



# VICTORIA & ESQUIMALT POLICE BOARD

## Public Meeting Agenda

February 27, 2024 at 5:00pm

Boardroom & Zoom

### 1. STANDING ITEMS

- a. Territorial Acknowledgement
- b. Declarations of Conflict of Interest
- c. Approval: Public Agenda of February 27, 2024
- Pg. 1 d. Approval: Public Minutes of January 16, 2024
- e. Board Co-Chairs Update
- Pg. 3 f. Committees Update
- g. Board Member Engagement Update
- h. BC Association of Police Boards Director's Update
- Pg. 18 i. Chief Constable Update
- Pg. 19 j. Equity, Diversity, Inclusion & Engagement Update

### 2. NEW BUSINESS

- Pg. 20 a. SD61 Cancellation of the School Police Liaison Officer Program (CC Manak)
- Pg. 22 b. BCAPB AGM & Conference Sponsorship Request (M. Hayes)
- Pg. 23 c. BCAPB AGM & Conference - Call for Resolutions (M. Hayes)

### 3.. CORRESPONDENCE *(For Information Only)*

- Pg. 27 a. Commendations



# VICTORIA & ESQUIMALT POLICE BOARD

## Public Meeting Minutes

January 16, 2024 at 5:00pm

Boardroom & Zoom

### PRESENT

Mayor Alto, Chair  
H. Courtright  
E. Cull  
S. Dhillon  
P. Faoro

M. Hayes  
T. Kituri  
Insp. C. Brown  
Insp. M. Brown  
Insp. G. Hamilton

Insp. C. King  
Insp. J. Lawson  
K. Kosich  
C. Major  
D. Phillips

Recording Secretary: Collette Thomson

### 1. STANDING ITEMS

a. Territorial Land Acknowledgement

b. Declaration of Conflicts of Interest

No conflicts declared.

c. Approval: Public Agenda of January 16, 2024

24-04                      **MOTION:** *To approve the Public agenda of January 16, 2024 as presented.*  
**MOVED/SECONDED/CARRIED**

d. Approval: Public Minutes of November 21, 2023

24-05                      **MOTION:** *To approve the Minutes of November 21, 2023 as presented.*  
**MOVED/SECONDED/CARRIED**

e. Board Co-Chair Updates

No discussion arising.

f. Committees Update

- Governance Committee Chair Faoro advised that the Framework Agreement (FA) has been extended. The agreement extends the term of the FA to December 31, 2024 and subject to sections 2.3 and 2.4, it shall be automatically extended for a further one-year term. The FA will not be extended past December 31, 2026. It has since been signed by all parties and was dated for reference as December 7, 2023.
- Finance Chair Cull advised that the VicPD 2024 budget will be presented to Esquimalt Council on January 22 and Victoria Council on January 25.

**g. Board Member Engagement Update**

- Vice-Chair Hayes attended the following events between November – January:
  - VicPD Volunteer and Reserve appreciation dinner
  - VicPD Honours ceremony
  - VicPD Christmas luncheon
  - VicPD recruit swearing in ceremony
  - CACP/CPKN conference on authentic engagement with Indigenous communities
  - Ride along during the dayshift
- Mayor Alto attended the VicPD Volunteer and Reserve appreciation dinner
- Governance Chair Faoro attended the VicPD Honours ceremony
- Board member Huber provided treats and gifts for the officers working on Christmas Day

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

Vice-Chair Hayes advised that the BCAPB strategic planning sessions are ongoing. The annual BCAPB AGM and conference will be taking place on April 11-12 in Vancouver.

**i. Chief Constable Update**

- Refer to the report provided – for information
- DC McRae highlighted operational calls and files of note
- Min. Farnworth has announced that he intends to expand the Vancouver Island Integrated Major Crime Unit (VIIMCU); VicPD is supportive of this but concerned about the potential cost increases
- Since October 2023, weekly rallies continue at the BC Legislature; demonstrators are advocating for a permanent ceasefire in the Israel-Hamas conflict

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

Refer to the report provided – for information.

**2 CORRESPONDENCE** *(For information only)*

- a. 231205 Order in Council #669: Board Reappointments
- b. VicPD Commendations

*Meeting adjourned at 5:40pm.*



## VICTORIA & ESQUIMALT POLICE BOARD

### COMMITTEES UPDATE Public

#### HUMAN RESOURCES

**a. Equity, Diversity & Inclusion Initiatives**

Mayor Desjardins recently attended a seminar relating to EDI. She provided a comprehensive summary of the themes and information provided, and it was suggested that the Board adopt the use of “EDIA” (Equity, Diversity, Inclusion and Accessibility) instead of EDI. Consideration will be given to providing this training to the Board and inviting staff as well.

DC Laidman provided a comprehensive update regarding the robust EDI practices and processes currently in place at VicPD and outlined future plans. A report on EDI initiatives will be presented to the Board biannually in the public sessions.

#### FINANCE

**a. Overtime Report**

Refer to page #4 - for information.

**b. 2023 Preliminary Year End Report**

Refer to page #9 - for information.



## VICTORIA & ESQUIMALT POLICE BOARD

DATE:	February 6, 2024
TO:	Finance Committee
FROM:	Steve Hurcombe - Controller
SUBJECT:	January 2024 Overtime Report
ACTION:	For Information

### BACKGROUND

Overtime expenditures are significant and semi-controllable expenditures for the organization. The report below details overtime expenditures for January 2024, representing approximately 8% of the payroll year. Although it is very early in the year, we are over budget with non-recoverable overtime at just under 13% of the total budget.

Further review noted that overtime expenditures for working Statutory Holidays include Christmas Day and Boxing Day, amounting to approximately \$88,000 in costs related to 2023. Once adjusted for this, we are only slightly over budget. This impacts the overtime expenditures for Patrol, GIS, Traffic, Jail, Records, IMCRT, and Integrated Canine results.

Also, an analysis was performed on Standby Pay, which was paid in January under the new Collective Agreement terms. A total of \$82,273 was paid in standby pay for the month. This is not reflected in the numbers below, as Standby Pay has been included in the regular salary and benefits budget.

### SUMMARY

Below is a summary broken down into non-recoverable Administration, Operations, and Integrated Units.

**Overtime Expenditures as of January 30th, 2024**  
**Police and Civilian Combined**

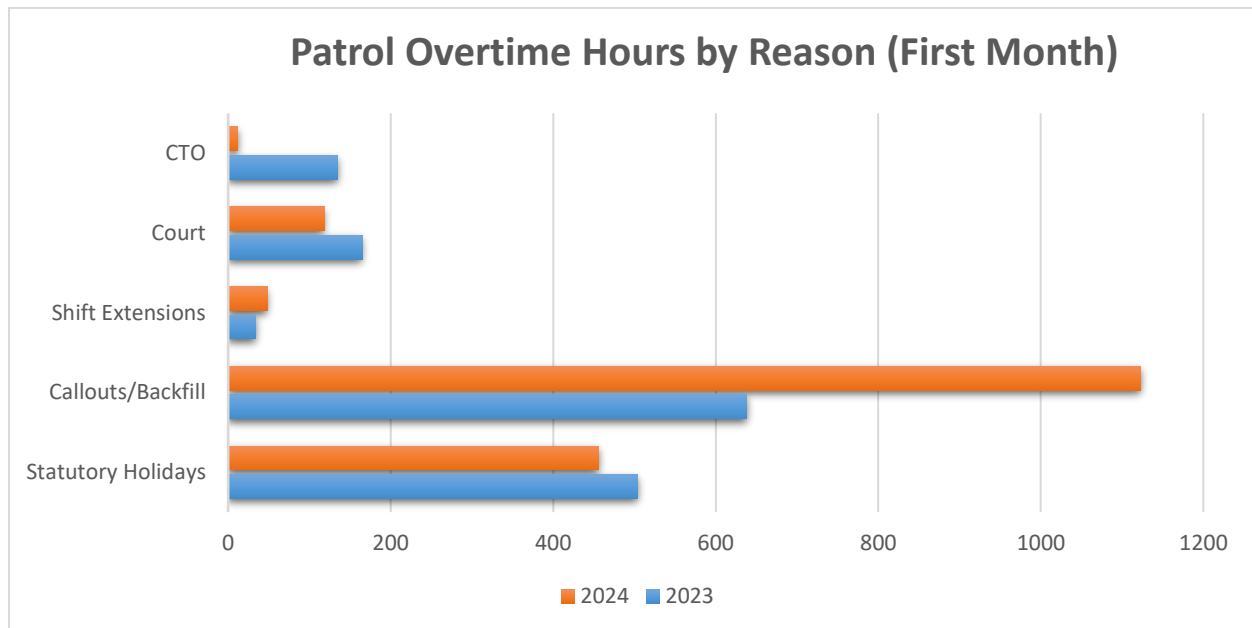
BU	Description	2023	2024	2024	Remaining
		First Month	Budget	Year To Date	
				% Spent	(Overspent)
<b>Non-Recoverable Overtime</b>					
<b>Administration</b>					
2500	Financial Services Division	270	1,000	-	0.0%
2510	Human Resources	985	31,000	3,860	12.5%
2524	Community Engagement	1,175	23,000	-	0.0%
2527	Critical Incident Stress Management	-	20,000	-	0.0%
2529	Executive Services	2,591	25,000	8,086	32.3%
2530	Information, Privacy and Legal	-	3,000	-	0.0%
2546	Volunteers	-	3,500	-	0.0%
2550	Information Technology	1,892	5,000	-	0.0%
2630	Records	8,349	80,000	16,119	20.1%
<b>Total Administration</b>		<b>15,262</b>	<b>191,500</b>	<b>28,065</b>	<b>14.7%</b>
<b>Operations</b>					
2549	Analysis & Intel	-	18,000	1,121	6.2%
2560	Patrol	62,672	1,252,000	173,730	13.9%
2570	Esquimalt Administration	-	1,500	-	0.0%
2572	Operational Planning	-	10,000	-	0.0%
2580	General Investigative Support	804	200,000	43,327	21.7%
2581	Outreach	-	10,000	-	0.0%
2582	Community Resource Officers (CRO)	268	-	-	N/A
2590	Strike Force	3,348	125,000	6,377	5.1%
2599	Special Operations	-	-	-	N/A
2600	Detectives	1,153	40,000	2,846	7.1%
2604	Financial Crimes	-	-	-	N/A
2605	Computer Analysis	-	6,000	-	0.0%
2606	Special Victims	1,349	35,000	84	0.2%
2608	Major Crimes	1,293	120,000	10,193	8.5%
2609	Historical Cases	96	-	561	N/A
2610	Traffic	-	40,000	2,757	6.9%
2611	Motorcycle Escort Team	-	-	-	N/A
2613	Behavioural Assessment & Management	-	-	-	N/A
2615	Cybercrime	-	-	-	N/A
2650	Forensic Identification	1,386	65,000	2,309	3.6%
2680	Jail	7,356	120,000	10,831	9.0%
2692	ERT Team	-	10,000	-	0.0%
<b>Total Operations</b>		<b>79,725</b>	<b>2,052,500</b>	<b>254,136</b>	<b>12.4%</b>
<b>Integrated Units</b>					
2523	Integrated Mobile Crisis Response (IMCRT)	241	36,920	2,013	5.5%
2520	Centralized (GVERT, Protests etc. )	-	356,000	95,452	26.8%
2565	Integrated Canine Unit	1,392	11,900	5,251	44.1%
2601	Vancouver Island Integrated Major Crimes (VIIMCU)	-	156,000	-	0.0%
2603	MYST	-	2,000	-	0.0%
2607	Regional Domestic Violence	-	13,360	-	0.0%
2620	Public Safety Unit Training	-	63,330	112	0.2%
2690	GVERT Training	-	166,130	2,955	1.8%
2695	Crisis Negotiation	-	11,510	-	0.0%
<b>Total Integrated Units</b>		<b>1,633</b>	<b>817,150</b>	<b>105,783</b>	<b>12.9%</b>
<b>Total Non-Recoverable Overtime</b>		<b>96,620</b>	<b>3,061,150</b>	<b>387,984</b>	<b>12.7%</b>
<b>Overtime Recoverable from Third parties</b>					
2520	Centralized (Emergency Response, Protests)	23,952	250,000	-	0.0%
2526	Special Events	29,092	788,000	73,514	9.3%
<b>Total Recoverable Overtime</b>		<b>53,044</b>	<b>1,038,000</b>	<b>73,514</b>	<b>7.1%</b>
<b>Total Overtime Combined</b>		<b>149,664</b>	<b>4,099,150</b>	<b>461,498</b>	<b>11.3%</b>

## Patrol Overtime Hours by Reason

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

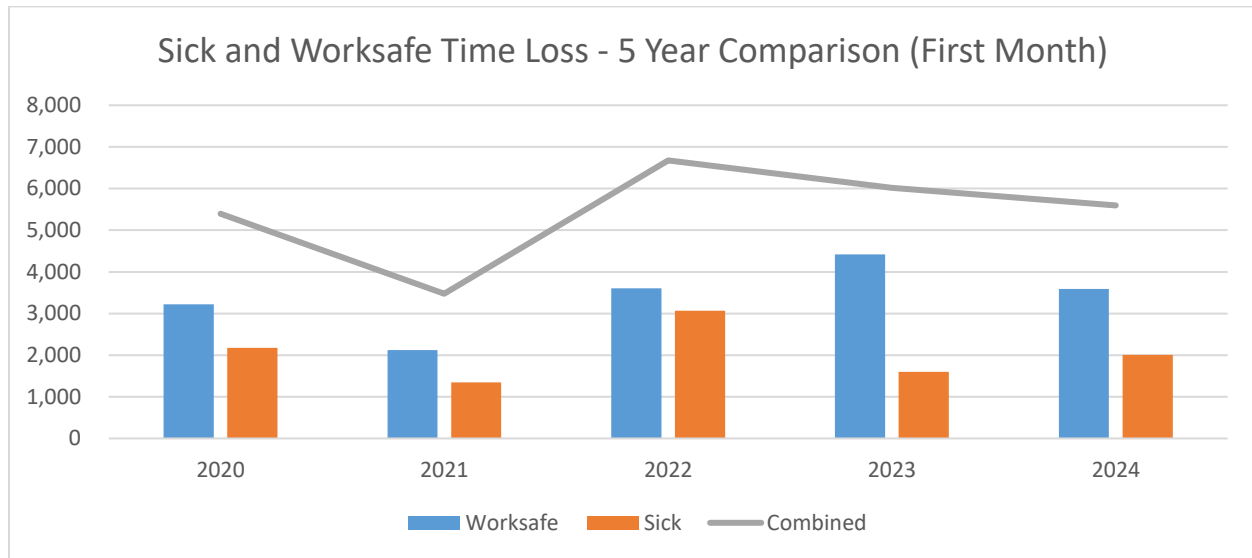
CTO, Court, Shift Extensions, and Statutory Holiday overtime fall within or below average and are within expectations.

Callouts, however, have increased compared to the same time last year. Recent protests, some of which are likely recoverable from the Province, have contributed to this.



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

The graph illustrates time lost from sick leave and work-related injuries for the same month over the last five years. Sick leave is up slightly from the same time the previous year but in line with long-term averages. Time loss from work-related injuries is down somewhat from last year and is in line with long-term averages. Combined, we are down slightly from 2022 and 2023 at the same time of year.

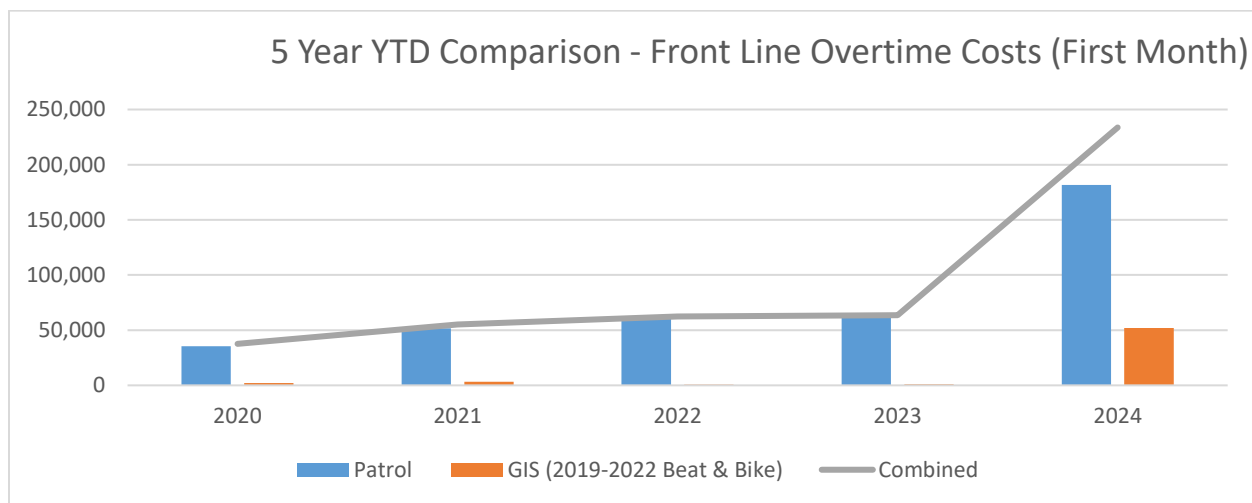




## Month-to-Month Trend for Front Line Overtime Expenditures

As mentioned above, overtime has increased significantly from the same time last year compared to the long-term trend. Approximately \$88,000 of this is related to time worked on Christmas and Boxing Day, expensed in 2024 through payroll. Once adjusted for this, overtime is still higher than it was last year.

However, it is still very early in the year, and this may not indicate a trend or may be related to timing differences at year-end opening/close. Data typically becomes more predictable when we move into the 2<sup>nd</sup> quarter of the year.





## VICTORIA & ESQUIMALT POLICE BOARD

<b>DATE:</b>	February 6, 2024
<b>TO:</b>	Finance Committee
<b>FROM:</b>	Steve Hurcombe, Controller
<b>SUBJECT:</b>	2023 Preliminary Year-End Report
<b>ACTION:</b>	For Information

### SUMMARY:

This report contains the 2023 preliminary year-end financial report. Although most year-end procedures are complete, the final number may change as the City completes the year-end audit and actuarial assessment of employment liabilities.

At the end of 2023, there are three items of note:

1. A drawdown from the Financial Stability Reserve of \$228,370 was made for a significant investigation. Such expenditures are anticipated in the budget, and \$500,000 was included as a transfer from the reserve for such an event.
2. The preliminary deficit for the year is \$746,482 due to significant retirement expenditures totaling \$996,425, for which there was no operating budget. These expenditures will be charged against the Employee Benefit Obligation.

The employee benefit obligation is determined based on the terms of the collective agreement. It represents an estimate of the future amount payable to employees under their collective agreements and terms of employment.

For 2022, the employee benefit obligation was fully funded. An actuarial evaluation, performed as part of the year-end process for the City, will determine whether the obligation remains fully funded after this adjustment.

3. Items not fully approved by councils, namely the budgets for building and professional services, were over budget but were offset by savings from salaries and benefits due to several vacant positions.



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# 2023 PRELIMINARY YEAR-END FINANCIAL REPORT

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## Statement 1

**Victoria Police Department**  
**Revenues and Expenditures By Section (Unaudited)**  
**For the Period Ending December 31, 2023**

	<b>Budget Approved by Councils</b>	<b>Actual</b>	<b>(Over) Under</b>	<b>% of Total Budget</b>
<b>Revenue</b>				
Special Events	634,610	470,345	164,265	74.1%
Records	67,000	100,597	(33,597)	150.1%
Grants	21,500	141,831	(120,331)	659.7%
Other	601,860	850,345	(248,485)	141.3%
Jail Operations	50,300	51,449	(1,149)	102.3%
<b>Total Revenue</b>	<b>1,375,270</b>	<b>1,614,567</b>	<b>(239,297)</b>	<b>117.4%</b>
<b>Operating Expenditures By Section</b>				
Executive	4,380,610	4,368,800	11,810	99.7%
Integrated Units	3,738,220	3,578,152	160,068	95.7%
Crime Prevention Services	1,603,270	1,308,951	294,319	81.6%
Crime Reduction Division	3,303,920	3,451,905	(147,985)	104.5%
Patrol - Primary Response Division	21,151,440	21,189,571	(38,131)	100.2%
Community Services, Outreach & Patrol Support	5,474,060	7,499,196	(2,025,136)	137.0%
Investigative Services	6,775,540	6,678,475	97,065	98.6%
Traffic Enforcement and Crash Investigations	1,163,230	1,286,481	(123,251)	110.6%
Communications Centre - 911	4,171,000	4,087,937	83,063	98.0%
Centralized Corporate Costs	1,389,260	1,988,307	(599,047)	143.1%
Support Services	13,949,090	12,192,948	1,756,142	87.4%
Jail Operations	1,078,900	1,261,966	(183,066)	117.0%
<b>Total Operating Expenditures</b>	<b>68,178,540</b>	<b>68,892,689</b>	<b>(714,149)</b>	<b>101.0%</b>
<b>Transfers to Capital</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>-</b>	<b>100.0%</b>
<b>Transfer from Financial Stability Reserve</b>	<b>500,000</b>	<b>228,370</b>	<b>271,630</b>	<b>45.7%</b>
<b>Net Deficit</b>	<b>67,503,270</b>	<b>68,249,752</b>	<b>(746,482)</b>	<b>101.1%</b>

## Statement 2

**Victoria Police Department**  
**Revenue and Expenditures by Object (Unaudited)**  
**For the Period Ending December 31, 2023**

	(Over)/Under				
	Actual	Budget Approved by Councils	% Used	\$	%
<b>Revenue</b>					
Special Events	470,345	634,610	74.1%	164,265	25.9%
Records	100,597	67,000	150.1%	(33,597)	-50.1%
Grants	141,831	21,500	N/A	(120,331)	-559.7%
Other	850,345	601,860	141.3%	(248,485)	-41.3%
Jail Operations	51,449	50,300	102.3%	(1,149)	-2.3%
<b>Total Revenue</b>	<b>1,614,567</b>	<b>1,375,270</b>	<b>117.4%</b>	<b>(239,297)</b>	<b>-17.4%</b>
<b>Operating Expenditures</b>					
Salaries and Benefits	49,334,065	53,323,083	92.5%	3,989,018	7.5%
Retirements	996,425	-	N/A	(996,425)	N/A
Non-Recoverable Overtime	3,157,893	3,028,260	104.3%	(129,633)	-4.3%
Recoverable Overtime	1,773,598	634,610	279.5%	(1,138,988)	-179.5%
Professional/Third Party Services	5,370,838	3,470,532	154.8%	(1,900,306)	-54.8%
Equipment Maintenance - Fleet & Computers	2,388,232	2,033,280	117.5%	(354,952)	-17.5%
Telephone Line Charges/CREST	735,648	877,560	83.8%	141,912	16.2%
Travel and Training	1,432,150	1,551,840	92.3%	119,690	7.7%
Building Maintenance	858,763	643,085	133.5%	(215,678)	-33.5%
General and Office Supplies	498,730	471,680	105.7%	(27,050)	-5.7%
Other Operating Expenditures	366,849	427,720	85.8%	60,871	14.2%
Uniforms & Protective Clothing	795,056	400,740	198.4%	(394,316)	-98.4%
Lease/Rental/PRIME	518,810	584,290	88.8%	65,480	11.2%
Fuel and Motor Oil	338,130	373,690	90.5%	35,560	9.5%
Insurance	236,918	332,670	71.2%	95,752	28.8%
Postage and Freight	20,077	25,500	78.7%	5,423	21.3%
<b>Total Operating Expenditures</b>	<b>68,822,181</b>	<b>68,178,540</b>	<b>100.9%</b>	<b>(643,641)</b>	<b>-0.9%</b>
<b>Transfers to Capital</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>100.0%</b>	<b>-</b>	<b>0.0%</b>
<b>Transfers to Evergreen Reserve</b>	<b>70,508</b>	<b>-</b>	<b>0.0%</b>	<b>(70,508)</b>	
<b>Transfer from Financial Stability</b>	<b>228,370</b>	<b>500,000</b>	<b>0.0%</b>	<b>271,630</b>	<b>0.0%</b>
<b>Net Deficit</b>	<b>68,249,752</b>	<b>67,503,270</b>	<b>101.1%</b>	<b>(746,482)</b>	<b>-1.1%</b>

## Statement 3

**Victoria Police Department**  
**Operating Expenditures by Section and Business Unit (Unaudited)**  
**For the Period Ending December 31, 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	1,165,633	78,737	93.7%
Executive Services, Policy and Professional Standards	1,751,490	1,630,257	121,233	93.1%
Esquimalt Administration	623,090	675,836	(52,746)	108.5%
Police Board	112,100	103,396	8,704	92.2%
Public Affairs	649,560	793,678	(144,118)	122.2%
<b>Total Executive Services</b>	<b>4,380,610</b>	<b>4,368,800</b>	<b>11,810</b>	<b>99.7%</b>
<b>Integrated Units</b>				
Vancouver Island Integrated Major Crime Unit	1,169,120	997,273	171,847	85.3%
Diversity Unit	2,570	3,629	(1,059)	141.2%
Integrated Mobile Crisis Response Team	134,370	134,370	-	100.0%
Regional Domestic Violence Unit	213,770	217,462	(3,692)	101.7%
Integrated Canine Service	744,220	802,864	(58,644)	107.9%
PSU	142,620	142,620	(0)	100.0%
Explosive Disposal Unit	16,120	17,007	(887)	105.5%
Crime stoppers	64,370	64,113	257	99.6%
Mobile Youth Service Team	65,090	65,645	(555)	100.9%
Emergency Response Team Training	1,149,480	1,105,760	43,720	96.2%
Crisis Negotiator Team	36,490	27,410	9,080	75.1%
<b>Total Integrated Units</b>	<b>3,738,220</b>	<b>3,578,152</b>	<b>160,068</b>	<b>95.7%</b>
<b>Crime Prevention Services</b>				
Community Resource Officers	913,090	823,616	89,474	90.2%
School Resource Officers	393,480	-	393,480	0.0%
Community Programs	113,980	179,968	(65,988)	157.9%
Volunteer Program	137,720	155,464	(17,744)	112.9%
Reserve Program	45,000	149,902	(104,902)	333.1%
<b>Total Crime Prevention Services</b>	<b>1,603,270</b>	<b>1,308,951</b>	<b>294,319</b>	<b>81.6%</b>
<b>Crime Reduction Division</b>				
Strike Force	1,562,110	1,619,648	(57,538)	103.7%
Analysis and Intel	753,830	991,830	(238,000)	131.6%
Operational Planning	317,180	292,029	25,151	92.1%
Special Duties	670,800	548,399	122,401	81.8%
<b>Total Crime Reduction Division</b>	<b>3,303,920</b>	<b>3,451,905</b>	<b>(147,985)</b>	<b>104.5%</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>21,189,571</b>	<b>(38,131)</b>	<b>100.2%</b>
<b>Community Services, Outreach and Patrol Support</b>				
General Investigative and Outreach	4,092,890	5,548,607	(1,455,717)	135.6%
Assertive Community Treatment	722,910	160,712	562,198	22.2%
Behavioural Assessment & Management Unit	658,260	5,301	652,959	0.8%
ERT Front Line Support	-	1,784,576	(1,784,576)	NA
<b>Total Community Services, Outreach &amp; Patrol Support</b>	<b>5,474,060</b>	<b>7,499,196</b>	<b>(2,025,136)</b>	<b>137.0%</b>
<b>Investigative Services Division</b>				
Detective Division - Support	1,355,580	1,495,479	(139,899)	110.3%
Special Operations	500,000	228,370	271,630	45.7%
Historical Case Review	188,730	388,325	(199,595)	205.8%
Financial Crimes	506,330	(4,696)	511,026	-0.9%
Computer Forensics Unit	547,730	234,642	313,089	42.8%
Special Victims Unit	998,110	1,128,585	(130,475)	113.1%
Major Crimes	1,557,180	2,058,667	(501,487)	132.2%
Forensic Identification	1,121,880	1,149,102	(27,222)	102.4%
<b>Total Investigative Services Division</b>	<b>6,775,540</b>	<b>6,678,475</b>	<b>97,065</b>	<b>98.6%</b>
<b>Traffic Enforcement and Crash Investigations</b>				
Traffic Enforcement and Crash Investigation	1,145,640	1,269,683	(124,043)	110.8%
Motorcycle Escort Team	17,590	16,798	792	95.5%
<b>Total Traffic Enforcement and Crash Investigations</b>	<b>1,163,230</b>	<b>1,286,481</b>	<b>(123,251)</b>	<b>110.6%</b>
<b>Communications Centre - 911</b>	<b>4,171,000</b>	<b>4,087,937</b>	<b>83,063</b>	<b>98.0%</b>
<b>Centralized Corporate Costs</b>	<b>1,389,260</b>	<b>1,988,307</b>	<b>(599,047)</b>	<b>143.1%</b>
<b>Support Services</b>				
Automotive	986,000	939,363	46,637	95.3%
Critical Incident Stress Management	38,000	16,160	21,840	42.5%
Legal Services and Freedom of Information	404,260	454,965	(50,705)	112.5%
Finance, Exhibit Control and Purchasing	4,504,650	2,376,493	2,128,157	52.8%
Human Resources, firearms and use of force training	3,539,930	3,667,882	(127,952)	103.6%
Records Management	2,411,080	2,616,450	(205,370)	108.5%
Secondments	-	185	(185)	N/A
Information Systems	2,065,170	2,121,451	(56,281)	102.7%
<b>Total Support Services</b>	<b>13,949,090</b>	<b>12,192,948</b>	<b>1,756,142</b>	<b>87.4%</b>
<b>Jail Operations</b>	<b>1,078,900</b>	<b>1,261,966</b>	<b>(183,066)</b>	<b>117.0%</b>
<b>Total Operating Expenditures</b>	<b>68,178,540</b>	<b>68,892,689</b>	<b>(714,149)</b>	<b>101.0%</b>

**Statement 4**

**Victoria Police Department  
Capital Expenditures (Unaudited)  
For the Period Ending December 31, 2023**

	<b>Transfers to Capital Fund</b>	<b>Budgeted Expenditures</b>	<b>Actual Expenditures</b>	<b>(Over) Under</b>	<b>%</b>
Vehicles	-	600,000	583,742	16,258	97.3%
Computer Equipment	-	500,000	483,405	16,595	96.7%
Furniture	-	130,000	2,875	127,125	2.2%
Police Building Upgrades	-	250,000	28,414	221,586	11.4%
<b>Total Capital</b>	<b>1,200,000</b>	<b>1,480,000</b>	<b>1,098,436</b>	<b>381,564</b>	<b>74.2%</b>



**1. REVENUE**

Revenues are above budget due to cost-sharing recoveries from other agencies.

**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 approach budgeted salaries and benefits for police wages.

For parts of the year, we were below strength in both police and civilian employees. Additionally, some integrated unit costs for members from other police agencies were budgeted under salaries but expensed under professional services. Overall, salaries and benefits savings helped offset some unavoidable expenditures that were not approved by councils in the 2023 budget.

**3. RETIREMENTS:**

We continue to see a significant number of retirements and several resignations due to the demographics of our workforce, causing a deficit for the year. Retirement expenditures are determined under our collective agreements and employee terms of employment. A fund exists to offset future liabilities, and the deficit amount will be charted against the employee benefit obligation. The liability was fully funded in 2022.

**4. OVERTIME:**

Non-recoverable overtime expenditures are slightly above budget but down significantly from the previous year. Recoverable overtime is considerably higher than anticipated due to the return of special events and several protests within the capital region, for which we expect to receive funds under an agreement with the Legislative Assembly.

**5. PROFESSIONAL SERVICES:**

Professional fees include the E-Comm contract for the provision of 9-1-1 and dispatch services, legal fees, and cost-sharing of integrated units with other police agencies. Councils reduced this budget line item, which is over budget due to operational requirements for unavoidable costs such as psychological support for staff, investigative services, and legal.

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

Equipment maintenance expenditures are slightly over budget due to the receipt of equipment before the end of the year, which was not expected until early January.

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

Telecommunication costs continue to be below the budget due to savings realized on mobility contracts and a reduction in the portion of the CREST radio costs attributed to the Department.

**8. TRAVEL AND TRAINING:**

Travel and training expenditures were below budget.

**9. BUILDING MAINTENANCE:**

Building maintenance costs were over budget this year, primarily due to reductions made to the budget by the municipalities.

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

Changes to uniform and equipment standards resulted in a one-time expenditure not anticipated when the budget was prepared. Other expenses include interim billings from other agencies for integrated services reconciled and adjusted at year-end.

**11. FUEL AND MOTOR OIL**

Fuel and Motor Oil expenditures were below budget despite high yearly prices. The percentage of the fleet that has been electrified is increasing as we roll out greener vehicles into the fleet.

**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 were prioritized for vehicles and IT equipment replacement. Total capital expenditures were approximately \$100,000 less than transfers to the reserve, allowing us to do a limited amount of building capital in the new year.

**FINANCIAL IMPACT:**

None

**RECOMMENDATION:**

None



## VICTORIA & ESQUIMALT POLICE BOARD

DATE:	February 27, 2024
TO:	Victoria & Esquimalt Police Board
FROM:	Chief Cst. Manak
SUBJECT:	Chief Constable Monthly Engagement Highlights
ACTION:	For Information

### Internal & External Engagements

January 18	Attended the Scotiabank Hockey Day in Canada gala dinner
January 20	Attended the Scotiabank Hockey Day in Canada events at Ship Point
January 20	Presented awards at the Victoria City Police Athletic Association Boys & Girls Basketball Tournament
January 22	Presented the 2024 VicPD Budget to Esquimalt Council
January 25	Presented the 2024 VicPD Budget to Victoria Council
February 5	Attended the VicPD Reserve Constable meeting
February 8	Attended the movie screening of "940 Caledonia"
February 10	Presented awards at the Junior Boys & Girls Basketball Tournament
February 12	Presented the 2023 Quarter 4 report to Esquimalt Council
February 14	Attended Patrol briefing for Constable to Sergeant promotion presentation
February 15	Presented the 2023 Quarter 4 Report to Victoria Council
February 15	Attended the Greater Victoria Police Camp orientation session
February 20	Attended Patrol briefing for a Staff Sergeant retirement farewell
February 22	Attend the annual VicPD retirement ceremony

**Equity, Diversity & Inclusion Engagements**

January 18	Met with 9-year old Sameer to fulfill his birthday gift request
February 18	Participated in the annual Special Olympics BC Polar Plunge event
February 19	Attended the Greater Victoria Police Diversity Advisory Committee dance along
February 25	Participated in the annual Coldest Night of the Year walk



Greater Victoria School District No. 61  
556 Boleskine Road, Victoria, B.C.  
V8Z 1E8 Canada  
Sent via: [trustees@sd61.bc.ca](mailto:trustees@sd61.bc.ca)

**Attn: SD61 Board Chair, Nicole Duncan**

We write to the board on behalf of the Colquitz Middle School parent community to express our deep disappointment with both the process and the decision to eliminate the School Police Liaison (SPLO) Program from our district schools.

As parents and caregivers, we want to do our part in trying to address the wrongs of the past, to be forward-thinking in an era where the issues are complex, and devote the time and energy needed to find the right solutions to make our society better for our kids. We expect the same from the organizations and the school system that serves them. This means that we may have to do things differently or find collaborative ways to support students at a time when there are fewer people available to fulfil key roles.

There's no question we are living in an era where we must be sensitive to the cultural challenges and historical legacies that affect our diverse student population, as well as the staff whose primary job it is to foster inclusive and safe learning environments for children. We depend on the leadership of the people responsible for ensuring our students thrive in a system meant to deliver equitable and supportive educational services. But we also know that this endeavour can be complicated in the K-12 sector where many of the adults are seized by different objectives and whose agendas do not always align.

We understand that the impetus for this cancellation begins with the BC Human Rights Commissioner whose recommendation relied heavily on [research and data from the United States](#). While we agree the concerns expressed by marginalized students that led her to make this statement should be properly acknowledged and prioritized, we do not agree with the SD61 board's decision to wholly terminate the program. This decision seems short-sighted, especially without a **realistic** plan to replace the vital services it provided – particularly at this time when it is well known that gang activity around schools has increased exponentially in our region.

We understand that one of the main points being raised by the Commissioner is that SPLOs are providing services that should be done by other key positions, and we do not disagree with that view. Unfortunately, what is evident in K-12 — as it is across the rest of the provincial public sector — is that there are shortages of school psychologists, nurses, social workers and counsellors who are best suited to fulfil many of the services SPLOs have been providing in SD61 school. We also don't disagree that more of these supports would be better for our students, but it is just plain dangerous for an employer responsible for children to remove any reliable supports that are available – not to mention when the local police departments have indicated such a willingness to make significant changes to accommodate the concerns that have been expressed.

## Colquitz Middle School Parent Advisory Council

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When this issue was first raised through the board's survey in October of 2021, parents believed in good faith, that they would have access to those results for themselves as is the expectation of any organization that collects data from the public. We note that this survey was completed well in advance of the Commissioner's recommendation, and it is troubling that the board appears to have ignored results provided by one of its primary stakeholders — the parents and caregivers in our district. Moreover, the board appears to have favoured the input from external bodies when making its final determination to cancel the program.

Having only recently had the opportunity to review the results in the survey summary report which we gratefully obtained from the individual who had to submit a *Freedom of Information* request to receive it, it is curious that the board obviously set aside the results from parents and caregivers considering that they revealed a solid 66% of respondents reported that they were "comfortable or very comfortable" with the SPLOs in schools. This sentiment was compounded by the 60% who agreed they "would like to see the program continue". For the record, the CMS PAC conducted its own informal poll of parents and the results mirrored that of the survey with 100% of those who responded stating their support for the program to be reinstated.

In discussions with parents and staff at our school, we have heard many stories about the positive effect police liaisons have had with students and their families – which is in stark contrast to what students will now experience as only officers on patrol are now available to address sensitive and complex events without the benefit of SLPO's training.

Without a doubt, this is not a straight-forward problem that is easily resolved, and we fully grasp how difficult it is for any organization to find the balance and appear respectful to each of the positions represented within this issue. The CMS PAC, on behalf of our school community, strongly suggests your board re-engages with the local police departments and other concerned parties as soon as possible to collaboratively determine a path forward — one that will allow for the benefits of the SPLO program to remain available to students and schools while also working to address the concerns that have been outlined. We note that there is precedent for this in how the [Vancouver School District \(39\) – arguably an equally complex district – has successfully reinstated their program](#).

Thank you for your time and consideration in reading the views expressed by the CMS PAC and our parent/caregiver community. We trust you will give them the attention they deserve.

Sincerely, on behalf of the CMS PAC executive and our parent community,

Kindrée Draper, Chair

cc: [community@sd61.bc.ca](mailto:community@sd61.bc.ca) [Del.Manak@vicpd.ca](mailto:Del.Manak@vicpd.ca)  
[dwhitten@sd61.bc.ca](mailto:dwhitten@sd61.bc.ca) [cvolk@saanichpolice.ca](mailto:cvolk@saanichpolice.ca)  
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Mayor Barb Desjardins and Mayor Marianne Alto  
Co-chairs, Victoria Esquimalt Police Board  
c/o [collette.thomson@vicpd.ca](mailto:collette.thomson@vicpd.ca)

Dear Mayors Desjardins and Alto:

**Re: Sponsorship Request – 2024 BCAPB Annual General Meeting and Conference**

The BC Association of Police Boards would like to invite you to sponsor our 2024 Conference and AGM. The 2024 Conference theme is “Resourcing the Modern Police Board”. It is being hosted by the Vancouver Police Board and will take place at the Delta Vancouver Downtown Suites, 550 West Hastings Street, Vancouver, BC, on April 11 and 12, 2024. There will be opportunities to interact in joint dialogue and information-sharing sessions.

The opportunities for sponsorships range from a coffee break at \$575 each, a breakfast at \$700, a lunch at \$850, and a welcome reception / dinner at \$1,100.

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

Thank you for your consideration. We look forward to hearing from you at your convenience.

Patricia Barnes  
President  
BC Association of Police Boards



## **BCAPB Notice of Annual General Meeting**

Friday, April 12, 2024

Delta Vancouver Downtown Suites, 550 West Hastings Street  
Vancouver, BC

1:15 p.m.

In accordance with the BC Association of Police Boards constitution and by-laws, notice is hereby given of the **ANNUAL GENERAL MEETING** to be held in conjunction with the 2024 conference. The Annual General Meeting will be held on Friday, April 12, 2024, at 1:15 p.m. at the Delta Vancouver Downtown Suites, Vancouver, BC.

Attached is a call for resolutions along with information regarding submissions of resolutions for your consideration. Timelines are tight on the preparation of resolutions so we encourage Boards to circulate this item to all their Board members so that it can be on their next agenda.

Thank you and if you have any questions please contact me at 604-862-9637 or Veronica Bandet, Administrative Assistant at 250-216-1205.

Sincerely,

Patricia Barnes  
President, BCAPB

Attachments





## CALL FOR RESOLUTIONS

### BRITISH COLUMBIA ASSOCIATION OF POLICE BOARDS ANNUAL CONFERENCE AND MEETING

An important part of each Annual Meeting of the BCAPB is the consideration of Resolutions forwarded by member boards.

To ensure adequate time for review, the BCAPB Board of Directors has set a deadline of March 15, 2024 for all Resolutions to be forwarded to the BCAPB.

Following review by the Resolutions Committee, resolutions will be distributed to members in advance of the General Meeting.

Voting on the Resolutions will take place at the Delta Vancouver Downtown Suites, 550 West Hastings Street, Vancouver, BC, on April 12, 2024 as part of the BCAPB Annual General Meeting.

Please refer to the BCAPB Resolutions Guidelines for assistance in drafting proposed resolutions.

***This is your chance to ensure your voice is heard!***

Please forward your resolution(s) to Veronica Bandet at [bcapbs@gmail.com](mailto:bcapbs@gmail.com)

## Resolutions

### What is a Resolution?

A resolution is a formal way of stating an intended or desired action/direction/position by a group.

### Guidelines for Resolution Writing

1. Choose a topic that is important, relevant and deserving of an official BCAPB position.
2. Identify your Board as the author of a resolution.
3. WHEREAS clauses are factual clauses to support your resolution; they should be concise and to the point. Resolutions that have a page or more of WHEREAS clauses only serve to make the reader less amenable to your idea if he or she has to sort through multiple WHEREAS clauses in order to determine your point. The entire resolution should be no longer than one page.
4. RESOLVED clauses state your proposed policy change or position. Internal resolutions should be directed to the BCAPB (resolved that the BCAPB); external resolutions should be directed to the appropriate level of government or Minister/Ministry. Internal and external intents may not exist within the same RESOLVED clause, rather, separate resolved clauses are necessary if you want the BCAPB to take an action separate from the government. RESOLVED clauses should be only one sentence in length and must be able to stand alone as they are the only part of the resolution that will be debated or considered.

Other helpful tips: If possible have financial implications information in your resolution. Factual information to support your resolution should be available or included as an attachment to your resolution.

### Format for a Resolution

- The TITLE identifies the topic/problem or issue or its proposed solution.
- The AUTHOR names the Police Board putting forward the resolution.
- The PREAMBLE is used for factual information that is necessary to support the RESOLVED section. Each PREAMBLE clause should be written as a separate paragraph, beginning with the word Whereas. The first word should begin with a capital letter. The PREAMBLE, regardless of its length and number of paragraphs, should never contain a period. Each paragraph should close with a semi-colon. The next to the last paragraph should close with a semi-colon, after which a connecting phrase such as Therefore or Therefore Be It or Now Therefore, Be It is added.
- The RESOLVED section indicates what action is proposed. There may be more than one Resolved clauses, each stated separately. The word RESOLVED is printed in capital letters, followed by a comma and the word THAT. Each resolved clause must be a separate paragraph and may be ended with a period or a semi-colon and in the case of the next to the last clause, be followed by the word AND,.
- If factual information is available it should be included as an attachment.
- Estimated cost of implementation if available should also be included.

### Resolution Strategies

Here are some hints to help you get your resolution passed:

1. Be concise. The delegates will get copies of all resolutions and this means a lot of reading. If your resolution is too wordy, it will not get the attention it deserves. Try and limit your resolution to five "whereas" clauses: choose the strongest five facts and use the others in discussion and debate. Resolutions should not be longer than one page.
2. Be realistic. The resolved statements should include specific actions that are realistic and implementable. Resource availability (both human and financial) will affect the implementability of resolutions.
3. Be positive. A positive approach always works better than a negative one. Write positive statements, and address the issue positively when you are speaking to it.
4. Be knowledgeable. Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.
5. Gather support and assistance. Try to involve other members in supporting your resolution. Share your facts and ask others to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other members to get involved.
6. Use your time on the floor wisely, time is limited. As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses.
7. Be available. Make sure you are available to the Delegates to answer questions. Be on time for all meetings.

Have your documentation handy. Make sure you have at least two copies of your documentation with you – questions may be asked that need further clarification.



## COMMENDATIONS

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

### January 2024

- Cst. G. Magee and members of the Mobile Youth Services Team (MYST) were commended for their dedication and the excellent services they provide. MYST was created in 2001 to address sexually exploited youth in the CRD and deal with high-risk youth between the ages of 13-18 years. The team was commended for helping these youth and in some instances, saving their lives as they were at risk from retribution from sex offenders and gang affiliations.

### February 2024

- Sgt. B. Sark was commended for the great work and information he provided to a business by helping identify solutions that were well thought out and effective to mitigate a potential situation. He listened to the issue and quickly determined a course of action that was comforting to a client of the business, providing a level of security and safety.
- Members of the Greater Victoria Public Safety Unit and the Greater Victoria Emergency Response Team were commended for the measured and controlled safety responses they deployed for a contentious protest downtown. Patrons attending the event felt safe as they entered the venue which was adequately secured by officers who were effective and professional.