



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Agenda

June 18, 2024 at 5:00pm

Boardroom & Zoom

1. SPECIAL PRESENTATION

Ruth Shojaei – General Overview re: FOI matters and processes

2. STANDING ITEMS

- a. Territorial Acknowledgement
- b. Declarations of Conflict of Interest
- c. Adoption of the Public Agenda of June 18, 2024
- Pg. 1 d. Adoption of the Public Minutes of May 21, 2024
- e. Board Co-Chairs Update
- f. CAPG 2025 Update (*Micayla Hayes*)
- Pg. 4 g. Committees Update
- h. Board Member Engagement Update
- i. BC Association of Police Boards Director's Update
- Pg. 11 j. Chief Constable Update
- k. Equity, Diversity, Inclusion & Engagement Update

3. NEW BUSINESS

- Pg. 12 a. Review of Board 2023-2025 Strategic Priorities (*Mayor Desjardins*)
- b. Committee Meeting Schedules (*Paul Faoro*)

4. CORRESPONDENCE (*for information only*)

- Pg. 13 a. Order in Council no 298 - Reappointments

5. RISE & REPORT (*when applicable*)



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Minutes

May 21, 2024 at 5:00pm

Boardroom & Zoom

PRESENT

Mayor Desjardins, Chair	D. Yakimchuk	S/Sgt. M. Darling
Mayor Alto	Chief Cst. Manak	S/Sgt. J. Ames
H. Courtright	DC J. Laidman	S/Sgt. J. Malinosky
E. Cull	DC J. McRae	K. Kosich
S. Dhillon	Insp. C. Brown	C. Major
P. Faoro	Insp. M. Brown	Da. Phillips
M. Hayes	Insp. C. King	Do. Phillips
T. Kituri	Insp. J. Lawson	

Recorder: Collette Thomson

1. STANDING ITEMS

a. Territorial Land Acknowledgement

b. Declaration of Conflicts of Interest

No conflicts declared.

c. Approval: Public Agenda of May 21, 2024

24-50 **MOTION:** *To approve the Public agenda of May 21, 2024 as amended to include item (c) City of Victoria Community Safety and Wellbeing Plan; and add School District 61 under the Board Co-Chairs Update.* **MOVED/SECONDED/CARRIED**

d. Approval: Public Minutes of April 16, 2024

24-51 **MOTION:** *To approve the Public Minutes of April 16, 2024 as presented.*
MOVED/SECONDED/CARRIED

e. Board Co-Chair Updates

The Police Board met with the School District (SD) 61 Board on May 7, 2024. Representatives from VicPD management and the Mobile Youth Service Team were also in attendance. Lead Co-Chair Mayor Desjardins advised that the meeting was productive and that a subcommittee of the Police Board and VicPD management will be created in order to meet again with the SD 61 Board to explore continuing dialogue around the School Police Liaison Officer (SPLO) service.

Board member Faoro expressed concern over the safety in schools and made the following motions:

- 24-52** **MOTION:** *That the Board invite the BC Human Rights Commissioner to a future Public Board meeting for a presentation from VicPD and the Mobile Youth Services Team (MYST) regarding the negative effects on student safety and service gaps created with the cancellation of the School Police Liaison Officer program in School District 61.* **MOVED/SECONDED/CARRIED**
- 24-53** **MOTION:** *That the Board and School District 61 write a joint letter to the Minister of Education and Child Care requesting a review of student safety in School District 61 in light of the SD61 Board's reluctance to reinstate the School Police Liaison Officer program and the Ministry's Safe and Caring School Communities policy.*
MOVED/SECONDED/FAILED
- 24-54** **MOTION:** *That the Board write a letter to the Minister of Education and Child Care requesting a review of student safety in School District 61 in light of the SD61 Board's reluctance to reinstate the School Police Liaison Officer program and the Ministry's Safe and Caring School Communities policy; and that the letter to the Minister be sent only if it is deemed necessary following the second meeting with SD61 prior to the end of the school year.* **MOVED/SECONDED/FAILED**
- 24-55** **MOTION:** *That the Board write a letter to the Minister of Education and Child Care requesting a review of student safety in School District 61 in light of the SD61 Board's reluctance to reinstate the School Police Liaison Officer program and the Ministry's Safe and Caring School Communities policy.*
MOVED/SECONDED/CARRIED **OPPOSED:** Cull, Kituri, Yakimchuk

f. Committees Update

Refer to the report provided. Committee matters arising included:

- Review of procedures and/or practices for Service or Policy complaints
- Purchase of copies of the *Police Act*
- Email usage for Mayors
- Proposed timelines for 2025 budget process
- Monthly Financial report

- 24-56** **MOTION:** *That any Board member who wishes to obtain a hard copy of the Police Act may request one when the updates to the Act are completed in the Fall.*
MOVED/SECONDED/CARRIED

g. Board Member Engagement Update

Board members Dhillon, Faoro, Hayes and Kituri attended the Governing in the Public Interest seminar on April 26, 2024. A summary of the conference highlights and content were provided.

h. BC Association of Police Boards Executive Update

The BCAPB have recently established their vision, mission, and values statements.

Board member Dhillon left the meeting.

i. Chief Constable Update

Refer to the report provided – for information. Operational calls and files of note were highlighted.

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

Refer to the report provided – for information.

2. NEW BUSINESS

a. **VicPD Community Survey Results**

Refer to the presentation provided. Director C. Major provided the background, methodology, and timeline of the 2024 survey. The response rate was 20% with a 79% satisfaction rate compared to 82% in 2023.

b. **Police Act Amendments**

The legislation makes changes to municipal police governance, oversight, and police superintendence. The changes address recommendations from the 2022 Special Committee on Reforming the *Police Act* and from the 2019 Special Committee to Review the Police Complaint Process, and addresses legislative changes requested by the Office of the Police Complaint Commissioner. Relevant governance highlights include:

- Police Boards may elect their Chair; the Mayor is not automatically required to be the Chair
- Municipal councils will determine their representative on police boards
- Mandatory training, a new code of conduct, and requirements for handling Service or Policy complaints will be introduced.
- The council or police board may, at any time before May 15 of the year to which the provisional budget relates, request the director to determine whether the item or amount must be included in the budget.

The Victoria & Esquimalt Police Board is in a unique position and the 2002 Order in Council #365 still takes precedence over this new legislation. Police Services will advise the Co-Chairs accordingly.

EA Lamoureux left the meeting.

c. **City of Victoria Community Safety and Wellbeing Plan**

This plan will identify opportunities and actions for the City and multi-sector partners to help make the community safer and to improve the wellbeing of all citizens.

24-57 **MOTION:** *That the Board request a presentation at a future Board meeting regarding the City of Victoria Community Safety and Wellbeing Plan along with their goals and objectives.* **MOVED/SECONDED/CARRIED**

3. RISE & REPORT *(when applicable)*

The following motion carried on March 19, 2024:

#24-21 *That the Board support the reintegration of the School Police Liaison Officer program in SD61 with agreed upon modifications as a public safety measure in our communities.*

4. CORRESPONDENCE *(for information only)*

a. **240508 Letter from Board to Delta PD re: OPCC #24-25449**

Meeting adjourned at 6:15pm.



VICTORIA & ESQUIMALT POLICE BOARD

COMMITTEES UPDATE Public

GOVERNANCE

a. Scheduling of Additional/Special Board Meetings

MOTION: *That an additional line be added to section 29 of the Board Manual: “Board members will be consulted where possible to determine dates and times for special meetings”.*

b. Mayor Email Address Review

MOTION: *That page 20 section K of the Board Manual be amended to remove “except the Co-Chairs” and “Board Co-Chairs are issued a VicPD email address only for the purposes of accessing this system”.*

c. Review of Procedures and/or Practices for Service or Policy Complaints

MOTION: *That the Board revise/update protocol/policy on Service or Policy Complaints based on the Vancouver Police Board policy and ensure compliance with the new police standards and the Police Act.*

HUMAN RESOURCES

a. VicPD Equity, Diversity, Inclusion, and Accessibility (EDIA) Committee Update

The VicPD EDIA committee was established to examine VicPD policies, procedures, practices and promotional processes through an EDIA lens. The EDIA committee serves an advisory role and makes recommendations to the Senior Leadership Team on matters of policy, governance, and operations. Their Terms of Reference, Team Charter and strategic direction have now been established.

b. Annual Wellness Checks

In 2006, VicPD introduced mandatory annual assessments for employees working in positions where they experienced repeated exposure to traumatic events. While mandatory annual assessments continue for some employees, the annual wellness check in program aims to assist all employees who are exposed to trauma in the workplace. All employees are required to visit a registered psychologist or registered clinical counsellor within each calendar year, and to report that visit.

FINANCE

- a. **Proposed Process Timelines re: 2025 Budget Process**
Finance Chair Cull and Director of Finance Phillips continue to meet to discuss further changes that are required to this process.
- b. **Monthly Financial Report**
Refer to page #6 – for information.
- c. **Late Night Task Force Funding**
Finance Chair Cull requested to meet with City Council to discuss the request made to continue funding the Late Night Task Force (LNTF) for 2024 via the City budget.



MONTHLY FINANCIAL REPORT AS AT MAY 21ST, 2024

Statement 1

Victoria Police Department
Revenue and Expenditures By Division (Unaudited)
For the Period Ending May 21, 2024

	Budget	Pro-rated Budget 38.5%	Actual	(Over) Under	% of Total Budget
Total Revenue	899,500	346,308	697,474	202,026	77.5%
Operating Expenditures By Division					
Victoria and Esquimalt Police Board	150,500	57,943	41,762	108,738	27.7%
Office of the Chief Constable	1,291,050	497,054	484,064	806,986	37.5%
Patrol Division	20,824,042	8,017,256	9,208,714	11,615,328	44.2%
Community Services Division	7,194,984	2,770,069	3,488,066	3,706,918	48.5%
Esquimalt Division	5,188,510	1,997,576	2,364,196	2,824,314	45.6%
Investigative Services Division	8,650,174	3,330,317	3,916,722	4,733,452	45.3%
Community Engagement Division	1,137,842	438,069	443,675	694,167	39.0%
Executive Services Division	2,504,278	964,147	978,668	1,525,610	39.1%
Information Risk Management Division	9,935,357	3,825,112	3,749,352	6,186,005	37.7%
Human Resources Division	4,580,452	1,763,474	1,819,390	2,761,062	39.7%
Financial Services Division	6,327,476	2,436,078	1,270,849	5,056,627	20.1%
Corporate	1,017,665	391,801	696,937	320,728	68.5%
Integrated Units	3,034,381	1,168,237	1,524,226	1,510,155	50.2%
Total Operating Expenditures	71,836,711	27,657,134	29,986,620	41,850,091	41.7%
Transfers to Capital	1,200,000	462,000	300,000	900,000	25.0%
Net Deficit	72,137,211	27,772,826	29,589,145	42,501,689	41.0%

Statement 2

Victoria Police Department
Revenues and Expenditures By Section (Unaudited)
For the Period Ending May 21, 2024

	Budget	Pro-rated Budget 38.5%	Actual	(Over) Under	% of Total Budget
Revenue					
Special Events and Duties	750,000	288,750	602,204	147,796	80.3%
Information Support Services	85,000	32,725	31,492	53,508	37.0%
Grants - Miscellaneous	24,500	9,433	42,841	(18,341)	174.9%
Other	-	-	2,622	(2,622)	N/A
Jail Operations	40,000	15,400	18,315	21,685	45.8%
Total Revenue	899,500	346,308	697,474	202,026	77.5%
Operating Expenditures By Section					
Victoria and Esquimalt Police Board	150,500	57,943	41,762	108,738	27.7%
Office of the Chief Constable	1,291,050	497,054	484,064	806,986	37.5%
Patrol Division	20,824,042	8,017,256	9,208,714	11,615,328	44.2%
Community Services Division					
General Investigation Services	4,187,377	1,612,140	2,351,434	1,835,943	56.2%
Community Outreach	992,332	382,048	587,186	405,146	59.2%
Special Municipal Constables	1,838,607	707,864	489,683	1,348,925	26.6%
Reserve Constable Program	176,668	68,017	59,765	116,903	33.8%
Esquimalt Division					
Esquimalt Administration	651,005	250,637	297,483	353,522	45.7%
Special Events and Duties	788,000	303,380	539,387	248,613	68.5%
Operational Planning	332,500	128,013	62,280	270,220	18.7%
Traffic Enforcement and Crash Investigation	1,215,145	467,831	624,388	590,757	51.4%
Motorcycle Escort Team	17,590	6,772	6,694	10,896	38.1%
GVERT - Esquimalt Based Team	2,184,270	840,944	833,965	1,350,305	38.2%
School Resource Officers	-	-	-	-	N/A
Investigative Services Division					
Administration and Detectives	1,662,409	640,027	658,116	1,004,293	39.6%
Analysis and Intel Section (AIS)	969,742	373,351	392,098	577,644	40.4%
Strike Force	1,351,276	520,241	632,202	719,074	46.8%
Special Operations	-	-	43,384	(43,384)	N/A
Special Victims	1,140,397	439,053	480,924	659,473	42.2%
Major Crime Unit	1,384,957	533,208	816,412	568,545	58.9%
Historical Case Review Unit (HCU)	333,900	128,552	167,590	166,310	50.2%
Computer Analysis Section	588,615	226,617	-	588,615	0.0%
Cybercrime Unit	-	-	157,153	(157,153)	N/A
Forensic Identification	1,218,878	469,268	568,843	650,035	46.7%

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Statement 2 - continued	Budget	Pro-rated Budget 38.5%	Actual	(Over) Under	% of Total Budget
Community Engagement Division					
Public Affairs	707,325	272,320	285,793	421,532	40.4%
Community Programs	268,529	103,384	105,183	163,346	39.2%
Volunteer Programs	161,988	62,365	52,699	109,289	32.5%
Executive Services Division					
Administration, Policy and Professional Standards	1,942,535	747,876	748,389	1,194,146	38.5%
Privacy and Legal Services	561,743	216,271	230,279	331,464	41.0%
Information Risk Management Division					
Information Technology Solutions	2,100,642	808,747	723,038	1,377,604	34.4%
Information Support Services	2,764,285	1,064,250	978,450	1,785,835	35.4%
Information Management (911)	5,070,430	1,952,116	2,047,864	3,022,566	40.4%
Human Resources Division					
Human Resources	4,542,452	1,748,844	1,815,141	2,727,311	40.0%
Critical Incident Stress Management	38,000	14,630	4,249	33,751	11.2%
Financial Services Division					
Financial and Logistics Services	5,375,976	2,069,751	1,022,226	4,353,750	19.0%
Automotive	951,500	366,328	248,623	702,877	26.1%
Corporate	1,017,665	391,801	696,937	320,728	68.5%
Integrated Units					
Integrated Mobile Crisis Response Team (IMCRT)	128,677	49,541	80,652	48,025	62.7%
Integrated Canine Service (ICS)	810,952	312,217	349,438	461,514	43.1%
Greater Victoria Police Diversity Advisory Committee (GVPDAC)	37,104	14,285	3,044	34,060	8.2%
Vancouver Island Integrated Major Crime Unit (VIIMCU)	961,004	369,987	477,605	483,399	49.7%
Mobile Youth Services Team (MYST)	64,694	24,907	79,732	(15,038)	123.2%
Greater Victoria Regional Domestic Violence Unit (RDVU)	209,509	80,661	68,897	140,612	32.9%
Crime Stoppers	63,135	24,307	-	63,135	0.0%
Public Safety Unit (PSU)	144,555	55,654	144,269	286	99.8%
Greater Victoria Emergency Response Team (GVERT)	577,350	222,280	316,992	260,358	54.9%
Explosives Disposal Unit	16,897	6,505	-	16,897	0.0%
Crisis Negotiating Team (CNT)	20,504	7,894	3,596	16,908	17.5%
Total Operating Expenditures	71,836,711	27,657,134	29,986,620	41,850,091	41.7%
Transfers to Capital	1,200,000	462,000	300,000	900,000	25.0%
Net Deficit	72,137,211	27,772,826	29,589,145	42,501,689	41.0%

Statement 3 – By Expenditure Type – Excluded from this report

Statement 4

**Victoria Police Department
Capital Expenditures (Unaudited)
For the Period Ending May 21, 2024**

	Transfers to Capital Fund	Budgeted Expenditures	Actual Expenditures	(Over) Under	%
Vehicles	-	600,000	216,434	383,566	36.1%
Computer Equipment	-	500,000	164,023	335,977	32.8%
Furniture	-	400,000	1,190	398,810	0.3%
Police Building Upgrades	-	-	4,391	(4,391)	N/A
Total Capital	1,200,000	1,500,000	386,039	1,113,961	25.7%



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	June 18, 2024
TO:	Victoria & Esquimalt Police Board
FROM:	Chief Cst. Manak
SUBJECT:	Chief Constable Monthly Engagement Highlights
ACTION:	For Information

Internal & External Engagements

May 22	Participated in the Vital Community Network meeting
May 22	Visited Central Middle School Grade 6/7 classes
May 23	George Jay Elementary School visit to VicPD
May 23	Presented Chiefs update to Esquimalt Division Officers and Staff
May 27	Provided welcome remarks for Hate Crimes Workshop
May 28	Visited Axon Roadshow
May 28	Provided Chief's update briefing for ISD
May 29	Met with Victoria Harbourscats players during their orientation
June 11 – 13	Attended the 2024 BCACP Conference in Penticton, BC
June 17	Attended CACP Board of Directors meeting

Equity, Diversity, and Inclusion Engagement

June 9	Attended India Fest Celebration
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Victoria & Esquimalt Police Board

2023-2025 Strategic Priorities

Updated: October 10, 2023

The Board will, from a governance level and through an equity, diversity, and inclusion lens, support VicPD’s mission to deliver excellence in public safety for two diverse communities through engagement, prevention, innovative policing, and the Framework Agreement. Progress reports will be made in the Public session of the February, June, and November Board meetings.

#1. Ensure active and ongoing support for equity, diversity, inclusion, and accessibility

Lead: Board

1. Embed EDIA considerations into all Board and Committee deliberations and actions
 - Governance Committee will review the Board manual and policies every January
 - Board Co-Chairs will meet quarterly with the Chief and Union President to ensure the Board and Senior Leadership Team are working under the same definition and expectations of EDIA
 - Board will demonstrate and reflect upon the communities with which the Board has engaged

#2. Ensure the success of VicPD operations through attention to the *Police Act* Board mandates

Lead: Board

1. Support sworn and civilian staff
 - Board to ensure Board representation at all relevant internal VicPD events
 - Board to ensure a culture of appreciation through engagement
2. Ensure financial oversight, including advocating for appropriate levels of funding
 - *Input required from Finance Chair Cull*
3. Establish policy direction and policy scope
 - Review and analyze policies as per police standards, and proactively review policies that reflect community priorities
4. Oversee Service or Policy complaints

#3. Provide effective oversight of the Framework Agreement

Lead: Board

1. Identify and undertake a process for transitioning out of the Framework Agreement
 - Monitor the transition process in the interest of the two communities and public safety

#4. Ensure effective growth and development for the Board and Board members

Lead: Board and Committees

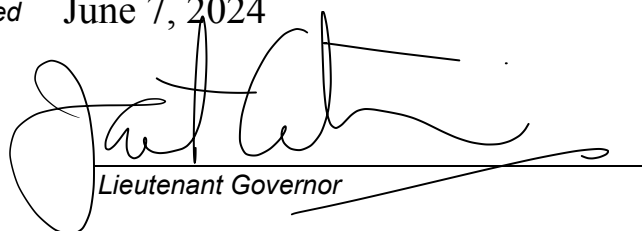
1. Ensure effective onboarding
 - Governance Committee to develop an onboarding checklist and a yearly Forward Calendar
 - Board members to tour VicPD HQ & Esquimalt Division
2. Support ongoing training and focused learning
 - Provide topics for Board consideration regarding educational interests and requirements, and opportunities for Board professional development
 - Conference attendance and reporting
3. Ensure the Board has resources necessary for its Board work
 - Perform a needs assessment to determine if a business case and budget is required for an Executive Assistant or Executive Director
 - Finance Committee to develop a list of resources required

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 298

, Approved and Ordered June 7, 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 the appointments set out in the attached Appendices A to H are made.



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: OIC 109/2022; OIC 235/2022; OIC 237/2022; OIC 312/2022. OIC 167/2023; OIC 281/2023
OIC 294/2023; OIC 322/2023; OIC 406/2023

APPENDIX A
ABBOTSFORD POLICE BOARD

- 1 Effective June 30, 2024, Paula Joanne Olmstead and Mohinder Kaur Padda are reappointed as members of the Abbotsford Police Board for terms ending June 30, 2027.

APPENDIX B
CENTRAL SAANICH POLICE BOARD

- 1 The following appointments to the Central Saanich Police Board are made:
 - (a) Michael Alexander McKay and Mark Peter Robert Roman are appointed as members for terms ending June 30, 2025;
 - (b) effective June 30, 2024, Joanne Elizabeth Taylor is reappointed as a member for a term ending June 30, 2025;
 - (c) effective June 30, 2024, John Murray Wilson is reappointed as a member for a term ending June 30, 2026.

APPENDIX C
DELTA POLICE BOARD

- 1 Effective June 30, 2024, Lara Loraine Victoria is reappointed as a member to the Delta Police Board for a term ending June 30, 2025.

APPENDIX D
NEW WESTMINSTER POLICE BOARD

- 1 The following appointments to the New Westminster Police Board are made:
 - (a) effective June 30, 2024, Francisco Alejandro Diaz Guzman and Mary Lee-Ann Trentadue are reappointed as members for terms ending June 30, 2026;
 - (b) effective June 30, 2024, Heather Martina Boersma is reappointed as a member for a term ending June 30, 2027.

APPENDIX F
PORT MOODY POLICE BOARD

- 1 The following appointments to the Port Moody Police Board are made:
 - (a) Alison Jane Carstairs is appointed as a member for a term ending December 31, 2025;
 - (b) effective June 30, 2024, Abul Bashir Shahid Hussain is reappointed as a member for a term ending June 30, 2027.

- 2 Effective June 30, 2024, Chloe Owens Goodison, reappointed as a member of the Port Moody Police Board by the municipal council of the City of Port Moody, holds office for a term ending May 17, 2027.

**APPENDIX F
SAANICH POLICE BOARD**

- 1 Effective June 30, 2024, Gurcharn Beckett is reappointed to the Saanich Police Board for a term ending June 30, 2026.

**APPENDIX G
VICTORIA AND ESQUIMALT POLICE BOARD**

- 1 Effective June 30, 2024, Elizabeth Cull and Timothy Wanjao Kituri are reappointed as members of the Victoria and Esquimalt Police Board for terms ending June 30, 2026.
- 2 effective June 30, 2024, Holly Mae Courtright, reappointed as a member of the Victoria and Esquimalt Police Board by the municipal council of the Township of Esquimalt, holds office for a term ending June 30, 2026.

**APPENDIX H
WEST VANCOUVER POLICE BOARD**

- 1 Effective June 30, 2024, Wilson Mason Williams is reappointed to the West Vancouver Police Board for a term ending June 30, 2027.