



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Agenda

April 16, 2024 at 5:00pm

Boardroom & Zoom

1. STANDING ITEMS

- a. Territorial Acknowledgement
- b. Declarations of Conflict of Interest
- c. Approval: Public Agenda of April 16, 2024
- Pg. 1 d. Approval: Public Minutes of March 19, 2024
- e. Board Co-Chairs Update
- Pg. 4 f. Committees Update
- g. Board Member Engagement Update
- h. BC Association of Police Boards Director's Update
- Pg. 19 i. Chief Constable Update
- Pg. 19 j. Equity, Diversity, Inclusion & Engagement Update

2. NEW BUSINESS

- Pg. 20 a. VicPD Roadmap for a Healthy & Inclusive Workplace (CC Manak)

3. CORRESPONDENCE *(For information only)*

- Pg. 25 a. Ministerial Order in Council #128 re: Appointment of Board member Yakimchuk



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Minutes
March 19, 2024 at 5:00pm
Boardroom & Zoom

PRESENT

Mayor Desjardins, Chair	T. Kituri	S/Sgt. M. Darling
H. Courtright	Chief Cst. Manak	S/Sgt. J. Malinosky
E. Cull	DC J. Laidman	S. Hurcombe
S. Dhillon	Insp. C. Brown	K. Kosich
P. Faoro	Insp. G. Hamilton	C. Major
M. Hayes	Insp. J. Lawson	

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 February 27, 2024

24-25 **MOTION:** *To approve the Public agenda of March 19, 2024 as amended to include item (b) Police Board Interview Appointee. **MOVED/SECONDED/CARRIED***

d. Approval: Public Minutes of February 27, 2024

24-26 **MOTION:** *To approve the Public Minutes of February 27, 2024 as presented. **MOVED/SECONDED/CARRIED***

e. Public Input

Mr. P. Schachter provided commentary regarding Project Juliet and outlined the subsequent Service or Policy complaint he filed regarding the file. He highlighted several concerns he has about how the complaint is being handled by the Board and requested that the Board invoke section 171(1)(c) of the *Police Act* to process the matter. No further discussion arising.

f. Board Co-Chair Updates

No discussion arising.

g. Committees Update

Refer to the report provided. Committee matters arising included:



VICTORIA & ESQUIMALT POLICE BOARD

COMMITTEES UPDATE Public

GOVERNANCE

a. **CAPG Request to Host 2025 CAPG Conference**

MOTION: *That the Board approach the City of Victoria and the Township of Esquimalt to co-host the 2025 CAPG Conference with the appropriate financial support.*

b. **Adjustment of Board Meeting Time and Location**

Consideration is being given to adjusting the timings and potentially location of the Board meetings. The Governance Committee will continue to discuss this issue.

FINANCE

a. **Overtime Report**

Refer to page #5 - for information

b. **Monthly Financial Report**

Refer to page #10 – for information.

c. **Proposed Process Timelines re: 2025 Budget Process**

Discussions regarding the suggested changes and consultation practices for the 2025 budget process are ongoing.



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	April 2, 2024
TO:	Finance Committee
FROM:	Steve Hurcombe - Controller
SUBJECT:	March 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 February 2024, representing approximately 23% of the payroll year.

This report has been adjusted for the following:

- Removal of \$88,000 for the Christmas statutory holidays worked in 2023 (which shows as an expenditure in 2024)
- Removal of \$226,868 for Standby Pay that is budgeted under Salaries but charged to Overtime due to the setup in the scheduling software
- Includes an estimate for protest costs to date, recoverable under the MOU with the Legislative Assembly

Once adjusted, net non-recoverable overtime is approximately 23.4% of the total budget, which is in line with expectations. Time loss for sick leave and work-related injuries remains at the three-year average.

Of note, direct costs for protests related to Palestine for the first quarter of 2024 were approximately \$206,000, billed back to the Legislative Assembly.

SUMMARY:

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

**Overtime Expenditures as of March 26th, 2024
Police and Civilian Combined**

BU	Description	2023	2024	2024		Remaining (Overspent)
		First 3 Months	Budget Year To Date	% Spent		
Non-Recoverable Overtime						
Administration						
2500	Financial Services Division	270	1,000	-	0.0%	1,000
2510	Human Resources	3,067	31,000	19,466	62.8%	11,534
2524	Community Engagement	7,620	23,000	1,940	8.4%	21,060
2527	Critical Incident Stress Management	193	20,000	917	4.6%	19,083
2529	Executive Services	6,278	25,000	23,932	95.7%	1,068
2530	Information, Privacy and Legal	140	3,000	-	0.0%	3,000
2546	Volunteers	711	3,500	-	0.0%	3,500
2550	Information Technology	1,892	5,000	-	0.0%	5,000
2630	Records	23,507	80,000	24,730	30.9%	55,270
Total Administration		43,678	191,500	70,984	37.1%	120,516
Operations						
2549	Analysis & Intel	5,034	18,000	10,740	59.7%	7,260
2560	Patrol	181,588	1,252,000	389,894	31.1%	862,106
2570	Esquimalt Administration	84	1,500	2,381	158.7%	(881)
2572	Operational Planning	-	10,000	1,262	12.6%	8,738
2580	General Investigative Support	39,686	200,000	154,697	77.3%	45,303
2581	Outreach	923	10,000	-	0.0%	10,000
2582	Community Resource Officers (CRO)	3,242	-	1,169	N/A	(1,169)
2590	Strike Force	8,317	125,000	22,254	17.8%	102,746
2600	Detectives	11,506	40,000	25,286	63.2%	14,714
2605	Computer Analysis	-	6,000	-	0.0%	6,000
2606	Special Victims	5,564	35,000	4,379	12.5%	30,621
2608	Major Crimes	15,240	120,000	29,469	24.6%	90,531
2609	Historical Cases	1,611	-	4,050	N/A	(4,050)
2610	Traffic	5,638	40,000	24,865	62.2%	15,135
2615	Cybercrime	-	-	1,438	N/A	(1,438)
2650	Forensic Identification	14,416	65,000	21,833	33.6%	43,167
2680	Jail	26,822	120,000	13,636	11.4%	106,364
2692	ERT Team	694	10,000	61,888	618.9%	(51,888)
Total Operations		320,365	2,052,500	769,241	37.5%	1,283,259
Integrated Units						
2523	Integrated Mobile Crisis Response (IMCRT)	5,823	36,920	3,416	9.3%	33,504
2520	Centralized (GVERT, Protests etc.)	-	643,990	179,653	27.9%	464,337
2565	Integrated Canine Unit	6,062	11,900	17,654	148.4%	(5,754)
2601	Vancouver Island Integrated Major Crimes (VIIMCU)	32,053	156,000	45,330	29.1%	110,670
2603	MYST	-	2,000	-	0.0%	2,000
2607	Regional Domestic Violence	221	13,360	(0)	0.0%	13,360
2620	Public Safety Unit Training	1,927	63,330	(0)	0.0%	63,330
2690	GVERT Training	899	166,130	10,229	6.2%	155,901
2695	Crisis Negotiation	1,028	11,510	1,122	9.7%	10,388
Total Integrated Units		48,013	1,105,140	257,404	23.3%	847,736
Less: Standby Coded to Overtime				226,868		(226,868)
Less: Christmas OT Expensed in 2024				88,000		(88,000)
Total Non-Recoverable Overtime		412,056	3,349,140	782,762	23.4%	2,566,378
Overtime Recoverable from Third parties						
2510	Human Resources	2,569	-	-	N/A	-
2520	Centralized (Emergency Response, Protests)	143,851	-	104,584	N/A	(104,584)
2526	Special Events	157,485	750,000	197,086	26.3%	552,914
2560	Patrol	8,607	-	13,242	N/A	(13,242)
2590	Strikeforce	11,192	-	16,792	N/A	(16,792)
2607	Regional Domestic Violence	-	-	351	N/A	(351)
Total Recoverable Overtime		323,704	750,000	332,055	44.3%	417,945
Total Overtime Combined		735,760	4,099,140	1,114,818	27.2%	2,984,322

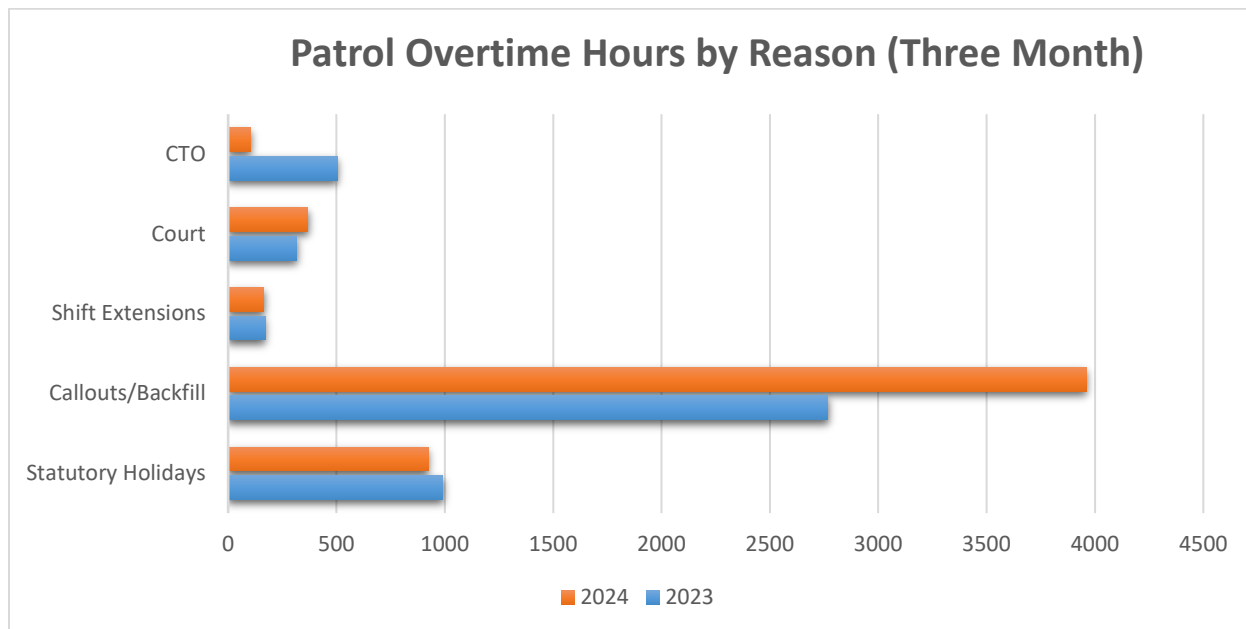
Overtime for Police Officers assigned to Patrol by Reason

As these reports evolve, it has been noted that the report used to generate this data can only be pulled by the Assigned Unit for police officers. The distinction is important because it indicates the demands placed on Patrol Members but doesn't necessarily indicate the costs of operating Patrol when they are called out to respond to protests or other duties.

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

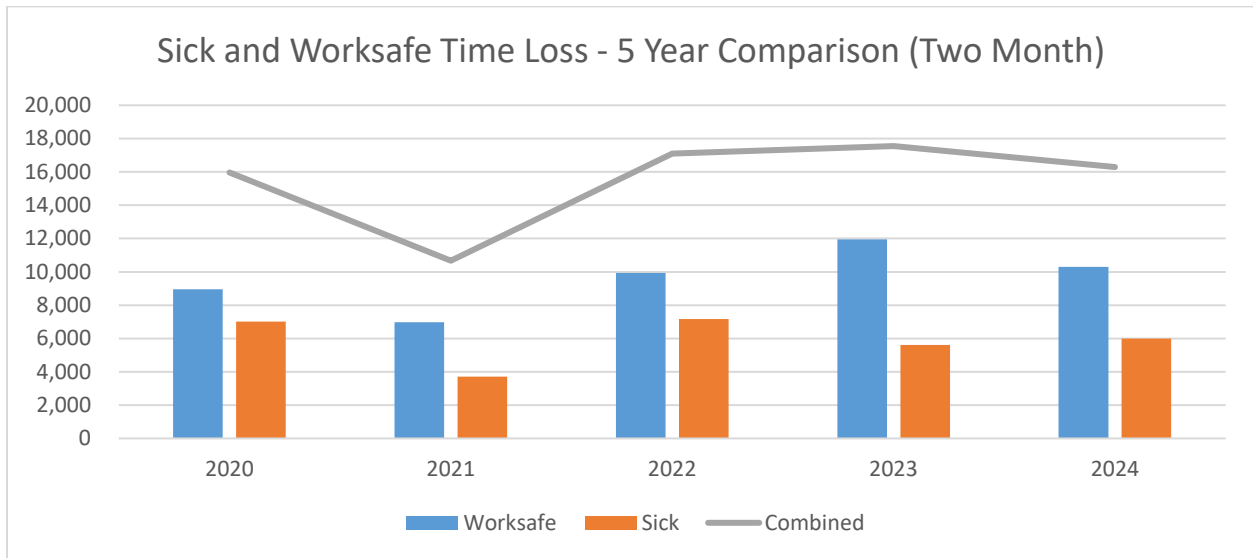
Court, Shift Extensions, and Statutory Holiday overtime fall within or below average and are within expectations.

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



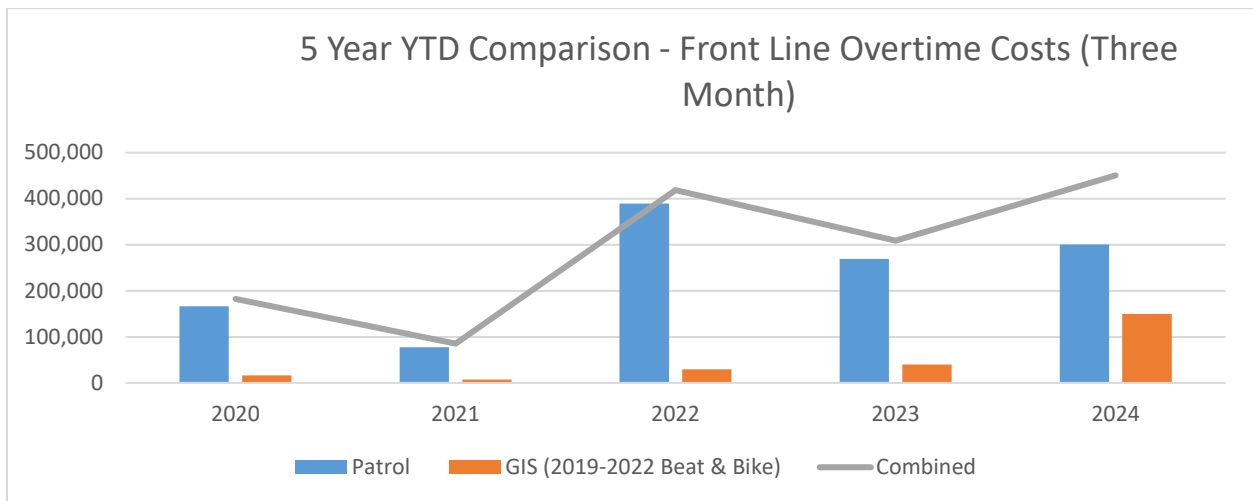
Time Loss from Work-Related Injuries

The graph illustrates time lost from sick leave and work-related injuries for the same month over the last five years. Sick leave is comparable to the previous years' time but aligned 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

The overtime for Christmas that belongs to 2023 has been excluded from the amounts below, as well as any standby costs for Patrol members on standby for other functions. Once adjusted, overtime is higher than the previous year. This is partly due to inconsistencies in the year-end cut-off process for overtime at the end of 2023 and partly to Late Night Task Force recoveries still needing to show up in the general ledger. More analysis may be required should high front-line overtime costs persist.





VICTORIA & ESQUIMALT POLICE BOARD

DATE:	April 2, 2024
TO:	Finance Committee
FROM:	Steve Hurcombe, Controller
SUBJECT:	March 2024 Monthly Financial Report
ACTION:	For Information

SUMMARY:

This report contains the monthly financial report as of March 27th, 2024, representing approximately 25% of the fiscal year for payroll. The net financial position is approximately 25.8 % of the total budget, which is slightly over budget but reasonable, taking into consideration the following factors:

- Benefit Expenditures are higher for the first two quarters of the year due to CPP and EI Employer Deductions
- We have incurred approximately \$600,000 in retirement expenditures due to many retirements occurring early in the year. These expenditures have no operating budget, and if there is insufficient surplus to cover these expenditures at year-end, they will be charged against the employee benefit liability

The monthly financial report includes pro-rated amounts for comparability purposes. March adjustments have been minimal to facilitate the transition to a new controller, which has had a minimal impact on the net financial position.



MONTHLY FINANCIAL REPORT AS AT MARCH 27TH, 2024

Statement 1

Victoria Police Department
Revenues and Expenditures By Section (Unaudited)
For the Period Ending March 27, 2024

	Budget	25.0%	Actual	(Over) Under	% of Total Budget
Revenue					
Special Events	750,000	187,500	31,358	718,642	4.2%
Records	85,000	21,250	15,489	69,511	18.2%
Grants	24,500	6,125	32,652	(8,152)	133.3%
Other	-	-	218,812	(218,812)	
Jail Operations	40,000	10,000	9,260	30,740	23.1%
Total Revenue	899,500	224,875	307,570	591,930	34.2%
Operating Expenditures By Section					
Executive	4,742,415	1,185,604	1,072,069	3,670,346	22.6%
Integrated Units	3,034,381	758,595	881,398	2,152,983	29.0%
Crime Prevention Services	607,185	151,796	136,386	470,799	22.5%
Crime Reduction Division	3,441,518	860,380	1,138,481	2,303,037	33.1%
Patrol - Primary Response Division	20,824,042	5,206,011	5,516,844	15,307,198	26.5%
Community Services, Outreach & Patrol Support	7,363,979	1,840,995	2,366,608	4,997,371	32.1%
Investigative Services	6,329,156	1,582,289	1,785,260	4,543,896	28.2%
Traffic Enforcement and Crash Investigations	1,232,735	308,184	394,877	837,858	32.0%
Communications Centre - 911	5,070,430	1,267,608	1,231,817	3,838,613	24.3%
Centralized Corporate Costs	1,017,665	254,416	972,866	44,799	95.6%
Support Services	16,334,598	4,083,650	2,795,714	13,538,884	17.1%
Jail Operations	1,838,607	459,652	305,401	1,533,206	16.6%
Total Operating Expenditures	71,836,711	17,959,178	18,597,721	53,238,990	25.9%
Transfers to Capital	1,200,000	300,000	300,000	900,000	25.0%
Net Deficit	72,137,211	18,034,303	18,590,151	53,547,060	25.8%

Statement 2

Victoria Police Department
Revenue and Expenditures by Object (Unaudited)
For the Period Ending March 27, 2024

	Actual	Budget	% Used	(Over)/Under	
				\$	%
Revenue					
Special Events	31,358	750,000	4.2%	718,642	95.8%
Records	15,489	85,000	18.2%	69,511	81.8%
Grants	32,652	24,500	133.3%	(8,152)	-33.3%
Other	218,812	-		(218,812)	
Jail Operations	9,260	40,000	23.1%	30,740	76.9%
Total Revenue	307,570	899,500	34.2%	591,930	65.8%
Operating Expenditures					
Salaries and Benefits	13,478,547	52,242,291	25.8%	38,763,744	74.2%
Retirements	602,067	-		(602,067)	
Overtime	1,202,818	4,099,140	29.3%	2,896,322	70.7%
Professional/Third Party Services	1,403,138	8,012,069	17.5%	6,608,931	82.5%
Equipment Maintenance - Fleet & Computers	354,948	2,131,255	16.7%	1,776,307	83.3%
Communications	177,883	872,600	20.4%	694,717	79.6%
Travel and Training	530,572	1,833,390	28.9%	1,302,818	71.1%
Building Maintenance	227,367	563,455	40.4%	336,088	59.6%
General and Office Supplies	187,306	511,610	36.6%	324,304	63.4%
Other Operating Expenditures	207,935	279,500	74.4%	71,565	25.6%
Uniforms & Protective Clothing	54,487	415,000	13.1%	360,513	86.9%
Lease/Rental/PRIME	111,287	586,200	19.0%	474,913	81.0%
Fuel and Motor Oil	6,539	381,891	1.7%	375,352	98.3%
Insurance	44,244	337,510	13.1%	293,266	86.9%
Postage and Freight	8,582	25,500	33.7%	16,918	66.3%
Total Operating Expenditures	18,597,721	72,291,411	25.7%	53,693,690	74.3%
Transfers to Capital	300,000	1,200,000	25.0%	900,000	75.0%
Transfers to Evergreen Reserve	-	45,300	0.0%	45,300	100.0%
Transfer from Financial Stability	-	500,000	0.0%	500,000	100.0%
Net Deficit	18,590,151	72,137,211	25.8%	53,547,060	74.2%

Statement 3

Victoria Police Department
Operating Expenditures by Section and Business Unit (Unaudited)
For the Period Ending March 27, 2024

	<u>Budget</u>	<u>Actual</u>	<u>(Over) Under</u>	<u>% of Total Budget</u>
Executive Services				
Office of The Chief Constable	1,291,050	284,692	1,006,358	22.1%
Executive Services, Policy and Professional Standards	1,942,535	410,210	1,532,325	21.1%
Esquimalt Administration	651,005	190,723	460,282	29.3%
Police Board	150,500	22,190	128,310	14.7%
Public Affairs	707,325	164,254	543,071	23.2%
Total Executive Services	4,742,415	1,072,069	3,670,346	22.6%
Integrated Units				
Vancouver Island Integrated Major Crime Unit	961,004	295,798	665,206	30.8%
Greater Victoria Police Diversity Committee	37,104	2,488	34,616	6.7%
Integrated Mobile Crisis Response Team	128,677	50,199	78,478	39.0%
Regional Domestic Violence Unit	209,509	42,207	167,302	20.1%
Integrated Canine Service	810,952	210,940	600,012	26.0%
Public Safety Unit	144,555	58,644	85,911	40.6%
Explosive Disposal Unit	16,897	-	16,897	0.0%
Crime stoppers	63,135	-	63,135	0.0%
Mobile Youth Service Team	64,694	48,910	15,784	75.6%
Emergency Response Team Training	577,350	169,382	407,968	29.3%
Crisis Negotiator Team	20,504	2,831	17,673	13.8%
Total Integrated Units	3,034,381	881,398	2,152,983	29.0%
Crime Prevention Services				
School Resource Officers	-	-	-	
Community Programs	268,529	63,869	204,660	23.8%
Volunteer Program	161,988	29,110	132,878	18.0%
Reserve Program	176,668	43,407	133,261	24.6%
Total Crime Prevention Services	607,185	136,386	470,799	22.5%
Crime Reduction Division				
Strike Force	1,351,276	392,168	959,108	29.0%
Analysis and Intel	969,742	240,866	728,876	24.8%
Operational Planning	332,500	110,160	222,340	33.1%
Special Duties	788,000	395,287	392,713	50.2%
Total Crime Reduction Division	3,441,518	1,138,481	2,303,037	33.1%

	<u>Annual Budget</u>	<u>Year To Date</u>	<u>(Over) Under</u>	<u>Total Budget</u>
Patrol - Primary Response Division	20,824,042	5,516,844	15,307,198	26.5%
Community Services, Outreach and Patrol Support				
General Investigative Team	4,187,377	1,510,078	2,677,299	36.1%
Community Resource Officers	-	267,383	(267,383)	
Community Outreach	992,332	84,343	907,989	8.5%
Behavioural Assessment & Management Unit	-	444	(444)	
GVERT - Esquimalt Based Team	2,184,270	504,361	1,679,909	23.1%
Total Community Services, Outreach & Patrol Support	7,363,979	2,366,608	4,997,371	32.1%
Investigative Services Division				
Detective Division - Support	1,662,409	401,570	1,260,839	24.2%
Special Operations	-	29,077	(29,077)	
Historical Case Review	333,900	101,298	232,602	30.3%
Financial Crimes	-	-	-	
Computer Analysis Section	588,615	56,550	532,065	9.6%
Special Victims Unit	1,140,397	285,035	855,362	25.0%
Major Crimes	1,384,957	525,881	859,076	38.0%
Cybercrime		52,985	(52,985)	
Forensic Identification	1,218,878	332,862	886,016	27.3%
Total Investigative Services Division	6,329,156	1,785,260	4,543,896	28.2%
Traffic Enforcement and Crash Investigations				
Traffic Enforcement and Crash Investigation	1,215,145	394,877	820,268	32.5%
Motorcycle Escort Team	17,590	-	17,590	0.0%
Total Traffic Enforcement and Crash Investigations	1,232,735	394,877	837,858	32.0%
South Island Dispatch Centre	5,070,430	1,231,817	3,838,613	24.3%
Centralized Corporate Costs	1,017,665	972,866	44,799	95.6%
Support Services				
Automotive	951,500	99,831	851,669	10.5%
Critical Incident Stress Management	38,000	1,230	36,770	3.2%
Legal Services and Freedom of Information	561,743	113,864	447,879	20.3%
Financial Services	5,375,976	509,295	4,866,681	9.5%
Human Resources, firearms and use of force training	4,542,452	1,043,263	3,499,189	23.0%
Information Support Services	2,764,285	580,577	2,183,708	21.0%
Union Leave (Clearing Account)	-	(2,707)	2,707	
Auxiliaries (Clearing Account)	-	3,621	(3,621)	
Secondments	-	-	-	
Information Systems	2,100,642	446,741	1,653,901	21.3%
Total Support Services	16,334,598	2,795,714	13,538,884	17.1%
Special Municipal Constables	1,838,607	305,401	1,533,206	16.6%
Total Operating Expenditures	71,836,711	18,597,721	53,238,990	25.9%

Statement 4

**Victoria Police Department
Capital Expenditures (Unaudited)
For the Period Ending March 27th, 2024**

	Transfers to Capital Fund	Budgeted Expenditures	Actual Expenditures	(Over) Under	%
Vehicles	-	600,000	155,994	444,006	26.0%
Computer Equipment	-	500,000	99,314	400,686	19.9%
Furniture	-	400,000	595	399,405	0.1%
Police Building Upgrades	-	-	3,158	(3,158)	N/A
Total Capital	1,200,000	1,500,000	259,060	1,240,940	17.3%

1. REVENUE

Revenues include an estimate of protest costs recoverable from the Legislative Assembly under a Memorandum of Understanding.

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.

Salaries and Benefits are slightly over budget, which is expected given the high benefit costs in the year's first half.

3. RETIREMENTS:

The first round of retirements typically occurs in January of each year, resulting in approximately \$600,000 in retirement expenditures this year. While not unusual, there is no operating budget for these expenditures in 2024, and should there be insufficient surplus to offset these expenditures, a charge against the Employee Benefit Obligation will be required. An offsetting fund exists.

4. OVERTIME:

Overtime expenditures are slightly above budget due to recoverable overtime for protests at the Legislative Assembly. Non-recoverable overtime is in line with expectations at this time.

5. PROFESSIONAL SERVICES:

Professional fees are currently slightly below budget.

6. EQUIPMENT MAINTENANCE – FLEET & COMPUTERS:

Equipment maintenance expenditures are also below budget, although a significant portion is tied to upcoming license renewals.

7. TELEPHONE LINE CHARGES/CREST:

Telecommunication costs are below budget at this time.

8. TRAVEL AND TRAINING:

Travel and training expenditures are slightly above budget due to the timing of planned training but are expected to be close to budget by the end of the year.

9. BUILDING MAINTENANCE:

Building and maintenance costs payable to the municipalities have been estimated. This budget item was not fully approved in 2023 by slightly more than \$300,000 and is still subject to the province's Section 27(3) review. The current budget numbers, therefore, do not reflect the total amount needed to fulfill those obligations for the year.

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

These expenditures are above budget due to chargebacks from other police departments for services provided. This includes costs related to protests, which are recoverable from the Legislative Assembly, and expenditures associated with Integrated Units, which are cost-shared.

11. FUEL AND MOTOR OIL

This amount is low due to the timing of expenditures charged directly to the Department by the City for fuel and fleet repairs.

12. CAPITAL

The budget for transfers to the capital reserve was reduced by councils in 2023 and is subject to a Section 27(3) review by the Province. For this reason, we have limited our capital expenditures to vehicles and IT replacement to maintain operations. Expenditures are below budget but should be close to budget by the end of the year.

FINANCIAL IMPACT:

None

RECOMMENDATION:

None



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	April 16, 2024
TO:	Victoria & Esquimalt Police Board
FROM:	Chief Cst. Manak
SUBJECT:	Chief Constable Monthly Engagement Highlights
ACTION:	For Information

Internal & External Engagements

March 23	Attended the Greater Victoria Police Camp graduation ceremony
April 4	Provided Chief's briefing for Patrol Division B Watch
April 9	Attended the Greater Victoria Chamber of Commerce CEO breakfast
April 10	Provided Chief's briefing for Patrol Division A Watch
April 11-12	Attended the BC Association of Police Boards conference
April 15	Presented to Claremont Secondary School law classes
April 16	Provided Chief's briefing for Patrol Division D Watch

Equity, Diversity & Inclusion Engagements

April 13-14	Attended the Vaisakhi celebrations at the Gurdwara
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ROADMAP FOR A HEALTHY & INCLUSIVE WORKPLACE

March 2024

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, inclusion and accessibility (EDIA) 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 EDIA 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, inclusion and accessibility; 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. It will be presented to the Board triannually.

ROADMAP FOR A HEALTHY & INCLUSIVE WORKPLACE ACTION PLAN UPDATE

#1. MENTAL HEALTH AND WELLNESS

Expected Outcomes

- 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	<i>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.</i>	Lead: Chief Manak Timeline: June 2022
June 2022: Concluded		
#2	<i>Assess mental health and wellness resources available to staff and make improvements where required.</i>	Lead: K. Kosich Timeline: On-going
March 2024 <ul style="list-style-type: none"> • Group critical incident debriefings will be expanded from beyond the Patrol Division to include ISD as well. It will be trialed for debriefings that take place immediately after a critical incident, followed by more structured debriefings later on, including any requirements that may arise at a later date (i.e.: court appearances). 		
#3	<i>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.</i>	Lead: K. Kosich Timeline: Ongoing
March 2024: <ul style="list-style-type: none"> • PeerConnect app is projected to go live by the end of April. It is a first responder wellness app that offers a proactive peer support system that aims to ensure all members checked on within 10 minutes after every traumatic event. 		
#4	<i>Create a formal VicPD Wellness Program in conjunction with the Psychologist, inclusive of prevention-focused health and wellness initiatives.</i>	Lead: K. Kosich Timeline: July 2024
March 2024: <ul style="list-style-type: none"> • The two in-house psychologists (IHPs) have been briefed about the intention of this program but it has not been actioned yet. Once the IHPs have transitioned into their new roles, they will collaborate with HR on the creation of a wellness program. 		
#5	<i>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.</i>	Lead: K. Kosich Timeline: January 2024

March 2024:

- Dr. Riva Coupland and Dr. Rob Holloway, both from Vancouver Island Psychological Services, began their onboarding process with VicPD in February and are successfully building relationships with staff.

#6

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.

Lead: K. Kosich
Timeline: Monitoring

March 2024:

- The efficacy of this position requires further review based on a number of other mental health and wellness services and supports that have already been implemented.

#7

Implement initiatives that improve mental health education, tools and emotional support for families of VicPD staff.

Lead: K. Kosich
Timeline: January 2024

March 2024:

- Beyond the Blue presented to Area Chiefs on April 4th and provided an update on their initiatives and accomplishments to date, as well as a 2024 work plan. The Area Chiefs approved their 2024 funding request.
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#8

Ensure the Human Resources Division is adequately staffed to meet the current recruiting and hiring demands.

Lead: DC Laidman
Timeline: June 2024

March 2024:

- With the transition to a civilian HR Director, an assessment will be undertaken regarding the adequacy of HR staffing to ensure that HR is able to meet the ongoing and future needs of the department.

#2. EQUITY, DIVERSITY, INCLUSION & ACCESSIBILITY (EDIA)**Expected Outcomes**

- We have developed a shared understanding of what it means to be an equitable, diverse, inclusive and accessible organization.
- With assistance of an EDIA facilitator, our EDIA committee is strong and working toward continuous improvement.
- We have a strong and diverse workforce in all ranks and positions at VicPD.

#1

Hire an external Equity, Diversity, Inclusion & Accessibility 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.

Lead: DC Laidman
Timeline: June 2024

March 2024:

- Co-Chairs and leadership have reviewed and approved a draft Charter, Terms of Service, as well as a Goals and Action Plan structure for dissemination to the whole EDIA committee for comment and implementation.

#2	<i>Create a VicPD Equity, Diversity, Inclusion & Accessibility Committee.</i>	Lead: DC Laidman Timeline: December 2022
January 2024: Concluded		
#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: June 2024
<p>March 2024:</p> <ul style="list-style-type: none"> These definitions have been established in the draft Charter document and will be confirmed with the EDIA Committee. 		
#4	<i>Examine the internal state of EDIA, inclusive of diversity in hiring and promotion for all VicPD positions and organizational policy impact on EDIA.</i>	Lead: DC Laidman Timeline: 2023
<p>March 2024:</p> <ul style="list-style-type: none"> In progress through the draft Goals and Action Plan to be confirmed by the EDIA Committee. 		

#3. LEADERSHIP

Expected Outcomes

- Our leadership team is better connected with all staff.
- Improved mechanisms for better two-way communication are in place.

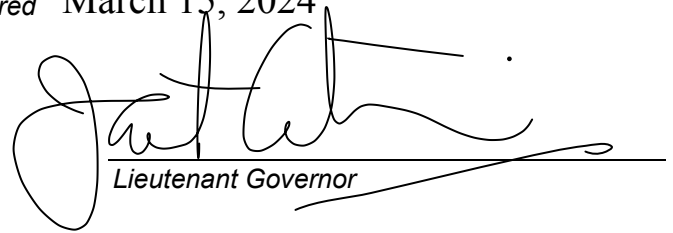
#1	<i>The Chief to meet with the senior leadership team to discuss strategies to improve two-way communication between the Senior Leadership Team (SLT) and VicPD staff.</i>	Lead: Chief Manak Timeline: Ongoing
<p>March 2024: The SLT was reminded to share SLT updates with their staff at divisional meetings, and to bring any questions, comments or concerns back to SLT. Both Deputy Chiefs regularly meet with their teams to ensure open communication.</p>		
#2	<i>The Chief to prioritize internal staff communication and engagement.</i>	Lead: Chief Manak Timeline: Ongoing
<p>March 2024: The Chief's spring staff engagement sessions are now booked with every section and unit. Separate meetings are booked to meet with Staff Sergeants on April 23rd, and civilian staff on April 25th. The agendas will be driven by input from staff on topics important to them.</p>		

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 128

, Approved and Ordered March 15, 2024


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that Dale Ann Yakimchuk, appointed as a member of the Victoria and Esquimalt Police Board by the municipal council of the City of Victoria, holds office for a term ending June 30, 2025.



Minister of Public Safety and Solicitor General and
Deputy Premier



Presiding Member of the Executive Council

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

Authority under which Order is made:

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

Other: _____