



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Agenda

August 20, 2024 at 5:00pm

Boardroom & Zoom

1. Chair/Vice Chair

- Pg. 1 a. 240724 Letter of Appointment from Esquimalt Council
- Pg. 2 b. 240815 Letter of Appointment from Victoria Council
- Pg. 3 c. Vote new Chair and Vice Chair

2. STANDING ITEMS

- a. Territorial Acknowledgement
- b. Declarations of Conflict of Interest
- c. Adoption of the Public Agenda of August 20, 2024
- Pg. 4 d. Adoption of the Public Minutes of July 16, 2024
- e. Board Co-Chairs Update
- Pg. 7 f. Committees Update
- g. Board Member Engagement Update
- h. BC Association of Police Boards Director's Update
- Pg. 12 i. Chief Constable Update
- j. Equity, Diversity, Inclusion & Engagement Update
- h. Review of Board 2023-2025 Strategic Priorities

3. CORRESPONDENCE

- Pg. 15 a. 240715 Letter from Minister Singh
- Pg. 16 b. 240729 Letter from PSSG re ICE funding
- Pg. 19 c. 240812 Cst Fuller Letter of Thanks

4. RISE & REPORT *(when applicable)*



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Victoria, B.C. V9A 3P1

Telephone 250-414-7177

Website: www.esquimalt.ca Email: corporate.services@esquimalt.ca

File No. 7400-01

Sent via email
Board@vicpd.ca

July 25, 2024

Micayla Hayes, Vice-Chair
Victoria & Esquimalt Police Board
850 Caledonia Ave
Victoria, BC V8T 5J8

Dear Micayla Hayes,

Re: Police Board Appointment

Please be advised that at its In Camera Meeting of Council held on July 22, 2024, the Corporation of the Township of Esquimalt Council resolved the following:

“That Council appoint Mayor Barbara Desjardins as the Council representative to the Victoria and Esquimalt Police Board, effective August 1, 2024, until December 31, 2025, and that this appointment be communicated to the Police Board and to the Ministry of Public Safety and Solicitor General.”

Should you require further clarification, please contact me at 250-414-7135 or via email to deb.hopkins@esquimalt.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Deb Hopkins'.

Deb Hopkins
Director of Corporate Services / Corporate Officer

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

August 8, 2024

Micayla Hayes
Vice-Chair
Victoria Police Board

Via Email: micayla.hayes@vicpd.ca

Dear Ms. Hayes,

I am writing on to you today on behalf of Victoria City Council, to inform you that that the below motion was passed at the July 25, 2024, Council meeting:

1. *Appoint Marianne Alto as the Council representative to the Victoria Esquimalt Police Board or its subsequent entity, from this day until May 1, 2028, subject to said person remaining a duly elected member of Victoria City Council.*

Thank you and I look forward to working with you on this important matter.

Sincerely,

Marianne Alto
Victoria Mayor

“The City of Victoria recognizes the Songhees and Xwsepsum Nations in whose traditional territories we live and work “Hay swx qa”



VICTORIA & ESQUIMALT POLICE BOARD TERMS OF REFERENCE: ELECTIONS

Updated: July 2024

1. APPOINTMENT

Board members must self-identify as candidates for Chair or Vice Chair positions. If only one Board member agrees to act in either position, that person is acclaimed in the position they have agreed too. If a slate of candidates is identified, each candidate has the opportunity to speak for up to five minutes. After all presentations are completed, a secret ballot is taken and submitted to the EA for confirmation and announcement. Voting rules for Board meetings apply.



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Minutes

July 16, 2024 at 5:00pm

Boardroom & Zoom

PRESENT

Mayor Desjardins, Chair

Mayor Alto

H. Courtright

E. Cull

S. Dhillon

P. Faoro

M. Hayes

T. Kituri

D. Yakimchuk

Chief Cst. Manak

DC J. Laidman

DC J. McRae

Insp. C. Brown

Insp. M. Brown

Insp. C. King

S/Sgt. M. Darling

S/Sgt. J. Ames

S/Sgt. J. Malinosky

K. Kosich

Da. Phillips

Do. Phillips

Recorder: Tanya Lamoureux

1. PRESENTATION

a. School Police Liaison Officers

Human Rights Commissioner Kasari Govender in attendance for discussion and presentation with VEPB, MYST, and VicPD

- Guest speaker Mia Golden, Commissioner Govender, Minister Flemming
- Marcia McLean, member of the public spoke for 3 minutes

2. STANDING ITEMS

a. Territorial Land Acknowledgement

b. Declaration of Conflicts of Interest

No conflicts declared.

c. Approval: Public Agenda of July 16, 2024

24-71

MOTION: *To approve the Public agenda of July 16, 2024 as amended to add Chief Constables report update as item H. MOVED/SECONDED/CARRIED*

5 minute break called at 6:06pm after presentation, meeting resumed 6:09pm*

d. Approval: Public Minutes of June 18, 2024

24-72

MOTION: *To approve the Public Minutes of June 18, 2024 as presented. MOVED/SECONDED/CARRIED*

e. **Review of Board 2023-2025 Strategic Priorities**

Move to Aug 20 meeting

f. **Board Co-Chair Updates**

No discussion arising

g. **Committees Update**

Refer to the report provided. Committee matters arising included:

- Finance
 - 2025 Budget
 - Community consult
 - Council consultations
- Human Resources and Governance Committees did not meet in July 2024.

h. **Chief Update**

- Community update incident
 - EHS confirmed that police attendance is now required for specific areas for employee safety. Confirmed with service providers in the direct area. Plans are being constructed to ensure safety for workers, general public, community safety.
 - Frontline responders should be safe and plans are in the works through multiple agencies as well as the service providers in the high risk areas
 - EA to Write letter of thanks to the other jurisdictions that came to our assistance on the evening of July

3. NEW BUSINESS

a. **240705 Letter from PSSG re Training Requirements in Standards**

- Indigenous Culture awareness training and training is being tracked and is on track to meet the goal set out by the Province

b. **2024 MO OIC #467**

- Provincial Government new Order in Council which puts this board in compliance with all other boards within the Province.
- August will commence with a vote for a new Chair and Vice Chair

c. **240712 Esquimalt Council response re: Proposed expansion VIIMCU**

- Esquimalt Council is interested in learning more information and could the police provide further information around this expansion

24-73

MOTION: *That the EA invite the Province to present at the August meeting regarding the proposed expansion of VIIMCU to help explain why this is being proposed, what is the benefits, and how the costs have been allocated across the police departments.*

MOVED/SECONDED/CARRIED

4. CORRESPONDENCE *(for information only)*

a. **240624 PSSG Letter of Appreciation**

b. 240705 Response from SD61 re: Request for Information

- Leave the response with Chief Constable

5. RISE & REPORT *(when applicable)*

- No discussion arising.

Meeting adjourned at 6:49pm.



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	August 20th, 2024
TO:	Victoria & Esquimalt Police Board
FROM:	Donna Phillips, Director of Financial Services
SUBJECT:	July 2024 Financial Report
ACTION:	For Information

SUMMARY:

This report contains the monthly financial report as of July 29th, 2024. The target for spending is approximately 57.6% of the fiscal year based on payroll. Actual results are 60% of the total budget.

Highlights:

- The Integrated Units combined actual is approximately \$460,000 overspent year-to-date, a significant portion of which will be adjusted for cost-sharing at year end.
- Overtime expenditures are 38% (approximately \$895,000) overspent year-to-date. A more in-depth analysis of overtime spending will come forward in September.
- Retirement expenditures incurred are \$656,307 (nil budget). If there is insufficient surplus at year-end to cover these expenditures, they will be charged against the employee benefit obligation reserve. The reserve balance as of January 1, 2024 was \$8,737,919.
- The above overages are offset by underspending in professional services, equipment maintenance, communications and fuel.

This report has been adjusted for the following:

- \$586,616 in Standby pay has been reclassified from Overtime to Salaries due to the setup in the scheduling software;
- \$408,023 of expenditure added for July services payable for E-Comm levy;
- \$138,926 net recovery added for amounts due from Legislative Assembly and the City of Victoria for the Late Night Task Force;
- \$126,346 of expenditure added for unbilled costs payable for building maintenance (Victoria and Esquimalt), financial services (Victoria), and CREST radio;
- \$62,940 of expenditure removed for pre-billed PRIME police database;
- \$43,411 accrued transfer from the Financial Stability Reserve to cover Investigative Services Division, Special Operations investigative costs (transfer at year end).



MONTHLY FINANCIAL REPORT AS AT JULY 29TH, 2024

Statement 1

Victoria Police Department
Revenue and Expenditures By Division (Unaudited)
For the Period Ending July 29, 2024

	Budget	Pro-rated Budget 57.6%	Actual	(Over) Under	% of Total Budget
Special Events and Duties	750,000	432,000	192,100	557,900	25.6%
Information Support Services	85,000	48,960	51,944	33,056	61.1%
Grants - Miscellaneous	24,500	14,112	91,951	(67,451)	375.3%
Other	-	-	2,622	(2,622)	N/A
Jail Operations	40,000	23,040	18,315	21,685	45.8%
Total Revenue	899,500	518,112	356,933	542,567	39.7%
Operating Expenditures By Division					
Victoria and Esquimalt Police Board	150,500	86,688	59,109	91,391	39.3%
Office of the Chief Constable	1,291,050	743,645	713,757	577,293	55.3%
Patrol Division	20,824,042	11,994,648	13,289,643	7,534,399	63.8%
Community Services Division	7,194,984	4,144,311	5,059,975	2,135,009	70.3%
Esquimalt Division	5,188,510	2,988,582	3,247,937	1,940,573	62.6%
Investigative Services Division	8,650,174	4,982,500	5,608,213	3,041,961	64.8%
Community Engagement Division	1,137,842	655,397	659,504	478,338	58.0%
Executive Services Division	2,504,278	1,442,464	1,399,637	1,104,641	55.9%
Information Risk Management Division	9,935,357	5,722,766	5,449,490	4,485,867	54.8%
Human Resources Division	4,580,452	2,638,340	2,671,004	1,909,448	58.3%
Financial Services Division	6,327,476	3,644,626	1,857,628	4,406,908	29.4%
Corporate	1,017,665	586,175	776,455	241,210	76.3%
Integrated Units	3,034,381	1,747,803	2,209,863	824,518	72.8%
Total Operating Expenditures	71,836,711	41,377,946	43,065,155	28,771,556	59.9%
Transfers to Capital	1,200,000	691,200	600,000	600,000	50.0%
Net Deficit	72,137,211	41,551,034	43,308,222	41,861,148	60.0%

Statement 2

Victoria Police Department
Revenue and Expenditures by Object (Unaudited)
For the Period Ending July 29, 2024

	Actual	Budget	% Used	(Over)/Under	
				\$	%
Revenue					
Special Events	192,100	750,000	25.6%	557,900	74.4%
Records	51,944	85,000	61.1%	33,056	38.9%
Grants	91,951	24,500	375.3%	(67,451)	-275.3%
Other	2,622	-	NA	(2,622)	100.0%
Jail Operations	18,315	40,000	45.8%	21,685	54.2%
Total Revenue	356,933	899,500	39.7%	542,567	60.3%
Operating Expenditures					
Salaries and Benefits	30,899,858	52,242,291	59.1%	21,342,433	40.9%
Retirements	656,307	-	NA	(656,307)	100.0%
Non-Recoverable Overtime	3,258,955	4,099,140	79.5%	840,185	20.5%
Professional/Third Party Services	714,621	2,944,139	24.3%	2,229,518	75.7%
E-Comm 9-1-1	2,856,163	5,067,930	56.4%	2,211,767	43.6%
Equipment Maintenance - Fleet & Computers	1,065,866	2,131,255	50.0%	1,065,389	50.0%
Communications	427,999	872,600	49.0%	444,601	51.0%
Travel and Training	1,120,200	1,833,390	61.1%	713,190	38.9%
Building Maintenance	392,541	563,455	69.7%	170,914	30.3%
General and Office Supplies	346,745	511,610	67.8%	164,865	32.2%
Other Operating Expenditures	401,449	279,500	143.6%	(121,949)	-43.6%
Uniforms & Protective Clothing	295,039	415,000	71.1%	119,961	28.9%
Lease/Rental/PRIME	345,107	586,200	58.9%	241,093	41.1%
Fuel and Motor Oil	97,456	381,891	25.5%	284,435	74.5%
Insurance	173,977	337,510	51.5%	163,533	48.5%
Postage and Freight	12,872	25,500	50.5%	12,628	49.5%
Total Operating Expenditures	43,065,155	72,291,411	59.6%	29,226,256	40.4%
Transfers to Capital	600,000	1,200,000	50.0%	600,000	50.0%
Transfers to Evergreen Reserve	-	45,300	0.0%	45,300	100.0%
Transfer from Financial Stability Reserve	-	500,000	0.0%	500,000	100.0%
Net Deficit	43,308,222	72,137,211	60.0%	28,828,989	40.0%

Statement 3

**Victoria Police Department
Capital Expenditures (Unaudited)
For the Period Ending July 29, 2024**

	<u>Transfers to Capital Fund</u>	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>(Over) Under</u>	<u>%</u>
Vehicles	-	600,000	283,571	316,429	47.3%
Computer Equipment	-	500,000	178,949	321,051	35.8%
Furniture	-	400,000	2,082	397,918	0.5%
Police Building Upgrades	-	-	10,613	(10,613)	N/A
Total Capital	1,200,000	1,500,000	475,215	1,024,785	31.7%



VICTORIA & ESQUIMALT POLICE BOARD

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

Internal & External Engagements

June 19	Leadership presentation to Cohort 4 re: CACP Police Executive Mentorship Program
June 21	Attended the Greater Victoria Police Foundation Board meeting
June 22	Attended the 2024 Reserve Class Graduation Ceremony
June 24	Presented a promotional plaque to Staff Sergeant Almeida and Sergeant Hilborne
June 25	Met with Staff Sergeants re: Information-sharing
June 25	Met with the DVBA regarding downtown business concerns
June 25	Attended to support the NHL Street Hockey program
June 26	Presented a promotional plaque to Sergeant Barker
June 27	Presented the CAPG Webinar: School Police Liaison Officer Program
July 1	Worked on Canada Day
July 2	Attended the Oaklands Community Association Summer Camp
July 3	Attended the Swearing-in Ceremony for Oak Bay Deputy Chief Rice
July 4	Presented the Q1 CSRC to City of Victoria Council
July 5	Attended the JIBC Police Academy Graduation
July 12	Attended the HarbourCats ball game to throw out the first pitch
July 15	Attended the budget consultation meeting with Esquimalt Council

Equity, Diversity, and Inclusion Engagement

June 22	Attended Africa Fest Celebration
July 7	Attended Pride Parade

July 7	Attended Festival of India
July 8	Attended the Gurmat Kids Summer Camp at the Gurdwara
July 13	Attended Festival Mexicano



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	August 20, 2024
TO:	Victoria & Esquimalt Police Board
FROM:	Chief Cst. Manak
SUBJECT:	Chief Constable Monthly Engagement Highlights
ACTION:	For Information

Internal & External Engagements

July 16	Attended Esquimalt Music in the Park
July 17	Met with Minister Farnworth re: 900 Block of Pandora
July 23	Attended NHL Street
July 23	Attended Esquimalt Music in the Park
July 25	Walked the Beat with Inspector Brown
July 29	Presented promotional plaque to Sergeant Eagles
July 30	Walked the Beat with Inspector King
July 30	Attended the NHL Street Finale
August 13	Presented a VicPD Civic Service Award

Equity, Diversity, and Inclusion Engagement

July 21	Attended the Annual Community Vaisakhi Sports Fair
July 26	Attended VicPD and ACEH Relationship building event – HarbourCats game
August 18	Attended the Punjabi Cultural Community Association Festival



July 12, 2024

Ref: 299620

Their Worship Mayor Barbara Desjardins, Lead Co-Chair
Township of Esquimalt

Their Worship Mayor Marianne Alto
City of Victoria

Email: Tanya.Lamoureux@vicpd.ca

Dear Mayor Desjardins and Mayor Alto:

Thank you for your letter of May 28, 2024, regarding student safety in School District No. 61 (Greater Victoria).

Student and staff safety is the Ministry of Education and Child Care's number one priority and I take that responsibility very seriously. I understand a meeting has been coordinated with leadership at Victoria and Saanich Police Departments and Assistant Deputy Minister Jennifer McCrea to hear directly from members and others. I look forward to reviewing the findings from this meeting in the coming weeks.

I would also note that Deputy Minister Christina Zacharuk has also met with the Board Chair and Superintendent of the School District on this very important issue.

The Ministry is deeply committed to creating and maintaining safe, welcoming, and inclusive school environments. To promote a culture of student safety in BC schools, the Ministry's [Expect Respect and a Safe Education \(erase\) strategy](#) focuses on prevention and intervention training, crisis response and expert advice through Safer Schools Together, the provinces subject matters experts in school safety.

Thank you for reaching out to express your concerns. I look forward to working with you both to support student safety in School District No. 61 (Greater Victoria).

Sincerely,

A handwritten signature in black ink, appearing to read "R Singh".

Rachna Singh
Minister



BRITISH
COLUMBIA

VIA EMAIL

Ref. 667800

July 29, 2024

His Worship Ryan Windsor
Mayor of the District of Central Saanich
Email: ryan.windsor@csaanich.ca

His Worship Kevin Murdoch
Mayor of the District of Oak Bay
Email: mayor@oakbay.ca

Her Worship Dean Murdoch
Mayor of the District of Saanich
Email: Mayor@saanich.ca

Her Worship Marianne Alto
Mayor of the City of Victoria
Email: MAalto@victoria.ca

Her Worship Barb Desjardins
Mayor of the City of Esquimalt
Email: barbara.desjardins@esquimalt.ca

Dear Mayors:

Re: ICE Funding – Capital Regional District (CRD) ICE Unit for 2024/25 Fiscal Year

I am writing to you in your respective roles as Chair of the Board for the Central Saanich, Oak Bay, Saanich and Victoria Police Departments. The Capital Regional District (CRD) Internet Child Exploitation (ICE) Unit has been approved for funding under the federal Contribution Program to Combat Serious and Organized Crime (CPCSOC) funding agreement, which the Province administers. I am pleased to advise you that the CRD ICE Unit has been approved and will be provided with \$650,849.00 per year from the CPCSOC for fiscal years 2024/2025 – 2026/27 to support ICE staff salaries and benefits, computers and accessories for processing child sexual abuse material (CSAM), forensic investigation software and ICE training.

.../2

Mayors
Page 2

I am very pleased we can continue to support the excellent work of the CRD ICE Unit who I understand was originally established as a six-month pilot project from October 1, 2021 – March 31, 2022, and was the only initiative in BC that brought together existing municipal police departmental resources in an integrated team. I am advised that the CRD-ICE Unit have capitalized on the initial opportunities presented by this funding by sending one of their members for ICE training and conducting 36 ICE investigations between December 2023 and March 31, 2024. I am very confident that they will build on this track record of success and continue to enhance public safety in the CRD moving forward.

Please be advised that funding provided under the CPCSOC agreement is time limited. As Chair of the Police Board, I wanted to highlight that the current allotment of funding has been approved for the period commencing on April 1, 2024 and ending March 31, 2027. Funding under this Agreement is based on a reimbursement model, thus funds will be provided biannually for expensed incurred prior to each reporting period.

The CRD ICE Unit is aware of the reporting requirements and reimbursement model of this Agreement.

As this funding is part of the CPCSOC Agreement please also be advised that any public communication must be done in coordination with the BC Government.

Please contact David Haslam, Communications Director, Government Communications and Public Engagement, by email at: David.Haslam@gov.bc.ca or by telephone at: 250 952-0509 to coordinate public announcement.

I look forward to working with the Capital Regional District to announce our continued support on this important initiative and see the CRD ICE Unit continue enhancing British Columbia's response to internet child exploitation.

Sincerely,



Mike Farnworth
Minister of Public Safety and Solicitor General
and Deputy Premier

pc: The Honourable Grace Lore, MLA for Victoria-Beacon Hill
The Honourable Lana Popham, MLA for Saanich South
The Honourable Murray Rankin, K.C., MLA for Oak Bay-Gordon Head
The Honourable Rob Fleming, MLA for Victoria-Swan Lake

The Honourable Mitzi Dean, MLA for Esquimalt - Metchosin
Chief Constable Julie Chanin, Oak Bay Police Department
Chief Constable Del Manak, Victoria Police Department
Chief Constable Dean Duthie, Saanich Police Department
Chief Constable Ian Lawson, Central Saanich Police Department
David Haslam, Communications Director, Government Communications and Public
Engagement
Jacqueline Davies, Director Policing Operations and Organized Crime
Finance Division, Policing and Security Branch



August 6th, 2024

Dear Chief Constable ^{Del}~~Del~~ Manek;

As a Director of the Swallow's Landing Social Committee I would like to acknowledge and thank you and the Victoria Police Department for allowing Cst. Stacey Fuller to present a Fraud Awareness Symposium at our Condo Residences. Her presentation was on point and she was well received by all of the Residents that attended (32). She handled their questions and provided everyone an opportunity to be heard, even though some of the questions and comments were a little off topic.

Stacey is a credit to the Victoria Police Department and a wonderful representative of Law Enforcement in Esquimalt. It is a seminar that is worth repeating again in a year or so as Scams change as do the residents of our Condos. I would like to extend our thanks and appreciation for allowing Stacey to make a wonderful and informative presentation to our group.

Thank you on behalf of the Swallow's Landing Condo Complex.

A handwritten signature in black ink, appearing to read 'David Valentine', located below the main body of text.

David Valentine
Social Committee Director
845/847 Dunsmuir Road
Victoria, BC V9A 0A7