Administration		177,436	181,700	160,411	88.3%	21,289
Operations						
	2549 Analysis & Intel	16,916	12,000	15,235	127.0%	(3,235)
	2560 Patrol	1,394,570	1,255,000	867,218	69.1%	387,782
	2570 Esquimalt Administration	96	1,500	4,942	329.5%	(3,442)
	2572 Operational Planning	8,122	11,500	921	8.0%	10,579
	2580 General Investigative Support	99,860	85,000	188,158	221.4%	(103,158)
	2581 Outreach	4,300	10,000	5,205	52.1%	4,795
	2582 Community Resource Officers (CRO)	13,334	20,000	8,322	41.6%	11,678
	2590 Strike Force	69,175	122,500	113,342	92.5%	9,158
	2599 Special Operations	-	-	26,580	N/A	(26,580)
	2600 Detectives	43,812	40,000	45,963	114.9%	(5,963)
	2604 Financial Crimes	29,538	20,000	-	0.0%	20,000
	2605 Computer Analysis	3,397	4,000	-	0.0%	4,000
	2606 Special Victims	22,767	35,000	22,172	63.3%	12,828
	2608 Major Crimes	98,779	120,000	84,123	70.1%	35,877
	2609 Historical Cases	-	-	4,281	N/A	(4,281)
	2610 Traffic	30,191	40,000	34,933	87.3%	5,067
	2611 Motorcycle Escort Team	-	-	669	N/A	(669)
	2613 Behavioural Assessment & Management	17,369	5,000	-	0.0%	5,000
	2650 Forensic Identification	73,230	62,000	52,310	84.4%	9,690
	2680 Jail	107,563	110,000	98,584	89.6%	11,416
	2692 ERT Team	-	-	34,123	N/A	(34,123)
Total Operations		2,033,019	1,953,500	1,607,081	82.3%	346,419
Integrated Units						
	2523 Integrated Mobile Crisis Response (IMCRT)	4,178	35,500	11,365	32.0%	24,135
	2520 Centralized (GVERT, Protests etc. )	-	400,000	169,518	42.4%	230,482
	2565 Integrated Canine Unit	17,202	11,440	24,810	216.9%	(13,370)
	2601 Vancouver Island Integrated Major Crimes (VIIMCU)	57,369	156,000	61,550	39.5%	94,450
	2603 MYST	942	-	471	N/A	(471)
	2607 Regional Domestic Violence	4,238	10,230	3,111	30.4%	7,119
	2620 Public Safety Unit Training	37,407	60,890	45,148	74.1%	15,742
	2690 GVERT Training	8,730	159,740	34,613	21.7%	125,127
	2695 Crisis Negotiation	3,927	11,070	1,028	9.3%	10,042
Total Integrated Units		133,993	844,870	351,614	41.6%	493,256
Total Non-Recoverable Overtime		2,344,448	2,980,070	2,119,106	71.1%	860,964
Overtime Recoverable from Third parties						
	2510 Human Resources	-	-	2,569	N/A	(2,569)
	2520 Centralized (Emergency Response, Protests)	619,348	-	260,542	N/A	(260,542)
	2526 Special Events	794,904	670,800	916,937	136.7%	(246,137)
	2545 Reserve Program	8,022	12,000	-	0.0%	12,000
	2560 Patrol	81,749	-	52,990	N/A	(52,990)
	2580 Beat & Bike	4,349	-	-	N/A	-
	2582 Community Resource Officer	-	-	2,194	N/A	(2,194)
	2590 Strikeforce	-	-	1,416	N/A	(1,416)
	2601 VIIMCU	1,177	-	9,744	N/A	(9,744)
	2607 Regional Domestic Violence	7,762	-	-	N/A	-
	2670 Secondments	11,553	-	-	N/A	-
Total Recoverable Overtime		1,528,864	682,800	1,246,392	182.5%	(563,592)
Total Overtime Combined		3,873,312	3,662,870	3,365,498	91.9%	297,372

## Patrol Overtime Hours by Reason

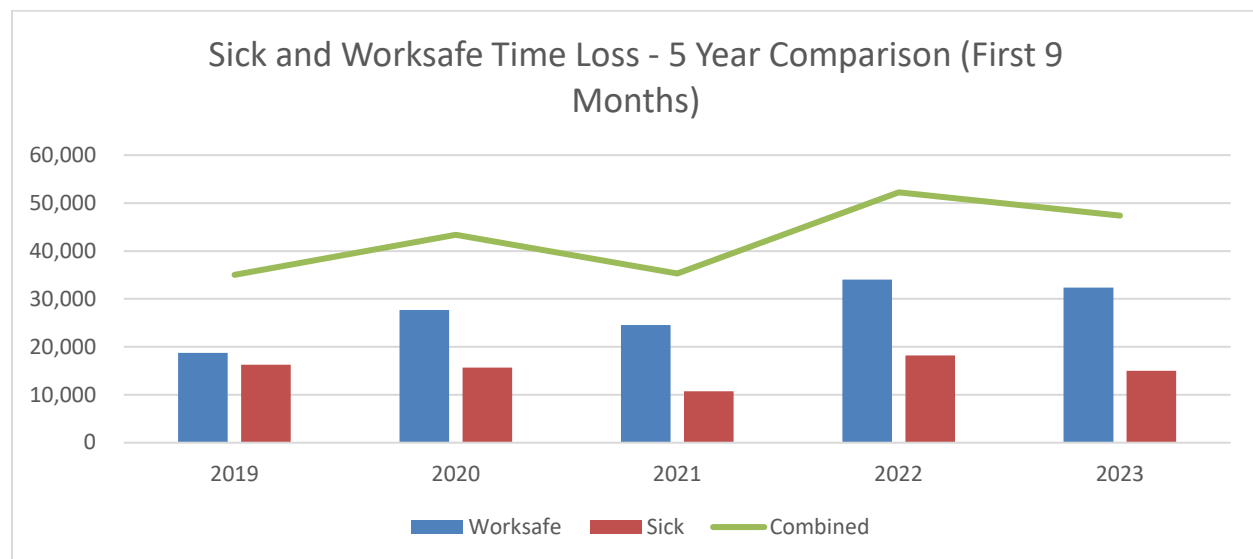
This report shows the year-to-date overtime hours compared to the previous year's period.

Callouts and backfill hours remain below 2022 levels and align with long-term averages. Other categories are broadly comparable to the previous year and aligned with expectations.



### ***Time Loss from Work-Related Injuries***

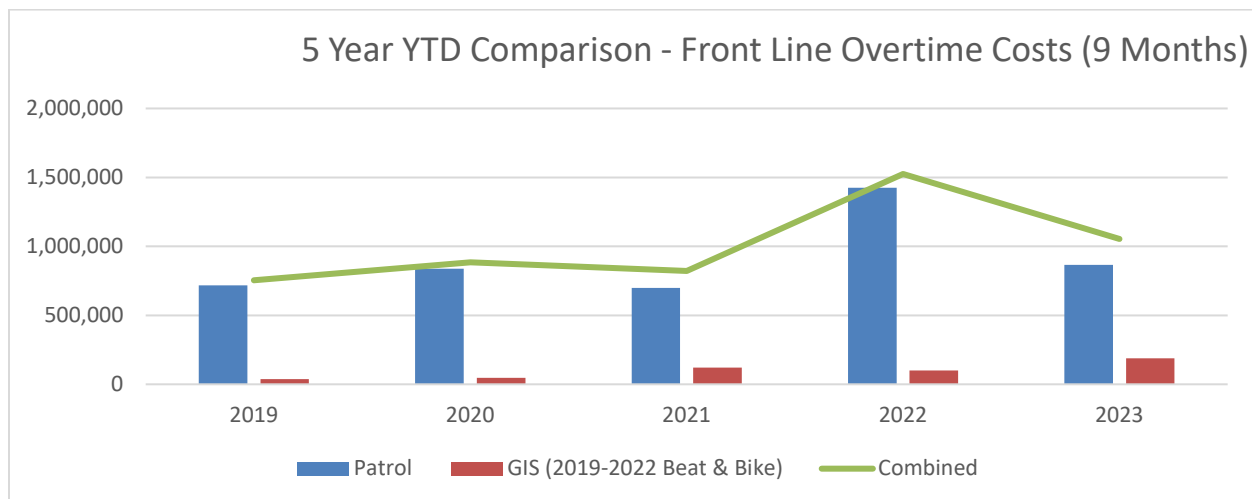
The graph illustrates time loss from sick and work-related injuries for the same month over the last five years. Sick leave remains below 2022 levels and is running near the five-year average. Time loss from work-related injuries has leveled off but remains higher than the five-year average.



## Month-to-Month Trend for Front Line Overtime Expenditures

The reduced number of overtime 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. While front-line resourcing has been prioritized, this impacts the other divisions within the Department.

The difference is that for 2023, Patrol is supplemented by the General Investigative Services Section, whereas the Beat & Bikes Section provided comparative years' support.





## VICTORIA & ESQUIMALT POLICE BOARD

<b>DATE:</b>	October 3, 2023
<b>TO:</b>	Finance Committee
<b>FROM:</b>	Steve Hurcombe, Controller
<b>SUBJECT:</b>	September 2023 Monthly Financial Report
<b>ACTION:</b>	For Information

### SUMMARY:

This report contains the monthly financial report as of September 25<sup>th</sup>, 2023 representing approximately 73% of the fiscal year for payroll. The report includes a comparison to both the budget approved by councils and that of the police board, the difference is approximately \$1.99 million.

The net financial position is approximately 74 % of the budget approved by the Board and 76% of that approved by councils. Excluding retirement expenditures, for which no operating budget was approved, the net financial position is on target for the board approved budget, but approximately 2% above that approved by councils.

The contributing factors are:

- Retirement expenditures of approximately \$675,000, for which no operating budget was approved
- Building and maintenance, for which \$321,545 of the provisional budget was denied by councils
- Professional services, for which \$370,000 of the provisional budget was also denied by councils

Salaries and benefits, as well as overtime, are in line with the budget. Uniform expenditures include one-time expenditures due to changes in uniform standards. Other expenditure items remain at or below budget, with the exception of those items identified above. Capital expenditures and commitments represent approximately 56% of the total budget. Planned building and furniture 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 on green fleet initiatives. Expenditures for fleet and IT infrastructure replacement have been given priority with the remaining funds.



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# **MONTHLY FINANCIAL REPORT AS AT SEPTEMBER 25TH, 2023**

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## Statement 1

**Victoria Police Department**  
**Revenues and Expenditures By Section (Unaudited)**  
**For the Period Ending September 25, 2023**

	Budget Approved by Councils	73.0%	Actual	(Over) Under	% of Total Budget
<b>Revenue</b>					
Special Events	634,610	463,265	927,966	(293,356)	146.2%
Records	67,000	48,910	69,097	(2,097)	103.1%
Grants	21,500	15,695	104,673	(83,173)	486.9%
Other	601,860	439,358	260,540	341,320	43.3%
Jail Operations	50,300	36,719	36,312	13,988	72.2%
<b>Total Revenue</b>	<b>1,375,270</b>	<b>1,003,947</b>	<b>1,398,589</b>	<b>(23,319)</b>	<b>101.7%</b>
<b>Operating Expenditures By Section</b>					
Executive	4,380,610	3,197,845	3,171,729	1,208,881	72.4%
Integrated Units	3,738,220	2,728,901	2,619,031	1,119,189	70.1%
Crime Prevention Services	1,603,270	1,170,387	893,018	710,252	55.7%
Crime Reduction Division	3,303,920	2,411,862	3,188,231	115,689	96.5%
Patrol - Primary Response Division	21,151,440	15,440,551	15,535,092	5,616,348	73.4%
Community Services, Outreach & Patrol Support	5,474,060	3,996,064	5,296,300	177,760	96.8%
Investigative Services	6,775,540	4,946,144	4,736,163	2,039,377	69.9%
Traffic Enforcement and Crash Investigations	1,163,230	849,158	901,619	261,611	77.5%
Communications Centre - 911	4,171,000	3,044,830	2,390,785	1,780,215	57.3%
Centralized Corporate Costs	1,389,260	1,014,160	1,453,518	(64,258)	104.6%
Support Services	13,949,090	10,182,836	10,053,713	3,895,377	72.1%
Jail Operations	1,078,900	787,597	882,462	196,438	81.8%
<b>Total Operating Expenditures</b>	<b>68,178,540</b>	<b>49,770,334</b>	<b>51,121,661</b>	<b>17,056,879</b>	<b>75.0%</b>
<b>Transfers to Capital</b>	<b>1,200,000</b>	<b>876,000</b>	<b>900,000</b>	<b>300,000</b>	<b>75.0%</b>
<b>Transfer from Financial Stability Reserve</b>	<b>500,000</b>	<b>365,000</b>		<b>500,000</b>	<b>0.0%</b>
<b>Net Financial Position Before Retirements</b>	<b>67,503,270</b>	<b>49,277,387</b>	<b>50,623,072</b>	<b>16,880,198</b>	<b>75.0%</b>
<b>Retirements</b>	<b>-</b>	<b>-</b>	<b>675,258</b>	<b>(675,258)</b>	<b>1.0%</b>
<b>Net Financial Position (Council Approved)</b>	<b>67,503,270</b>	<b>49,277,387</b>	<b>51,298,330</b>	<b>16,204,940</b>	<b>76.0%</b>
<b>Items Approved by Police Board but not Councils</b>					
Financial Analyst	85,000	62,050			
Records Archivist	56,250	41,063			
Records Supervisor	92,000	67,160			
Training Specialist	89,000	64,970			
Additional Police Officers	425,000	310,250			
Body Worn Pilot	150,000	109,500			
Capital Reserve Funding	300,000	219,000			
Professional Services	370,000	270,100			
Retirements	100,000	73,000			
Building Maintenance	321,545	234,728			
<b>Net Financial Position (Board Approved)</b>	<b>69,492,065</b>	<b>50,729,207</b>	<b>51,298,330</b>	<b>-569,123</b>	<b>73.8%</b>

## Statement 2

**Victoria Police Department**  
**Revenue and Expenditures by Object (Unaudited)**  
**For the Period Ending September 25, 2023**

				(Over)/Under	
	Actual	Budget Approved by Councils	% Used	\$	%
<b>Revenue</b>					
Special Events	927,966	634,610	146.2%	(293,356)	-46.2%
Records	69,097	67,000	103.1%	(2,097)	-3.1%
Grants	104,673	21,500	N/A	(83,173)	-386.9%
Other	260,540	601,860	43.3%	341,320	56.7%
Jail Operations	36,312	50,300	72.2%	13,988	27.8%
<b>Total Revenue</b>	<b>1,398,589</b>	<b>1,375,270</b>	<b>101.7%</b>	<b>(23,319)</b>	<b>-1.7%</b>
<b>Operating Expenditures</b>					
Salaries and Benefits	38,676,482	53,323,083	72.5%	14,646,601	27.5%
Non-Recoverable Overtime	2,084,209	3,028,260	68.8%	944,051	31.2%
Recoverable Overtime	1,188,507	634,610	187.3%	(553,897)	-87.3%
Professional Services	3,775,687	3,470,532	108.8%	(305,155)	-8.8%
Equipment Maintenance - Fleet & Computers	1,470,715	2,033,280	72.3%	562,565	27.7%
Telephone Line Charges/CREST	539,077	877,560	61.4%	338,483	38.6%
Travel and Training	926,399	1,551,840	59.7%	625,441	40.3%
Building Maintenance	641,037	643,085	99.7%	2,048	0.3%
General and Office Supplies	306,692	471,680	65.0%	164,988	35.0%
Other Operating Expenditures	168,167	427,720	39.3%	259,553	60.7%
Uniforms & Protective Clothing	497,836	400,740	124.2%	(97,096)	-24.2%
Lease/Rental/PRIME	459,433	584,290	78.6%	124,857	21.4%
Fuel and Motor Oil	197,463	373,690	52.8%	176,227	47.2%
Insurance	177,207	332,670	53.3%	155,463	46.7%
Postage and Freight	12,750	25,500	50.0%	12,750	50.0%
<b>Total Operating Expenditures</b>	<b>51,121,661</b>	<b>68,178,540</b>	<b>75.0%</b>	<b>17,056,879</b>	<b>25.0%</b>
<b>Transfers to Capital</b>	<b>900,000</b>	<b>1,200,000</b>	<b>75.0%</b>	<b>300,000</b>	<b>25.0%</b>
<b>Transfer from Financial Stability Reserve</b>	<b>-</b>	<b>500,000</b>	<b>0.0%</b>	<b>500,000</b>	<b>0.0%</b>
<b>Net Financial Position Before Retirements</b>	<b>50,623,072</b>	<b>67,503,270</b>	<b>75.0%</b>	<b>16,880,198</b>	<b>25.0%</b>
<b>Retirements</b>	<b>675,258</b>	<b>-</b>	<b>N/A</b>	<b>(675,258)</b>	<b>N/A</b>
<b>Net Financial Position</b>	<b>51,298,330</b>	<b>67,503,270</b>	<b>76.0%</b>	<b>16,204,940</b>	<b>24.0%</b>
<b>Items Approved by Police Board but not Councils</b>					
Financial Analyst		85,000			
Records Archivist		56,250			
Records Supervisor		92,000			
Training Specialist		89,000			
Additional Police Officers		425,000			
Body Worn Pilot		150,000			
Capital Reserve Funding		300,000			
Professional Services		370,000			
Retirements		100,000			
Building Maintenance		321,545			
<b>Net Financial Position (Board Approved)</b>	<b>51,298,330</b>	<b>69,492,065</b>	<b>73.8%</b>	<b>18,193,735</b>	<b>26.2%</b>

## Statement 3

**Victoria Police Department**  
**Operating Expenditures by Section and Business Unit (Unaudited)**  
**For the Period Ending September 25, 2023**

	<b>Budget Approved by Councils</b>	<b>Actual</b>	<b>(Over) Under</b>	<b>% of Total Budget</b>
<b>Executive Services</b>				
Office of The Chief Constable	1,244,370	835,190	409,180	67.1%
Executive Services, Policy and Professional Standards	1,751,490	1,088,953	662,537	62.2%
Esquimalt Administration	623,090	595,673	27,417	95.6%
Police Board	112,100	57,942	54,158	51.7%
Public Affairs	649,560	593,972	55,588	91.4%
<b>Total Executive Services</b>	<b>4,380,610</b>	<b>3,171,729</b>	<b>1,208,881</b>	<b>72.4%</b>
<b>Integrated Units</b>				
Vancouver Island Integrated Major Crime Unit	1,169,120	714,846	454,274	61.1%
Diversity Unit	2,570	1,877	693	73.0%
Integrated Mobile Crisis Response Team	134,370	98,103	36,267	73.0%
Regional Domestic Violence Unit	213,770	156,054	57,716	73.0%
Integrated Canine Service	744,220	569,474	174,746	76.5%
PSU	142,620	104,130	38,491	73.0%
Explosive Disposal Unit	16,120	12,090	4,030	75.0%
Crime stoppers	64,370	48,013	16,357	74.6%
Mobile Youth Service Team	65,090	48,815	16,275	75.0%
Emergency Response Team Training	1,149,480	838,992	310,488	73.0%
Crisis Negotiator Team	36,490	26,638	9,852	73.0%
<b>Total Integrated Units</b>	<b>3,738,220</b>	<b>2,619,031</b>	<b>1,119,189</b>	<b>70.1%</b>
<b>Crime Prevention Services</b>				
Community Resource Officers	913,090	589,036	324,054	64.5%
School Resource Officers	393,480	-	393,480	0.0%
Community Programs	113,980	104,362	9,618	91.6%
Volunteer Program	137,720	95,273	42,447	69.2%
Reserve Program	45,000	104,347	(59,347)	231.9%
<b>Total Crime Prevention Services</b>	<b>1,603,270</b>	<b>893,018</b>	<b>710,252</b>	<b>55.7%</b>
<b>Crime Reduction Division</b>				
Strike Force	1,562,110	1,145,753	416,357	73.3%
Analysis and Intel	753,830	712,581	41,249	94.5%
Operational Planning	317,180	210,796	106,384	66.5%
Special Duties	670,800	1,119,101	(448,301)	166.8%
<b>Total Crime Reduction Division</b>	<b>3,303,920</b>	<b>3,188,231</b>	<b>115,689</b>	<b>96.5%</b>

	<b>Annual Budget</b>	<b>Year To Date</b>	<b>(Over) Under</b>	<b>% of Total Budget</b>
<b>Patrol - Primary Response Division</b>	<b>21,151,440</b>	<b>15,535,092</b>	<b>5,616,348</b>	<b>73.4%</b>
<b>Community Services, Outreach and Patrol Support</b>				
General Investigative and Outreach	4,092,890	4,000,014	92,876	97.7%
Assertive Community Treatment	722,910	116,418	606,492	16.1%
Behavioural Assessment & Management Unit	658,260	7,441	650,819	1.1%
ERT Front Line Support	-	1,172,428	(1,172,428)	NA
<b>Total Community Services, Outreach &amp; Patrol Support</b>	<b>5,474,060</b>	<b>5,296,300</b>	<b>177,760</b>	<b>96.8%</b>
<b>Investigative Services Division</b>				
Detective Division - Support	1,355,580	1,063,809	291,771	78.5%
Special Operations	500,000	73,003	426,997	14.6%
Historical Case Review	188,730	279,968	(91,238)	148.3%
Financial Crimes	506,330	-	506,330	0.0%
Computer Forensics Unit	547,730	166,745	380,985	30.4%
Special Victims Unit	998,110	828,528	169,582	83.0%
Major Crimes	1,557,180	1,504,931	52,249	96.6%
Forensic Identification	1,121,880	819,178	302,702	73.0%
<b>Total Investigative Services Division</b>	<b>6,775,540</b>	<b>4,736,163</b>	<b>2,039,377</b>	<b>69.9%</b>
<b>Traffic Enforcement and Crash Investigations</b>				
Traffic Enforcement and Crash Investigation	1,145,640	888,220	257,420	77.5%
Motorcycle Escort Team	17,590	13,399	4,191	76.2%
<b>Total Traffic Enforcement and Crash Investigations</b>	<b>1,163,230</b>	<b>901,619</b>	<b>261,611</b>	<b>77.5%</b>
<b>Communications Centre - 911</b>	<b>4,171,000</b>	<b>3,066,044</b>	<b>1,104,956</b>	<b>73.5%</b>
<b>Centralized Corporate Costs</b>	<b>1,389,260</b>	<b>1,453,518</b>	<b>(64,258)</b>	<b>104.6%</b>
<b>Support Services</b>				
Automotive	986,000	609,866	376,134	61.9%
Critical Incident Stress Management	38,000	14,470	23,530	38.1%
Legal Services and Freedom of Information	404,260	324,506	79,754	80.3%
Finance, Exhibit Control and Purchasing	4,504,650	3,347,535	1,157,115	74.3%
Human Resources, firearms and use of force training	3,539,930	2,328,998	1,210,932	65.8%
Records Management	2,411,080	1,938,410	472,670	80.4%
Secondments	-	185	(185)	N/A
Information Systems	2,065,170	1,489,744	575,426	72.1%
<b>Total Support Services</b>	<b>13,949,090</b>	<b>10,053,713</b>	<b>3,895,377</b>	<b>72.1%</b>
<b>Jail Operations</b>	<b>1,078,900</b>	<b>882,462</b>	<b>196,438</b>	<b>81.8%</b>
<b>Total Operating Expenditures</b>	<b>68,178,540</b>	<b>51,796,919</b>	<b>16,381,621</b>	<b>76.0%</b>

## Statement 4

**Victoria Police Department**  
**Capital Expenditures (Unaudited)**  
**For the Period Ending September 25, 2023**

	<u>Transfers to Capital Fund</u>	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>(Over) Under</u>	<u>%</u>
Vehicles	-	600,000	374,498	225,502	62.4%
Computer Equipment	-	500,000	440,472	59,528	88.1%
Furniture	-	130,000	-	130,000	0.0%
Police Building Upgrades	-	250,000	12,826	237,174	5.1%
<b>Total Capital</b>	<b>-</b>	<b>1,480,000</b>	<b>827,795</b>	<b>652,205</b>	<b>55.9%</b>

**1. REVENUE**

Revenues are above budget as special events return to pre-pandemic levels.

**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 for police wages. We are, however, experiencing increasing turnover of civilian positions which has resulted in some temporary vacancies or overlaps in positions.

**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 slightly below budget. Recoverable overtime is above budget, reflecting a return to normal for special duties.

**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 in line with the budget.

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

Telecommunication costs are below budget at this time.

**8. TRAVEL AND TRAINING:**

Travel and training expenditures are below budget but are expected to be close to budget by the end of the year as training requirements continue to increase.

**9. BUILDING MAINTENANCE:**

The entire budget for building maintenance has been expended this year, due to cuts made by councils to the 2023 budget for expenditures over which we have little control. The majority of these expenditures are amounts directly paid to the municipalities for the operating costs of our two buildings.

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

General, Other and Uniform Expenditures are below 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 September fuel charges from the City, but not repairs and maintenance, as this can vary significantly from month to month.

**12. CAPITAL**

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 canceled 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

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

Telecommunication costs are below budget at this time.

**8. TRAVEL AND TRAINING:**

Travel and training expenditures are below budget but are expected to be close to budget by the end of the year as training requirements continue to increase.

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**FINANCIAL IMPACT:**

None

**RECOMMENDATION:**

None





# Board of Education

School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4106 Fax (250) 475-4112

*Chair: Nicole Duncan Vice-Chair: Karin Kwan*

*Trustees: Natalie Baillaut, Angela Carmichael, Mavis David,  
Derek Gagnon, Emily Mahbobi, Diane McNally, Rob Paynter*

September 29, 2023

Victoria and Esquimalt Police Board  
850 Caledonia Avenue  
Victoria, BC V8T 5J8

**Email:** [Board@vicpd.ca](mailto:Board@vicpd.ca)

**ATTENTION:** Victoria and Esquimalt Police Board

Dear Mayor Barbara Desjardins, Lead Co-Chair, and Mayor Marianne Alto, Deputy Co-Chair

**RE: Greater Victoria Board of Education SPLO Program Decision**

On May 31, 2023, the Board of Education ended the School Police Liaison Officer Program which involved School Police Liaison Officers from Oak Bay Police, Saanich, and the RCMP (Police Liaison Officers have not been present in Victoria and Esquimalt schools since 2018).

The Board of Education is deeply committed to creating and maintaining safe, welcoming, and inclusive school environments for all members of our learning community. We believe that every student deserves an environment in which they can thrive academically and personally. Students in Greater Victoria School District will continue to receive the necessary support and care from trained, certified, and regulated professionals in schools and community.

We are committed to maintaining strong relationships with local police and to clearly defining their roles within our schools. Police play a key role in keeping our school communities safe. In the event of a school emergency, we want to emphasize that our existing protocols for lockdowns, critical incidents, and violent threat risk assessments continue to be in effect.

Our Board of Education would be pleased to meet with you to discuss the decision and our shared responsibility for student safety moving forward. We look forward to hearing from you regarding your availability to meet with our Board.

Yours sincerely,

Nicole Duncan  
Chair, Board of Education  
School District No. 61 (Greater Victoria)

cc: Board of Education, School District No. 61  
Deb Whitten, Superintendent, School District No. 61  
Katrina Stride, Secretary-Treasurer, School District No. 61