



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Agenda

October 15, 2024 at 5:00pm

Boardroom & Zoom

1. STANDING ACKNOWLEDGEMENT

- a. Territorial Acknowledgement
- b. Adoption of the Public Agenda of October 15, 2024

2. SPECIAL PRESENTATION

- a. E-Comm Presentation to VEPB – (Oliver Gruter-Andrew, Stephen Thatcher, Jason Rude)
- b. Cybercrime Presentation - (S/S Mike Darling)

3. STANDING ITEMS

- c. Declarations of Conflict of Interest
- Pg. 1 d. Adoption of the Public Minutes of September 17, 2024
- e. Board Co-Chairs Update
- Pg. 2 f. Committees Update
- g. Board Member Engagement Update
- Pg. 51 h. Chief Constable Update
- i. Equity, Diversity, Inclusion & Engagement Update

4. NEW BUSINESS

- a. Sponsor a Door Prize at the Reserve Dinner – (M. Hayes)

5. RISE & REPORT *(when applicable)*



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Minutes

Sept 17, 2024 at 5:00pm

Boardroom & Zoom

PRESENT

Mayor Desjardins
H. Courtright
E. Cull
S. Dhillon
P. Faoro
M. Hayes- Chair

T. Kituri
D. Yakimchuk
Chief Cst. Manak
DC J. Laidman
DC J. McRae
Insp. M. Brown

Insp. C. King
Insp. J. Lawson
S/Sgt. J. Ames
S/Sgt. J. Malinosky
C. Major

Recorder: Tanya Lamoureux

1. PRESENTATION

Greater Victoria Police Diversity Advisory Committee (GVPDAC) – S/Sgt J. Ames

2. STANDING ITEMS

a. Territorial Land Acknowledgement

b. Declaration of Conflicts of Interest

No conflicts declared.

c. Approval: Public Agenda of Sept17, 2024

24-96 **MOTION:** *To approve the Public agenda of Sept 17, 2024 as amended to include an invoice received from Overholt Law. **MOVED/SECONDED/CARRIED***

d. Approval: Public Minutes of April 16, 2024

24-97 **MOTION:** *To approve the Public Minutes of Aug 20, 2024 as presented. **MOVED/SECONDED/CARRIED***

e. Board Chair Update

- Acknowledgement and expectations of the new Chair

f. Committees Update

Refer to the report provided. Committee matters arising included:

24-98 **MOTION:** *That the Board approve the Board Chair to receive remuneration as of August 20, 2024. and that elected officials appointed by respective councils are not eligible for remuneration. **FAILED***

- 24-99 *MOTION: That the Board approve the Board Chair to receive remuneration as of August 20, 2024. **MOVED/SECONDED/CARRIED***
- 24-100 *MOTION: That the Board update the manual to reflect that any elected official to the board does not receive remuneration. **FAILED -sent back to Gov Committee***
- 24-101 *MOTION: That the Board table the above motion – **FAILED all opposed with the exception of Barb and Tim***
- 24-102 *MOTION: That the Board confirm that the Council appointed representatives be permitted to participate on Board Committees. **TABLED***
- 24-103 *MOTION: That the Board table motion 24-102 for further discussion. **MOVED/SECONDED/CARRIED***

*****Micayla left the meeting 5:37*****

- 24-104 *MOTION: That the Board approve an invoice received from Overholt Law re contract extension. **MOVED/SECONDED/CARRIED***

*****Micayla returned to the meeting 5:40*****

- 24-105 *MOTION: That the Board approve the updated changes made to the TORs for the Chair and Vice Chair positions. **MOVED/SECONDED/CARRIED***

g. Board Member Engagement Update

- DAC committee – Tim Kituri
- Swearing-In Ceremonies of new recruits – multiple board members attended

h. BC Association of Police Boards Executive Update

No discussion arising

i. Chief Constable Update

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

- Promotional plaques
- Many festivals
- New Officers and one Excluded Officer
- Hospital wait times

Deputy Chief Update

- **Operations**
 - Arsons of 2 vehicles in Esquimalt over the last week
 - Apprehension of suspect for random assaults
 - Lighters that resemble a small firearm
- **Administration**
 - No discussion arising

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

Refer to the report provided – for information.

- k. **Roadmap for a Healthy Inclusive Workplace**
Refer to the report provided – for information.

3. NEW BUSINESS

- a. 240830 Letter from Ministry to Board reSD61
- b. 250917 Letter from Ministry to Board reSD61
- c. Form working Group for PFM

4. RISE & REPORT *(when applicable)*

Notice of Extension on file

5. CORRESPONDENCE *(for information only)*

Nothing to report

Meeting adjourned at 6:19pm.



VICTORIA & ESQUIMALT POLICE BOARD

COMMITTEES UPDATE Public

GOVERNANCE

a. Remuneration policy

C24-

MOTION: That the Board update the manual to reflect that any elected official to the board does not receive remuneration.

******Bring forward to Oct meeting from Sept for further discussion******

b. Mayor's Participation on Committees

C24

MOTION: That the Board approve the mayor's be allowed to participate on committees. **MOVED/SECONDED/CARRIED**

*****Bring forward to Oct meeting from Sept meeting for further discussion*****

HUMAN RESOURCES

FINANCE

a. Monthly Financial Report

See page # 39

I. INTRODUCTION

A. Welcome

Welcome to the Victoria and Esquimalt Police Board (VEPB). You are joining a group of dedicated civilians whose volunteer work is to ensure there is a high standard of policing, and the interaction between police and the community is fair and responsive. Your unique skills and experiences will be welcome contributions.

As part of your orientation, you are encouraged to look to other members of the Board for guidance and mentoring. By establishing good communication with other Board members, you will significantly reduce the amount of time it takes you to understand the complexity of your new role and begin to make a positive contribution to the Board.

B. Board Manual Purpose

The Manual provides guidance on the roles and authorities of, and division of responsibilities among, the Province, the City, **the Board, Board Chair and Vice Chair**, Board members, Board Committees, and the Chief Constable within the parameters of the *Police Act*. It also describes the Board's processes with respect to its oversight responsibilities, sets out how the Board will communicate with and be accountable to its stakeholders and partners, and describes expected standards of conduct of Board members. It provides Board members with an understanding of the structure under which the Victoria Police Department (VicPD) operates and the ways in which Board members are required to carry out their duties and responsibilities.

The Manual is a living document which may be reviewed and revised by the Board at any time provided it remains consistent with the *Police Act*. Board members are expected to review and acknowledge their acceptance of the Manual after each formal review. Minor amendments, updates, and housekeeping can be made by the Board Executive Assistant (Board EA) without formal review or approval by the Board.

C. Equity, Diversity & Inclusion Statement

The Board believes equity, diversity, and inclusion is critical to VicPD's continued success and is committed to building a diverse and highly skilled Board and police Executive (Chief and Deputies). The Equity, Diversity & Inclusion (EDI) statement serves to guide the Board in their decision when appointing the Chief Constable, and in making its recommendations to Police Services for appointing Board members. It also guides the Board as they consult with the Chief Constable in the appointment of the Deputy Chiefs.

The Board values diversity of thought, perspective, and experience, resulting in various points of view. It also views diversity in terms of age, gender, sexual identity, ethnicity, geography, socioeconomic status, education, background, skill, competency, experience, and culture. Benefits of a diverse Board and Executive include strong and effective governance, improved decision making, fewer blind spots, broader perspectives and ideas, and fresh or different approach to issues.

The Board has committed to the following in an effort to embed EDI into the Board:

- Be proactive in identifying diverse Board and Executive candidates
- Consider criteria and the current level of representation on the Board and Executive that promotes diversity, in particular from the following identifiable groups: women, visible minorities, persons with

disabilities, as well as other diversity factors such as ethnicity, age, national origin, sexual orientation, and socioeconomic status

- Continue to foster relationships with diverse representatives and encourage recruitment
- Identify and communicate Board diversity gaps to the appointing bodies to inform appointments
- Engage regularly with the various communities in Victoria and Esquimalt

II. HISTORY OF VEPB & VICPD

A. History of VEPB

The Victoria Police Board was formed in 1974, following the introduction of the *Police Act*. Prior to 1974, the City of Victoria appointed a commission to oversee the police department. In December 2002, special Ministerial Order #732 was approved by the provincial government to reorganize the municipal policing in Victoria and Esquimalt.

On January 1, 2003, by Ministerial Order in Council #365, the Esquimalt Police Department was amalgamated with the Victoria Police Department and came under the authority of the Victoria Police Board. The Board was increased from seven members to nine to include the Mayor of Esquimalt and one municipal representative nominated by Esquimalt Council.

In June 2010, the Esquimalt Policing and Law Enforcement Advisory Panel was formed by a provincial Order in Council #303 by the Ministry of Justice. The mandate was to review policing and law enforcement in the Township of Esquimalt. In early 2011, after extensive review and public consultation, a Request for Proposal was sent to three police agencies. Esquimalt Council selected the RCMP to police the Township. In June 2012, the Ministry of Justice advised Esquimalt Council that despite their selection, VicPD would continue to police both municipalities and instructed the Board and the two municipalities to negotiate a new Framework Agreement (FA).

On April 17, 2014, the new FA was signed by the City and Township and the Board was renamed the Victoria and Esquimalt Police Board. The FA included the development of performance metrics, dedicated patrol resources for each municipality, and specific plans to provide equitable, transparent, and accountable policing for both communities. It also addresses issues relating to optional resources, budget processes and allocation, reserve funds, payments and accounting, insurance and liability, administrative committee and dispute resolution, additional municipalities and regional costs, as well as transition.

Because the *Police Act* does not contemplate an amalgamated Police Board, Provincial Ministerial Order #395 “*Victoria and Esquimalt Municipal Policing Reorganization*” was enacted. Effective January 1, 2003, under this Order, VicPD provides police services to both the City and Township.

On August 1, 2024, by Ministerial Order in Council #467, the amalgamated Police Board is to remain in place however the Board will no longer consist of Co-Chairs and the Mayors from the Victoria and Esquimalt Councils will no longer be automatically appointed to the Police Board. Representatives from each Council must be appointed by their respective Councils. The amalgamated Police Board is to then elect any one of its members as chair and another as vice chair, these appointments are for two calendar years. If the member from a Council is no longer part of the Council, then their participation in the board will cease.

B. History of VicPD

VicPD was established in 1858, making it the oldest police department west of the Great Lakes. The policing of Fort Victoria and the Colony predates the incorporation of the City of Victoria by four years. Officers were stationed at the Bastion Square Goal.

The demolition of the Police Barracks in 1887 for the new Supreme Court Building forced the department to move to a new headquarters at Cormorant Street, where it stayed until 1920. From 1920-1996, police headquarters was located at 625 Fisgard St. As the department grew, headquarters was moved to its current location at 850 Caledonia Ave.

III. BOARD GOVERNANCE STRUCTURE

A. Legislative Authorities

i. Police Board

The legislative intent behind the creation of VEPB is to ensure VicPD remains a separate and independent body from the City and Township. A central tenet of policing in Canada and BC is that the police are entitled to act independently from political interference. At the same time, the police are accountable for ensuring the level and quality of service provided to the communities are equitable and impartial. The Board is accountable to the province, the City and Township, the communities VicPD serves, and other oversight and coordination bodies.

In BC, police boards are mandated by the *Police Act* to provide civilian oversight and provide four main governance functions:

1. Employer of all sworn and civilian members of the department
2. Provide financial oversight for the department
3. Establish policies that set the direction for the department
4. Act as the authority for service or policy complaints, with the **Chair** being responsible for discipline matters related to the Chief Constable and Deputy Chief Constables

Police boards have a legislated relationship with municipal councils. The *Police Act* specifies that boards must annually prepare and submit a budget to provide policing and law enforcement in the municipality. In turn, municipal councils provide the board with the funds to achieve these objectives. In the case of VEPB, both Councils must approve the budget in order for it to pass.

ii. Ministry of Public Safety and Solicitor General (MPSSG)

In BC, the MPSSG Police Services Division, has overall responsibility for public safety and the protection of all citizens and their individual rights. The Minister's fundamental responsibilities with regard to policing and law enforcement in BC are outlined in the *Police Act*: "*The Minister must ensure that an adequate and effective level of policing and law enforcement is maintained throughout British Columbia.*" Police Services has conceded that "adequate and effective policing" is difficult to define as it can mean different things for each police agency.

Under the *Police Act*, the Police Services Division is responsible for ensuring adequate and effective levels of policing and superintending law enforcement through:

- Superintending policing in the province
- Monitoring the finances and operations of the provincial and municipal RCMP
- Administering Indigenous policing agreements and programs
- Administering road safety programs
- Providing training and support to municipal, Indigenous and other police boards
- Establishing provincial policing standards for police services delivery
- Inspecting and reporting on the quality of police services
- Developing and coordinating police policy and legislation
- Facilitating innovative, proactive, evidence-based policing through service delivery and technological innovation

- Managing non-police law enforcement appointments and activities (i.e., Special Municipal Constables, Reserve Constables)
- Reporting on provincial crime and police data

iii. Office of the Police Complaint Commissioner (OPCC)

The OPCC is an independent office of the Legislature and are independent of government and police. The Police Complaint Commissioner has broad and independent authority regarding all aspects of the complaint process. OPCC staff consist of civilian employees with a range of backgrounds from policing, law, regulation, and academia.

The OPCC provides an accessible way for the public to voice their concerns about the conduct of any municipal police officer or department. While investigations into police misconduct are completed by the police, the OPCC adds a layer of accountability and transparency to the complaint process by ensuring that investigations into police misconduct are thorough and fair. The OPCC ensures accountability in policing in the following ways:

- Determines the admissibility of all complaints filed against municipal police officers and forwards the complaint to the respective police department for investigation.
- Can independently order an investigation into an incident that comes to the attention of the OPCC.
- Can direct a complaint to be investigated by an external police department.
- Can direct that the Discipline Authority (officer who decides whether there is a finding of misconduct) be a Chief Constable or other high-ranking member from an external police department.
- If there are areas of deficiency in the investigation, the OPCC can direct further investigative steps or follow-up.
- If the OPCC disagrees with a finding of no misconduct, then the OPCC can forward the matter for review by a retired judge.
- Reviews all disciplinary/corrective measures imposed to ensure they are adequate and appropriate considering the circumstances.

In addition to the aforementioned roles, the OPCC can make recommendations to police boards for improvements to the manner in which they deliver their police services to the public in BC, such as recommendations for policy creation or policy amendment. They can also make recommendations for improvements to the *Police Act*.

Unless otherwise delegated, the Chief Constable is the Discipline Authority (DA) for complaints made about sworn members up to the rank of Inspector. The Chief Constable often delegates his DA role to a Deputy or Inspector. **The Chair of the Board are the DA in relation to a complaint concerning a Chief Constable and/or Deputy Chief Constable(s).**

The *Police Act* discipline process is a confidential process involving the member(s), complaint(s), investigators and the DA. Throughout the discipline process, policy or police department service issues of concern may be brought to the attention of the Board.

Further information about the OPCC can be found on their website: www.opcc.bc.ca.

iv. Independent Investigations Office (IIO)

The IIO is a civilian-led police oversight agency responsible for conducting investigations into incidents of death or serious harm that may have been the result of the actions or inactions of a police officer, whether on or off duty. The office is led by a Chief Civilian Director (CCD), who cannot ever have served as a member of a police force. The position is a five-year Order In Council appointment. Based on the evidence, the CCD will determine whether reasonable grounds exist to believe any officer may have committed an offence. If the CCD finds that reasonable grounds do exist, the incident will be referred to the BC Prosecution Service for consideration of charges. If charges are approved, they are laid by the IIO.

Further information about the IIO can be found on their website: <https://iio.bc.ca/>.

v. Framework Agreement (FA)

The FA is a three-party agreement between the Township of Esquimalt, City of Victoria and VEPB. The FA sets out some specific elements of the relationship between the three parties related to policing. The provisions of the *Police Act* always supersede the FA. (*Refer to the Appendix for the Framework Agreement*). The following is a summary of the terms and conditions of the FA.

Term

The FA is a 10-year term (January 1, 2014 to December 31, 2023) with the ability to renew for a further 10 years. Either municipality may terminate the Agreement early at any time with two years notice. Early termination applies to this FA only; the amalgamated department continues to exist beyond this FA unless the Order in Council is amended by the province.

In late 2023, the parties agreed to negotiate an extension of the FA for one year, with an option to renew for up to two years, following the terms that exist in the current agreement. Such an extension would allow consistent and predictable governance of policing in the communities while allowing the City and Township to continue exploring options for police service delivery including potential transitions to new models, subject to provincial government approval.

Dedicated Municipal Divisions

VicPD will be separated into three distinct areas: dedicated resources to Victoria, dedicated resources to Esquimalt, and the remaining resources to VicPD as a whole. Most front-line officers, with the exception of specific dedicated positions within the Esquimalt Division, deploy daily out of VicPD headquarters at 850 Caledonia Ave, but will work primarily within assigned municipal boundaries once deployed.

Optional Resources

If a municipality wants optional resources in addition to those established to meet the requirements of the *Police Act*, then the Board and municipality will enter into a separate agreement to provide those resources. The municipality will pay 100% of the full cost to implement and operate the optional services. If at a later date the municipality no longer requires the optional resources, the service will be eliminated within a reasonable time and any costs associated with the reduction of optional services will be the responsibility of the municipality.

Performance Metrics

Performance metrics, quantitative and qualitative, were to be established by January 1, 2015 along with performance targets. The statistics will be separated and reported by municipality. A public survey will be carried out in 2014 and every year thereafter. The results will be separated and reported by municipality.

Administrative Committee

An Administrative Committee (AC) shall be comprised of the Director of Police Services, the Chief Constable, the City of Victoria City Manager, the Township of Esquimalt CAO, and a provincially appointed member of the Police Board. This AC will implement the new FA and apply the dispute resolution process when required.

IV. BOARD MANDATE & RESPONSIBILITY

The primary responsibility of the province is to establish overall standards of policing to ensure an adequate and effective level of policing and law enforcement is maintained throughout BC. Through the Ministry and the Director, the province is responsible for superintending policing and law enforcement functions, including policing policy, audits, inspections and reviews, police board appointments, and advice to boards and Chief Constables.

The primary responsibility of the City and Township is to fund the operations of the Board and VicPD and approve VicPD's annual operating budget. The City and Township further provides certain administrative services to VicPD pursuant agreements between them.

The primary responsibility of the Board is to ensure it provides independent civilian oversight, governance, and strategic leadership to VicPD, ensuring VicPD carries out its mandate in a manner that is consistent with the *Police Act* and is reflective of the needs, values, and diversity of the communities they serve. The Board works with the Chief Constable to establish the Strategic Plan and the priorities, goals and objectives for VicPD in a manner that is consistent with the *Police Act* and responsive to community needs. (Refer to the Appendix for the *VicPD Strategic Plan 2020-2024*). As per the *Police Act*, in determining the priorities, goals and objectives of the municipal police department, the municipal police board must take into account the priorities, goals and objectives for policing and law enforcement in BC established by the minister, and the priorities, goals and objectives of the council of the municipality.

Pursuant to the *Police Act*, the Board appoints the Chief Constable, and delegates the task of appointing all other employees to the Chief Constable. The Board also approves the overall budget for VicPD, authorizes the financial resources for VicPD, technically employs and monitors sworn and civilian personnel strength, and provides oversight of VicPD's operations. In overseeing VicPD's operations, the Board ensures the development of rules for the administration of VicPD and the effective implementation of programs and strategies to achieve VicPD's priorities, goals, and objectives.

The Board also is responsible for handling service or policy complaints that are made to the OPCC by members of the public. The board is not responsible for conduct complaints about its officers unless it relates to the Chief and/or Deputy Chiefs. The Board is not responsible for, and cannot dictate, the operations or the day-to-day activities of the department; the Chief Constable is solely responsible for that. Individual Board members cannot direct or request action or information from staff. Instead, the Board as a whole will determine if such a request should be made and if so, it will first be directed to the Chief for consideration.

In carrying out its responsibilities, the Board relies on the Chief Constable and Senior Leadership Team (SLT) to provide it with accurate, complete, and timely information. The Board, having regard to VicPD's internal resources and budget, is entitled to retain and rely on external professional services firms, consultants, advisors, and other experts as needed to fulfill its mandate.

A. Best Interests & Governance Standards

The Board is responsible for overseeing the affairs and conduct of activities of VicPD and supervising the Chief Constable who is responsible for ensuring day-to-day operations at VicPD are conducted effectively. Although Board members bring a point of view to Board deliberations, the best interests of VicPD as a whole must be paramount at all times. As a statutory body, the Board must:

1. Operate in all ways mindful of its obligations, responsibilities, and accountabilities for the governance of VicPD.
2. Be independent of VicPD administration and management, political affiliation, and interest groups.
3. Be open, transparent, and accessible to the public and VicPD, while mindful of the need for confidentiality and security of information.
4. Be responsive to the communities served by VicPD.

The Board governs collaboratively and in a way that encourages strategic leadership rather than administrative detail. The Board maintains a clear distinction between Board governance and the Chief Constable's role as the chief executive officer of VicPD. The Board directs, controls, and motivates VicPD through the careful establishment of broad organizational policies reflecting the community's values, and ensures the Chief Constable carries out day-to-day operations and develops detailed policing and operational processes in accordance with Board approved policies.

The Board establishes a collegial and cooperative relationship with officials of the Ministry, including the Police Services Division, the IIO, and the OPCC and fulfills all reporting requirements established under the *Police Act*.

B. Board Guiding Principles

VEPB is committed to the highest standards of governance, grounded in accountability and transparency to all stakeholders and partners, and believes that a strong governance foundation will enable VicPD to be successful in achieving its mandate. In carrying out its governance responsibilities, the Board is guided by the following principles and values:

Independent: The decisions of the Board are free from political or partisan influence. Day-to-day policing decisions are reserved to VicPD.

Strategic: The Board acts in a strategic, policy-oriented manner taking into consideration the interests of the community which VicPD serves. Governance structure and practices facilitate strong alignment of decisions with the VicPD priorities, goals and objectives approved by the Board.

Diverse: The Board embraces diverse views, skills, backgrounds, and perspectives in decision-making. Governance practices encourage diversity.

Sustainable: The governance framework provides a balance of stability and flexibility to be responsive to the changing needs and interests of stakeholders.

Contemporary: The governance framework and decision-making are forward-looking and incorporate best practices and leading-edge thinking.

Integrity: The Board's decisions and actions promote and exhibit integrity, professionalism, accountability, and respect.

Evaluative: Frameworks, structures, and practices foster an environment of continuous improvement to encourage innovative thinking within the Board and VicPD.

Transparent and Accountable: Clarity exists around roles, responsibilities, and lines of accountability. Individuals can follow and understand the decision-making process. Governance processes build trust within VicPD, the Board, and the communities that VicPD serves.

Collaborative and Inspiring: The governance framework inspires everyone to work collaboratively to achieve the mandate, vision, mission and VicPD's priorities, goals and objectives.

C. Board Standards of Conduct

i. Charter of Expectations

VicPD is committed to the highest standards of ethics and integrity. The purpose of this Charter of Expectations is to establish minimum standards of conduct expected and required of all Board members, and to support ethical decision-making at VicPD. In most situations, personal values and integrity will guide Board members to the correct decisions and actions. However, the Charter of Expectations provides a practical framework designed to help Board members better understand VicPD's values, and to fully appreciate what is expected in terms of appropriate practices and behaviour.

While covering a wide range of practices and procedures, the Charter of Expectations is not exhaustive, and it is acknowledged that no articulation of policies, guidelines, and procedures to govern conduct can anticipate all situations. The provisions of the Charter of Expectations are in addition to, and not in substitution for, any Board member's obligation to VicPD imposed upon by law or as outlined in the Board Manual. Any Board member uncertain of their duties in any particular circumstance should raise this concern with the Board Chair in order to obtain appropriate guidance and advice. The Charter of Expectations may be reviewed, amended, and approved by the Board from time to time as required.

a. Compliance with Law & Ethical Standards

Board members are expected to comply with the spirit and letter of all laws, regulations, policies, and procedures applicable to VicPD and Board members, including the *Police Act*. In addition, Board members are expected to conduct themselves in such a way as to continuously protect VicPD's reputation and to conduct all business on behalf of VicPD fairly and honestly.

In their relationship with VicPD, no Board members should commit or condone an unethical or illegal act or instruct another Board member, employee, supplier, or stakeholder to do so. In addition, Board members must refrain from engaging in conduct that would discredit or compromise the integrity of the Board or VicPD.

b. Confidentiality

The Board is responsible for ensuring the security and confidentiality interests of VicPD and the safety interests of the public and VicPD are protected. At all times, Board members are expected to:

- Maintain the security and confidentiality of all confidential information (including but not limited to VicPD's financial, legal, and personnel information) and VicPD's records and not reveal or make use of such information or records except as authorized in performing their duties
- Not use VicPD's confidential information or assets to further their private interests or those of their friends, relatives or associates
- Keep confidential any information disclosed or discussed at a closed or in camera session of a Board or committee meeting, as required under the oath of office
- Ensure they are familiar with and understand the applicable sections of *Freedom of Information & Protection of Privacy Act (FOIPPA)* and avoid disclosing any verbal or written information meant to be confidential and personal concerning VicPD, its officers, staff members, or others

- Take care to guard against inadvertent breaches of confidentiality by following these practices:
 - Minimize notetaking during confidential meetings and presentations
 - Minimize retention of confidential documents or reports from meetings and if in doubt, leave written material to be shredded
 - Adhere to all rules concerning the protection of electronic Board packages and information
 - Annually sign the Board Member Declaration acknowledging that you have read and considered the Charter of Expectations and the Conflict of Interest Guidelines for Board members as outlined in the Board Manual, and that you agree to conduct yourself in accordance with them.

Board members may only disclose confidential information to third parties when disclosure is required by law or an enactment in a court proceeding. Any other external disclosure of confidential information is subject to prior approval of the Board Chair.

All Board members will be required to complete a Confidentiality Agreement upon their appointment to the Board.

c. Diversity, Harassment & Discrimination

VicPD is committed to maintaining an environment that supports diversity that is respectful, inclusive, and free from harassment of any nature. Board members are expected to uphold the spirit and principles of VicPD's organizational policies relating to harassment, employee safety, diversity and inclusion. In addition, Board members are expected to act honestly and fairly without discrimination based on race, color, religion, age, sex, sexual orientation, ethnic origin, disability or any other grounds prohibited by human rights legislation. *(Refer to the Appendix for VicPD Policy AB100: Respectful Workplace)*

d. Breach

Should a Board member be found to have contravened the provisions, spirit and intent of this Charter of Expectations, the Board has the ability, **through the Board Chair**, to dispense progressive action to address the behaviour. This consists of a verbal notification, followed by a written warning, followed by a recommendation to the appointing body to revoke the appointment of the Board member.

e. Relationship with the Chief Constable

The Chief Constable is an employee of the Board and reports to the Board. Though an employee of the Board, the Chief has a unique role and responsibility defined in legislation for the operation of the department of which the Chief is solely responsible for. VicPD's operational decisions and responsibilities regarding the day-to-day operations of VicPD are not within the purview of the Board and the Board cannot direct the Chief on these matters.

Only decisions of the Board acting as a whole are binding upon the Chief Constable. All authority of the Board flows through approved resolutions and Minutes. Decisions or instructions of individual Board members or committees are not binding on the Chief Constable except where the Board has specifically delegated such authority. In the case of Board members requesting information or

assistance without Board authorization, the Chief Constable has the option of bringing such requests to the Board if, in the Chief Constable's judgment, the request requires Board approval or if a material amount of staff time or funds are required to fulfill the request.

f. Relationship with VicPD Employees

Board members may find themselves dealing directly with VicPD employees from time to time for a variety of reasons but do not have any direct authority over VicPD personnel, except as outlined in the *Police Act*. The authority of individual police officers to investigate crime, arrest suspects, and lay information before the Justice of the Peace comes from the common law, the Criminal Code, and other statutory authority and must not be interfered with by any political or administrative body, including the Board.

In all situations, Board members must be sensitive to the nature and frequency of contact with VicPD personnel and must respect the position of the Chief Constable and the organizational structure of VicPD. The purpose of this protocol is to protect both Board members and VicPD from perceived conflicts of interest:

- Board members must not interfere with VicPD's operational decisions and responsibilities or with the day-to-day operation of VicPD and must refrain from directing any VicPD personnel in their performance of their duties
- Board members must not use their position to attempt to influence the decisions or actions of VicPD personnel
- For Board related issues, Board members may enquire through the Chief Constable if they wish to directly communicate with a VicPD officer or civilian member. The exception is in the case of Committee Chairs who are tasked with interacting with designated SLT members.

g. Use of Social Media

Board members must recognize that as public figures, the use of social media accounts including personal posts, comments to posts, likes and shares on controversial or political matters may be viewed as official positions or statements by the Board and/or may harm the reputation of the Board. As such, Board members must use caution and discretion. Board members are expected to abide by VicPD related policies on this matter.

Questions or concerns about social media protocol may be directed to the Director of the Community Engagement Division. (*Refer to the Appendix for VicPD Policy AC200: Social Media*)

ii. Conflict of Interest Guidelines

Conflicts of interest undermine respect for decisions or confidence in decision makers. Conflicts provide grounds on which aggrieved persons can challenge the decisions (or the decision-maker). In general, a conflict exists when Board members use, or are perceived to use, their position to benefit themselves, their friends, family, associates, or constituents. To properly discharge their duties to VicPD, Board members must be loyal without conflict to the interests of VicPD. Board members should be guided by the principle that preserving the appearance of integrity is as important as actual integrity.

A conflict of interest arises when a Board member's personal interests supersede or compete with the Board member's dedication and duty of loyalty to the interests of VicPD. This could arise from a real, potential, or apparent conflict of interest. A "real" conflict of interest occurs when a Board member exercises official power or performs

an official duty or function and knows that in doing so, there is the opportunity to further a private interest. A “potential” conflict of interest occurs when there exists some private interest that could influence the performance of the Board member’s duty or function or the exercise of a power, but the Board member has not yet exercised that duty or function. An “apparent” conflict of interest exists where a reasonably well-informed person might reasonably hold the apprehension that a conflict of interest exists on the part of the Board member.

At all times, Board members are expected to:

- Fully and promptly disclose to the Board the nature and extent of any interest (actual, potential, or apparent) a Board member has in any current or proposed matter, contract, transaction, or arrangement involving VicPD
- Avoid any situation that could, or could appear to, interfere with the Board member’s judgment in making decisions in the best interests of VicPD. Examples of situations that present a conflict of interest include, but are not limited to, the following:
 - Influencing the purchase of goods or services for VicPD from a company or firm in which a Board member has financial interest
 - Using confidential or non-public information obtained as a Board member to further the Board member’s private interest
 - Serving on the board of another organization and being in possession of information confidential to the VicPD that is of importance to a matter being considered by the board of the other organization
 - Using their office to influence, or attempting to influence the hiring or appointment of a family member or related person by the Board or VicPD
 - Using VicPD’s resources or facilities for a Board member’s personal benefit
 - Any employment, association or activity, including political activity, that is, or may reasonably be seen to be, incompatible with the Board member’s duties, or otherwise be seen to impair their ability to discharge their duties in an impartial fashion, or cast doubt on the integrity or impartiality of the Board or VicPD

Board members should not accept entertainment, gifts or benefits that grant or may appear to grant preferential treatment to an individual or entity that conducts activities with VicPD. Similarly, no Board member may offer entertainment, gifts or benefits in order to secure preferential treatment for VicPD or the Board. Board members should fully and promptly disclose to the Board any situation where friends, family members or associates of the Board member (either as an employee or consultant) provide services to VicPD. Where a Board member finds themselves in an actual, potential or apparent conflict of interest, they must disclose the conflict to the Board prior to discussion of the matter in question to enable the Board to resolve unclear situations and determine how to manage the conflict before any difficulty can arise. The Board member may, depending on the circumstances, be required to abstain from voting, recuse themselves from discussion of the matter, or take other actions that impact the outcome of the activity, as decided by the Board.

In all cases, conflicts brought to the attention of the Board, **the Board Chair**, or the Board EA must be resolved in a manner that preserves and enhances public confidence and trust in the objectivity and impartiality of the Board, which may include voluntary resignation by the Board member.

a. Conflicts Requiring Resignation

Any Board member (other than appointed Council members) who wishes to seek public office must take a leave of absence from the Board if nominated as a candidate and must resign as a Board member if elected. Any Board member who wishes to apply for employment with VicPD must first resign their position as a Board member.

b. Advice Concerning Conflicts of Interest

If a Board member is in doubt whether a situation involves a conflict, the Board member should seek the advice of the Board Chair. Board members who are concerned that another Board member may have a conflict of interest must bring the matter to the attention of the Board Chair as soon as practicable. Board members who are not comfortable raising the issue with the Board Chair may seek the advice of the Vice Chair and/or Chief Constable who may provide advice or recommend an appropriate course of action.

V. BOARD COMPOSITION

As per the *Police Act*, the two Councils must appoint one representative from each council from the City and Township. Their elected terms are four years. The Chair and Vice Chair is appointed for a two-year term and may be appointed for additional terms. In 2023, Police Services Division approved an increase of the size of the Board from nine to 10 members.

Board Members effective March 2024 include:

	Name	Position	Tenure
1.	Mayor Barbara Desjardins	Elected member - Esquimalt	Aug 2024 – Dec 2025
2.	Mayor Marianne Alto	Elected member - Victoria	2023-2024 (full term to 2026)
3.	Sean Dhillon	Provincial Appointee	July 2019 – July 2025
4.	Micayla Hayes	Provincial Appointee, Chair	March 2021 – March 2027
5.	Paul Faoro	Provincial Appointee	February 2023 – February 2029
6.	Tim Kituri	Provincial Appointee	May 2023 – May 2029
7.	Elizabeth Cull	Provincial Appointee, Vice-Chair	May 2023 – May 2029
8.	Holly Courtright	Municipal Appointee - Esquimalt	June 2023 – June 2029
9.	Dale Yakimchuk	Municipal Appointee - Victoria	March 2024 – June 2030
10.	VACANT	Provincial Appointee	

VI. BOARD MEMBER EXPECTATIONS & ENTITLEMENTS

A. Appointments

All members of the Board, other than the elected officials appointed from their respective Councils, are appointed via an Order in Council by the Lieutenant Governor. Appointed members cannot hold office for more than six consecutive years. The Board is expected to determine the skills and experience required to effectively oversee the department. The Board, through its Governance Committee, periodically reviews these requirements and forwards this information (Board Skills and Experience Matrix) to Police Services for consideration with respect to the appointment, tenure, and rotation of Board members.

B. Oath of Office

In accordance with the *Police Act*, a person appointed to the Board takes the oath/affirmation as prescribed in the *Police Oath/Solemn Affirmation Regulation* before a Commissioner for Taking Affidavits for BC. The Chief Constable or Deputies typically administer this oath/affirmation. This must be done prior to assuming office and exercising any power, performing any duty or function, or being privy to confidential Board and police business. A copy of the signed oath/affirmation is filed by the Board EA with Police Services.

C. Appraisals

Police Services requires the Board Chair to submit performance appraisals of each Board member as their terms come up throughout their tenure. Police Services is responsible for determining if the term of a Board member will be extended and may revoke a member's term at any time should circumstances arise that lead them to conclude that a revocation is necessary and/or in the best interest of the Board.

D. Complaints Against Board Members

Complaints received about a Board member will be forwarded to Police Services for their review and action which may result in discipline, up to and including the immediate conclusion of the Board member's term/tenure.

E. Resignations

A Board member may resign by providing written notice to the Chair and Police Services, and the nominating Council if applicable. The *Police Act* does not permit Board members to take a leave of absence from their Board duties. A resignation must be submitted if leave is required for an extended period of time.

F. Fiduciary Responsibilities

In discharging their fiduciary responsibilities, all Board members shall:

- Act in the best interests of VicPD as a whole
- Perform their duties with due diligence, honesty, impartiality, and in good faith, and in accordance with the *Police Act*, their oath/affirmation of office, and any other applicable laws, regulations, rules or policies
- Be effective ambassadors of VicPD

- Act with the highest standards of conduct, and in so doing, comply with all Board policies, the Code of Conduct, and all other policies applicable to them
- Fully disclose to the Board any actual, potential, or apparent interests that they have which may conflict with VicPD's interests
- Maintain the confidentiality of information, including all information associated with closed and in-camera meetings, in accordance with the Board standards of conduct, until the Board decides the information may be disclosed
- Participate in ensuring the Board's work is effective and productive
- Participate on standing Committees, and other Committees where needed (which may include the BC Association of Police Boards (BCAPB)), and become knowledgeable about the purpose and goals of the duties required of the Committees
- Foster a strong and positive relationship between VicPD, the Board, and the community

In carrying out their responsibilities, Board members are expected to be actively engaged in and add value to the Board's work.

G. Knowledge & Participation

Board members are expected to:

- Be knowledgeable about the vision, mission, values, strategy, risks, activities, stakeholders and partners, and substantive issues affecting VicPD and the community and political environment in which VicPD operates
- Prepare for Board meetings by devoting the necessary time and attention to reading the Board agenda packages and otherwise being well-informed on relevant issues that come before the Board
- Be fully committed to Board duties and responsibilities
- Participate in Board activities that will enhance and expand the knowledge required to be an effective Board member
- Participate in one or more ride-alongs or walk-alongs with members of VicPD (*Refer to the Appendix for VicPD Policy OM110: Ride Along*)

Effective November 2022, all Board members are required by Police Services to complete the Province of BC Police Board Training Program. It is designed to strengthen police governance and oversight by providing Board members with the practical skills, knowledge, and tools necessary to effectively carry out their functions and responsibilities under the *Police Act*. The training consists of three programs: Governance Primer, Foundations 101, and Applications 201. It is designed to support learning at various stages of service. This program also aligns with the findings in the report of the Special Committee on Reforming the *Police Act*: Transforming Policing and Community Safety in British Columbia, which included providing comprehensive training and guidance for board members on complex governance issues, financial skills, responsibilities of the board and the operational needs of modern policing.

Board members may also pursue course offerings provided by the government and/or third-party institutions. If a Board member wishes to take advantage of a professional development opportunity and seeks reimbursement from the Board for expenses related to the opportunity, the Board member must obtain prior approval from the Board. Board members may be expected to share their learnings with the Board upon completion of the development opportunity. All Board members are expected to participate in any training that Police Services Division may require.

When contemplating possible development opportunities, Board members should consider if they have sufficient time left in their tenure to make the best use of the opportunity, how this opportunity will benefit the Board and/or VicPD, and whether or not it is consistent with the Board and/or VicPD's priorities, goals, and objectives.

The Board's annual budget allocates funds for travel and training for Board members to attend pre-approved events. The following are examples of training opportunities that focus on governance issues including current and future policing challenges which are available for Board members:

- New Member Orientation Workshop provided by Police Services Division
- Online seminars/webinars offered through the Justice Institute of BC (JIBC), the Institute of Corporate Directors (ICD) and the Canadian Association of Police Governance (CAPG)
- BC Association of Police Boards (BCAPB) Conference and AGM
- Canadian Association of Police Boards (CAPB) Conference and AGM
- Canadian Association for Civilian Oversight of Law Enforcement (CACOLE) Conference

The Board supports the purposes of the BC Association of Police Boards (BCAPB), the Canadian Association of Police Governance (CAPG) and the Institute of Corporate Directors (ICD), all of which provide training opportunities for Board members. The VEPB is a member of these organizations unless the Board determines otherwise and authorizes membership in other organizations at its discretion.

H. Meeting Activity & Interaction

During Board meetings, Board members are expected to:

- Exercise good judgment and act with integrity
- Bring their own experience, expertise, wisdom, judgment, and influence to bear constructively on issues without actively pushing personal agendas
- Interact with fellow Board members and management in a respectful, collaborative, and constructive manner, and demonstrate an openness to others' opinions and perspectives and the willingness to listen
- Speak and act independently while remaining a team player
- Participate fully and frankly in Board discussions, ask probing questions where appropriate, and express opinions in a clear and respectful manner even if they may seem contrary to other opinions
- Analyze issues from many perspectives, considering the impact of decisions on VicPD's internal and external stakeholders and partners and the Strategic Plan
- Advise the Board Chair in advance of introducing significant and previously unknown information at a Board meeting if possible
- Respect the role of the Chief Constable and all staff
- Understand the difference between governing and managing, focus inquiries on issues related to strategy, policy, implementation, and results rather than issues relating to the day-to-day management and operations of VicPD

Between meetings, each Board member should be available as a support and resource to the Board Chair, the Chief and Board EA as needed, and should communicate, as necessary and appropriate, with the Board Chair and Board EA.

I. Attendance

Board members are expected to maintain excellent meeting attendance, arrive on time, and remain for the duration of all meetings of the Board and the Committees they are appointed to. Board members are to make attempts to attend meetings in person but, in exceptional circumstances, may attend by teleconference, video conference or such other technology that permits the Board member to be heard. In such cases, the Board member is deemed to be present at the meeting and counted in quorum. If attending virtually, Board members are expected to appear in a professional manner. This includes no eating while on screen and positioning oneself in a quiet, suitable location or blurring the background.

Board members who are not able to attend a Board meeting should advise the Board EA as soon as possible so that a determination can be made whether or not there will be quorum for the meeting.

Board attendance will be recorded by the Board EA. Should a Board member be absent from multiple meetings, the member will work with the Board Chair to determine the most appropriate course of action that meets the needs of the Board and Board member.

J. External Communications

The Chair are the appointed media spokesperson for the Board. No Board member is permitted to speak on behalf of the Board or VicPD in their capacity as a Board member without explicit authority from the Board Chair. The Board member will refer the media to the Chair for comments instead. In the event that that the Chair is willing nor able to be the Board spokesperson on the matter, the Vice Chair will be the spokesperson.

Once Board decisions are made, Board members are expected to support those decisions in a positive manner and speak with one voice. Board members must not express any dissent from Board decisions to any person outside the Board or discuss matters in a manner that would conflict with their fiduciary responsibilities. This does not prevent Committee Chairs from engaging with those members of SLT or the VicPD staff who are designated by the Chief to be responsible for the areas which the Committees are tasked with leading on behalf of the Board.

As social media opportunities increase for Board members to participate in, VicPD policy AC200: Social Media must be reviewed and adhered to by Board members when using these platforms. Photos taken of new police officers at the swearing-in ceremonies should not be shared or posted publicly as it may affect their ability to perform undercover work in the future. When in doubt as to what can be shared or posted publicly, the Director of the Community Engagement Division should be consulted.

Board members may be approached by businesses and/or citizens requesting assistance with a police matter or hoping that, through connections with VicPD, the Board member can expedite or circumvent the service process. In order to provide fair and equitable service to all businesses and citizens in both communities, Board members shall advise the business/citizen that they need to submit their question/concern to the VicPD website "Contact Us" section: <https://vicpd.ca/contact-us/>. There is a Contact Form on this page they can fill out and submit. If they do not have access to this online option, they can phone the non-emergency line at 250-995-7654. Either method will allow their question/concern to be properly directed and ensures the service level provided to everyone is fair and consistent.

K. E-Mail Correspondence

Board members are issued VicPD email addresses and are required to conduct all Board business under it in order to comply with the *Freedom of Information & Protection of Privacy Act (FOIPPA)*. It is important to note that all forms of Board and VicPD correspondence is subject to FOIPPA legislation. Board members must be very mindful of what information and thoughts/opinions are shared in messages as they are subject to FOIPPA requests.

Board members are provided two-factor authentication (2FA) capabilities which allow them to securely access VicPD email from a personal computer/laptop. VicPD policy AF290: Acceptable Use must be adhered to while using this platform. Contact the VicPD Help Desk for any technical issues you may encounter: helpdesk@vicpd.ca or 250-995-7363. (Refer to the Appendix for VicPD Policy AF290: Acceptable Use)

All necessary documents (meeting agenda packages, approved Minutes, manuals, various documents, templates, calendar of meetings and events) may be accessed securely via the Board SharePoint page. Board members are encouraged to bring paper documents pertaining to Board business to VicPD for shredding.

L. Building Access

Upon being appointed, Board members will receive a VicPD HQ access card on a lanyard which allows them to come and go from VicPD HQ without having to ask staff to grant them access to the secure areas. Board members are also issued a VicPD ID card which has the Board member's photo on it and identifies them as a member of the Board. Board members are not to place the ID card on the same lanyard as the access card as it creates an obvious building security risk if the lanyard is lost or stolen. The access and ID cards must be kept in a safe place (e.g.: do not leave in car). Board members must immediately notify the Board EA and the IT Help Desk (helpdesk@vicpd.ca or 250-995-7363) if either card is lost or stolen. IT will immediately deactivate the access card and provide the Board member with a new card(s).

M. Indemnification & Liability Coverage

Board members are protected under the *Police Act* from being held personally liable for actions they take, or fail to take, in the performance of their duties as board members, or for any torts committed by any employee of the Board. The exceptions are if the board has been guilty of dishonesty, gross negligence or malicious or willful misconduct.

Despite exclusion from liability, from time to time, Board members may be included in the claims of third parties and there are often costs associated with those claims, including defending the claim, seeking removal of the Board member as a party to the claim, etc. The elected appointees from the Councils, are indemnified for such costs under the *Local Government Act*, and provincially appointed members, including the Council appointees, are indemnified by the province. Specific questions about indemnification should be directed to the province.

N. Remuneration & Expense Claims

Although this is a volunteer position, all Board members (except the elected appointees) are eligible to receive remuneration to attend meetings, training, as well as approved activities and events. Remuneration is expected to cover out of pocket and incidental expenses incurred by the member in the course of carrying out their Board duties. This is not designed to compensate a Board member for actual hours worked; it is to express appreciation for the contributed hours.

i. Remuneration

Effective January 1, 2024, remuneration protocol will be implemented as follows:

- Board Chair, Committee Chairs and the Vice Chair shall be provided an annual indemnity of \$11,000.
- Each of the Members at Large shall be provided an annual indemnity of \$8,800.
- Effective January 1, 2025, the indemnity for each of the Board Chair, Committee Chairs, Vice Chair, and Members at Large shall be increased annually by an amount equal to the increase in the Consumer Price Index (CPI) for BC most recently published by Statistics Canada or its successor in function.
- The annual indemnities for the Board Chair, Committee Chairs, Vice Chair, and Members at Large shall be paid in equal bi-weekly installments on every second Friday throughout each year, in accordance with the City of Victoria Finance Department payroll schedules.
- The annual indemnities for the Board Chair, Committee Chairs, Vice Chair and Members at Large shall be independently reviewed every third calendar year after that.
- The Chair can recommend to the Board a temporary increase in the indemnity amount for a Board member for special circumstances or assigned responsibilities related to their role on the Board.
- Elected officials appointed by respective councils are not eligible for remuneration.

ii. Travel Expenses

When travelling outside of Victoria, Board members may claim travel expenses such as ferry fees, plane tickets, baggage fees, parking, etc. Per diem rates for breakfast, lunch, dinner, and incidentals are paid out based on the current Police Union Collective Agreement rates. Per diems are not provided for attending Board business locally. The City requires that original receipts be provided in order to be reimbursed. Payment will be made via cheque.

iii. Mileage Expenses

Board members may claim for mileage when travelling outside of Victoria in a personal vehicle for Board approved purposes. Mileage claims are paid out based on the current Police Union Collective Agreement rates. Payment will be made via direct deposit.

VII. BOARD OPERATING PROCEDURES

The Chair of the Board are responsible for the conduct and management of Board meetings. Robert's Rules of Order will guide the Chair and Board where the *Police Act* and the Board's governance rules are silent.

A. Role of Chair at Board Meetings

Section 25(3) of the *Police Act*, supported by the interpretation contained within the BC Board Handbook, states that the Chair may only cast a vote at a meeting of a Board in the event of a tie vote between the other board members present.

The following shall apply to the VEPB's Chair model:

- The Chair are intended to participate in the role of neutral overseers of the Board's business, ensure the Board operates efficiently and effectively, and to act as a resource for the Board.
- The Chair are empowered to vote only in the case of a tie vote of the Board members present and only where they are asked to do so by the other Board members.
- The Chair shall not move, second or vote on a motion at any meeting of the Board except when they are called upon by the other Board members to break a tie vote.

The Chair of the Board presides over meetings of the Board. If the Chair is not present, or vacates the chair temporarily or permanently, the Vice-Chair will act in the Chair's place until the Chair becomes available.

While presiding over a meeting of the Board or otherwise acting in the absence of the Chair, the Vice Chair has the same authority of the Chair. The duties of the Chair with respect to the Board meetings include:

- Coordinate the agenda, agenda packages and related events in conjunction with the Chief Constable and Board EA
- Calling the meeting to order
- Announcing items of business
- Deciding, subject to appeal, all questions of order and procedure
- Facilitate a candid and full discussion of all key matters
- Managing difficult issues in Board meetings to ensure consensus
- Ensuring order and decorum

B. Procedural Rules at Meetings

The Board will adhere to the following procedural rules when the meeting is called to order:

- Board business will be dealt with in the order set out in the meeting agenda or notice unless the order is amended by resolution of the Board.
- Before speaking to a question or motion, a Board member will first receive recognition from the Chair.
- Board members wishing to speak to any question, motion, or item, will obtain the Chair's attention. The Chair will keep a list and the order of those members who wish to speak.
- All remarks and comments must be relevant to the question, motion, or item under consideration and the Chair will be the judge of such relevancy.

- The Chair will maintain order and decide all questions of order at meetings.
- A member may appeal the decision of the Chair on a question of order, or on a question on how the business of a meeting should be conducted.
- The Board will vote on the Chair's decision, with a majority determining the appeal. Once the Board has voted on the appeal, the decision is final and cannot be reconsidered.
- All motions must have a mover and a seconder.
- All notices of motion and motions must be worded in the affirmative, where possible, and express fully and unambiguously the intention of the mover.
- All substantive motions and resolutions, and amendments thereto, must be recorded in writing.
- Motions and resolutions will require a majority of those present to be carried.
- Subject to a member requesting a recorded vote, voting will be by a show of hands.
- Board Chair may only make motions, second motions or vote in accordance with the Board Chair Terms of Reference. *(Refer to the Appendix for the Board Chair Terms of Reference)*
- Repealing, reconsidering, rescinding, or altering any decision of the Board requires a two-thirds majority.
- The Chair will reference Roberts Rules of Order to determine any question of procedure.
- Actions arising from the agenda to be pursued by the Board shall be clearly identified at the meeting.
- If there is uncertainty as to whether or not a matter and/or the details of it are confidential, the discussion will halt and the Board EA will be consulted to determine if the discussion may continue or if it needs to be tabled to an in-camera or closed in-camera session.

When a matter requires the immediate attention of the Board, the Chair may, via a telephone conference or e-mail polling, solicit a motion from the members of the Board. The motion will be valid and in effect if passed by a majority of the Board. It will be recorded in the next Board meeting Minutes.

C. Notice of Meetings

Notice of regular Board and Committees meetings will be given four to five calendar days prior to the meeting, accompanied by the proposed agenda and any supporting materials. On an exigent basis, the notification period may be reduced.

The accidental failure to send notice of a meeting to a Board member, or any accidental irregularity in connection with the giving of notice or the conduct of a meeting does not invalidate any proceedings of the Board meeting.

D. Quorum

A majority of members of the Board constitutes a quorum. Should no quorum be present after 30 minutes after the fixed start time for the meeting, the Chair will direct that the names of those who attended be recorded and the meeting be adjourned. If quorum is lost during a meeting and not regained within 15 minutes, the meeting must be adjourned until the next meeting.

E. Voting

Where consensus cannot be met, decisions are made by a majority of votes. Unless a Board member has declared a conflict of interest, each Board member, other than the Board Chair, has equal voting privileges. Except for the Board Chair, Board members may not abstain from voting unless required to do so due to a conflict of interest. Voting by proxy is not permitted.

The *Police Act* provides that in case of a tie vote, the Board Chair may cast the deciding vote. The Board has interpreted this section to mean that the Board Chair is not entitled to vote except to cast the deciding vote in the event of a tie. If the Board Chair elects not to cast a deciding vote, the motion fails.

Where a Board member has declared a conflict of interest with respect to a particular agenda item, the Board member is not entitled to vote on that agenda item. Depending on the issue, the Board member may also need to recuse themselves from the discussion at the direction of the Board Chair.

Voting is conducted by a show of hands, a roll call (voice), electronically (email), consensus, or otherwise in such manner that clearly evidences a Board member's vote and is accepted by the Board Chair. A declaration by the Board Chair that a motion has been carried and an entry to that effect in the Minutes of the meeting are evidence of the action taken. The Minutes will note the Board members who oppose or abstain.

F. Agendas

The Chair will be responsible for reviewing the proposed Board meeting agenda. As a general rule, the Board will deal with matters in the order established by the order of business and as shown on the agenda. The Chair may, at their discretion, alter the order established to facilitate the business of the meeting.

Prior to each meeting, the Board EA will prepare a draft agenda of all business to be brought before the Board. Decisions on the inclusion or exclusion of agenda items on closed in-camera, in-camera, and public agendas will be made by the Chair of the Board or designate, in consultation with the Chief Constable or designate.

All in-camera items must be clearly marked on the agenda faceplate as being in-camera. Board members may request that additional discussion on a regular agenda item take place in-camera if this discussion falls under Subsection 69(2) of the *Police Act*.

During consideration of an in-camera item by the Board, the Board may direct that the decision on that item, or the item in its entirety, be reported back to a public meeting (rise and report).

G. Minutes of Meetings

The Board is required by the *Police Act* to keep Minutes of its meetings and hearings, and records of its inquiries. The Board EA files copies of its approved Minutes with the Police Services Division.

All Minutes must set out the date, time, and location of the meeting, attendance of all present (including the recording secretary), a summary of the discussion, and a record of the formal actions, recommendations, and resolutions of the Board or Committee. Opinions or views expressed by participants at meetings are considered personal information and confidential and must not be recorded in the Minutes.

Board members are provided with the draft Minutes of each Public, In-Camera Board, and Committee meeting in the agenda package of the next respective meeting. Once approved, the Minutes serve as the official record of the meeting. Approved Minutes of the Public Board meetings will be posted on the Board portal of the VicPD website. A Record of Decision will be retained by the Board EA for Closed In-Camera meetings.

H. Delegation Request to Address the Board

A representative of an organization or group (a delegation) may make a presentation to the Board providing prior written notice is given and approval of the Chair is obtained via the Board EA. The guidelines for making a presentation are:

- a. A delegation will make a request to the Board EA and include the agenda item or topic that the delegation is speaking to.
- b. A written submission by the delegation and a list of persons attending is required no later than 10 calendar days prior to the meeting for distribution with the meeting agenda.
- c. There may be a limit on the number of delegations able to appear at a given Board meeting.
- d. The amount of time for presentation and Q&A will be at the discretion of the Chair.
- e. The presentation will be recorded as part of the Board meeting, and the names of delegates will be recorded in the Minutes of the meeting.

I. Citizen Request to Address the Board

The Board aims to provide the public with a better understanding and insight into police governance and is pleased to provide members of the public with the opportunity to address the Board. Members of the public who wish to address the Board during the Public session of the regular Board meetings may do so under the following parameters:

- a. Comments must relate to an item on the Public agenda of the meeting the speaker is attending.
- b. Compliments are to be directed to info@vicpd.ca.
- c. Comments related to police operations are to be directed to info@vicpd.ca.
- d. Complaints are to be directed to the Office of the Police Complaint Commissioner at www.opcc.bc.ca.
- e. Requests to speak must be made using the electronic form provided on the Board portal of the VicPD website and received by 12:00pm the day prior to the meeting. Late submissions may be considered by the Board.
- f. The Board allows up to three speakers per meeting.
- g. Speakers will be given up to three minutes to provide comments.

Delegations and members of the public will conduct themselves in a respectful manner. Abusive, disrespectful, discriminatory and/or threatening language and/or behaviour will not be tolerated. The Chair may curtail any member of the public or delegation for disorder or any other breach of this policy. When the Chair rules that the delegation or citizen's address is concluded, they must immediately withdraw.

VIII. TYPES OF BOARD MEETINGS

The Board approves its meeting schedule at the November Board meeting for the following year unless otherwise decided by the Board. The Board may direct that the date, time, or location of a meeting be changed or cancelled by majority vote of members present at a scheduled meeting. In exceptional cases this may be done by email vote **at the direction of the Chair**. The approved annual public meeting schedule will be made available on the Board portal of the VicPD website.

A. Regular Board Meetings

Regular Board meetings typically take place on the third Tuesday of the month (no meeting in August) from 3:15pm - 6:00pm at VicPD HQ and via Zoom unless otherwise indicated.

The Board EA prepares the agenda package in consultation with the Chair and the Chief Constable. The package can be viewed on the Board's secure intranet four-five days before the meeting.

Time	Meeting	Attendees	Format
3:15pm	Closed	Board only	Informal, no Minutes taken
3:30pm	Closed In-camera	Board and Chief	Formal, Record of Decision noted
4:00pm	In-camera	Board, Chief, Deputies, SLT	Formal, Minutes taken
5:00pm	Public	Board, Chief, Deputies, SLT, Public	Formal, Minutes taken

i. Closed In-camera

Closed in-camera sessions are reserved for business relating to highly sensitive or confidential issues such as performance appraisals, contracts, conduct, or police investigations. The Board and Chief Constable may invite others to this session as they see fit. Information obtained at a closed in-camera is to be treated as confidential by everyone in attendance and is not to be shared further.

ii. In-camera

In-camera sessions are reserved for business that meets the criteria of Sec 69(2) of the *Police Act*. Note that "committee" in this context refers to the RCMP model and does not apply to the committees of Police Boards.

Police Act Section 69(1) & 69(2): Meetings and hearings open to public

- (1) *Subject to subsection (2), every meeting and hearing of a board or a committee must be open to the public.*
- (2) *If it believes that any of the following matters will arise in a meeting or hearing held by it, a board or committee may order that the portion of the meeting during which the matter will arise be held in private:*
 - (a) *a matter concerning public security, the disclosure of which could reasonably be expected to seriously impair effective policing or law enforcement;*
 - (b) *a matter concerning a person's financial or personal affairs, if the person's interest in the matter outweighs the public's interest in the matter;*

- (c) *a matter concerning labour contract discussions, labour management relations, layoffs or another personnel matter;*
- (d) *a matter concerning information that a person has requested he or she be allowed to give in private to the board or committee.*

If the In-camera session business is not completed by 5:00pm, the session will adjourn to allow the Public session to commence. The In-camera session will reconvene at the conclusion of the Public session and continue for as long as required. Information obtained at an In-camera session is to be treated as confidential by everyone in attendance and is not to be shared further.

iii. Public session

Pursuant to the *Police Act*, every meeting and hearing of a Board must be open to the public unless it meets the criteria under Sec 69(2) of the *Police Act*. The Board is committed to the principles of accountability and transparency and to conducting its business in sessions which are open to the communities and public which are served by VicPD.

To properly adhere to this *Police Act* requirement, effective March 2021, the Public session is live-streamed on the Board's YouTube site to allow all members of the public to attend the meeting. Recordings of the meeting are also available for viewing: [Victoria & Esquimalt Police Board - YouTube](#). The Public agenda package and the vetted In-camera agenda faceplate are posted on the Board's portal of the VicPD website for public viewing.

B. Committee Meetings

The purpose of the Committees is to provide in-depth concentration on key areas of Board responsibility and to help the Board carry out its work. Committee work permits Board members to engage openly with each other and the SLT. For this reason, Committee meetings are held in-camera. The Terms of Reference for each Committee defines the role and responsibilities of each Committee and are set out separately. (*Refer to the Appendix for the Committee Terms of Reference*).

The Board has three sub-committees: Human Resources, Governance, and Finance. The Committee meetings typically take place on the first Tuesday of the month (no meeting in August) at VicPD HQ in the 3rd Floor Boardroom and via Zoom from 9:00am – 12:00pm unless otherwise indicated. Each committee is allotted one hour to discuss their agenda items. The agenda for each Committee meeting will be set by the Committee Chair in conjunction with the Board EA.

The Committees make recommendations to the Board and do not make decisions on behalf of the Board unless the Board has specifically authorized/delegated them to do so. The Committee must make a motion which outlines the recommendation to the Board and include the suggested course of action for the Board to take. In the event of a tie, the Committee Chair will decide.

Each Committee must have a minimum of four Board members. The Committee Chair presides over all meetings of the Committee. Should the Committee Chair not be available or present to chair the meeting for any reason, the Committee will choose an acting chair for the meeting. All Board members are welcome to attend Committee sessions they are not members of; however, it will be at the discretion of the Committee Chairs to determine if non-committee members may participate in the discussions of Committees. Non-committee members are not permitted to vote.

The Chair may reappoint members as they see fit. Chair and select members of the SLT sit on the Committees by virtue of the office they hold but they do not vote. The Chief and Deputies attend the meetings to provide input and guidance but do not sit on the Committees.

Committee members effective February 2024:

Governance	Human Resources	Finance
Chair: Paul Faoro	Chair: Tim Kituri	Chair: Elizabeth Cull
Elizabeth Cull	Holly Courtright	Holly Courtright
Sean Dhillon	Paul Faoro	Sean Dhillon
Tim Kituri	Micayla Hayes	Micayla Hayes
VACANT	Dale Yakimchuk	Dale Yakimchuk
Board Chair (<i>ex-officio</i>)	Board Chair (<i>ex-officio</i>)	Board Chair (<i>ex-officio</i>)
OIC – Executive Services (<i>non-voting</i>)	OIC – HR (<i>non-voting</i>)	Controller (<i>non-voting</i>)

C. Joint Board/Councils Meetings

The Board must present the following years' provisional budget by November 30th of each year to both Victoria and Esquimalt Councils and obtain their feedback. This meeting is typically held one evening in October or November from 5:00pm – 7:00pm and is open to the public.

D. Special Meetings

Circumstances may arise where it is necessary for the Chair or Committee Chairs to call a special meeting of the Board. The Board EA may also call a special meeting when requested by two or more Board members. Board members will be consulted where possible to determine dates and times for special meetings. Notice of a special meeting will be given to the Board at least 24 hours prior to the meeting (pending no exigent circumstances which require a more immediate meeting), and will indicate the time, location, and matters to be considered. No business other than that stated will be considered unless all members of the Board are present.

E. Annual Planning Session

The Board meets in January or February each year for a half-day session to review their strategic priorities. A facilitator may be brought in at the request of the Board to guide the discussion. The Board's strategic priorities currently span 2023-2025.

IX. KEY ADMINISTRATIVE PROCESSES

A. Financial and Budgetary Oversight

The financial health of VicPD has an impact on its ability to meet its priorities, goals, and objectives. The Board is responsible for ensuring VicPD provides effective and efficient services in accordance with an annual budget approved and funded by Victoria and Esquimalt Councils. As such, the Board, supported by the Finance Committee, oversees the development of VicPD's annual budget and financial strategies.

The Chief Constable obtains feedback from the Board for the development of the annual operating and capital budget, and funding needs. The Board approves a provisional budget for VicPD and presents it to Victoria & Esquimalt Councils at the annual Joint Board/Councils meeting which takes place before November 30th of the preceding budget year in question. The Finance Committee Chair, with assistance from the Chief Constable and VicPD Controller, then present the provisional budget to each Council separately to allow for a robust discussion specific to each Council. Based on the feedback received, together with the Chief Constable, the Board may submit any changes to the budget to the Councils.

If the Board and Council(s) cannot agree on whether an item or amount should be included in the budget, the Board may apply to the Director of Police Services under Sec. 27(3) of the *Police Act* for a binding determination. Although the *Police Act* authorizes the Director to resolve budget disputes between the Council(s) and the Board, if such a dispute arises, the Board will act in good faith to review VicPD's budget needs and operational requirements to ensure alignment with the priorities, goals and objectives of the Province and Councils with the goal of resolving such disputes with the Council(s) directly. Budget disputes will in practice only be referred to the Director as a last resort where the Council(s) and the Board reach an impasse.

At each public Board meeting, the Chief Constable, via the Controller, provides financial reports to the Board and reports on VicPD's progress on its annual operating and capital plans against the budget. VicPD may not make any extraordinary expenditures that are not contained within the approved budget without prior approval from Councils in accordance with the *Police Act*. As such, the Board ensures all expenditures made by VicPD are within the approved budget. The Board discusses variations, future considerations, concerns, and methods of management with the Chief Constable. The Chief Constable implements any actions agreed upon by the Board, including seeking any required additional approval from City Councils, and follows up with the Board as necessary.

Section 27 of the *Police Act* regarding estimates and expenditures, outlines the following:

- 27(1) *On or before November 30 in each year, a municipal police board must prepare and submit to the council for its approval a provisional budget for the following year to provide policing and law enforcement in the municipality.*
- (1.1) *If a municipality has entered into an agreement referred to in section 66.2 (1.1) (b) with a treaty first nation, or an agreement referred to in section 66.2 (1.11) (b) with the Nisga'a Nation, for the duration of the agreement, the reference in subsection (1) of this section to "municipality" must be read as including the treaty lands of the treaty first nation or Nisga'a Lands, as applicable.*
- (1.2) *If a municipality is a specialized service provider, the reference in subsection (1) to "municipality" must be read as including areas within the specialized service area that are outside the municipality.*

- (2) *Any changes to the provisional budget under subsection (1) must be submitted to council on or before March 1 of the year to which the provisional budget relates.*
- (3) *If a council does not approve an item in the budget, the director, on application by the council or the municipal police board, must*
- (a) determine whether the item or amount should be included in the budget, and*
- (b) report the director's findings to the municipal police board, the council and the minister.*
- (4) *Subject to subsection (3), a council must include in its budget the costs in the provisional budget prepared by the municipal police board.*
- (5) *On certification by the municipal police board members that an expenditure is within the budget prepared by the municipal police board, the council must pay the amount of the expenditure.*
- (6) *Unless the council otherwise approves, a municipal police board must not make an expenditure, or enter an agreement to make an expenditure, that is not specified in the board's budget and approved by the council.*

B. OPCC Service or Policy and Conduct Complaints

i. Service or Policy Complaints

Pursuant to the *Police Act*, The Board is responsible for responding to complaints made about the services or policies of VicPD. A citizen may make a complaint to the OPCC about the general direction and management or operation of a municipal police department, or the inadequacy or inappropriateness of the following:

- Staffing or resource allocation
- Training programs or resources
- Standing orders or policies
- Ability to respond to requests for assistance
- Internal procedures

Upon a service or policy complaint being made, the Board receives a copy of the complaint and processes it in accordance with the Board's ***Protocol for Service or Policy Complaint.***

ii. Conduct Complaints Against the Chief Constable & Deputy Chief Constables

Conduct complaints against the Chief Constable and Deputy Chief Constables may consist of a public trust complaint (a complaint alleging a breach of professional conduct regulation and any internal code of conduct for VicPD's employees) or an internal discipline complaint (a complaint relating to the acts or omissions of a person that affects the relationship between the officer, as employee, and VicPD, as the employer).

Pursuant to the *Police Act*, the Board Chair is the discipline authority for all conduct complaints made against the Chief Constable or a Deputy Chief Constable, and processes such complaints in accordance with the complaints process outlined in the *Police Act*, unless the Police Complaint Commissioner determines a different course of action is required. In processing any conduct complaints against the Chief Constable or Deputy Chief Constables,

the Board Chair may retain the services of legal counsel as a resource. The Board Chair seeks the approval of the Board, and ultimately the OPCC, prior to concluding any investigation or imposing any discipline in connection with the conduct complaint.

iii. Conduct Complaints Against VicPD Officers

Pursuant to the *Police Act*, the Chief Constable is the discipline authority for all conduct complaints made against police officers of VicPD and processes them in accordance with the complaints process outlined in the *Police Act*. The Chief Constable generally immediately notifies the Board of any serious or sensitive complaints against its officers. Exceptions would be in the case of highly sensitive investigations that require the maintenance of strict confidentiality within the investigative team.

On a biannual basis, the Board receives a report from the Professional Standards Division which outlines the status of the investigation into files in progress, a summary of reportable injuries, and a statistical comparison of years past.

C. Freedom of Information & Protection of Privacy

The Board must ensure the disclosure of information is fair and reasonable and in accordance with *FOIPPA*, and supports the principle of fair and reasonable disclosure of information to facilitate public participation. The Board makes available to the public all materials in connection with open sessions of Board meetings (including agendas, materials, and minutes). These are regularly available to the public on the Board's portal of VicPD's website. Disclosure of such items are only restricted if *FOIPPA* provisions restrict their disclosure as determined by the Board Chair.

For purposes of *FOIPPA*, the Board designates the Board Chair as Head for all information requests for records that directly concern or relate to the Board or Board members, and the Chief Constable as Head for all other information requests. The Board EA acts as the *FOIPPA* Coordinator on behalf of the Board and receives all access to information requests related to the Board. The Chief Constable also designates a VicPD staff member as the *FOIPPA* Coordinator to receive and handle all access to information requests.

All access to information requests related to the Board or a Board member are made to the Board EA who provides such requests to and consults with the VicPD *FOIPPA* Coordinator in determining whether to approve the release of such information and, if so, the parameters under which the requested information may be released. The Board EA makes a recommendation to the Governance Committee and the Board Chair has the final decision-making authority with respect to the release of information relating to the Board or a Board member. The Board EA is responsible for the custody and control of Board records and the Chief Constable is responsible for the custody and control of VicPD records.

D. Legal & Compliance Oversight

The Board is responsible for ensuring that VicPD operates at all times within applicable laws and provincial policing standards and to the highest ethical standards. The Board may use legal services available from the City's legal department, where in the opinion of the Board there is no conflict of interest, the advice can be provided within the necessary time frame, the necessary legal expertise exists, and the City's legal department has the resources available. The Board may retain outside legal counsel on all other matters or where the Board determines the independence and/or jurisdiction of the Board is best served by retaining outside counsel.

On a biannual basis, the Board receives a report from the Legal Services Division which outlines the status of the

civil actions and notices against VicPD.

E. Rule & Policy Development

Pursuant to the *Police Act*, the Board is responsible for making rules consistent with the *Police Act*, regulations, and the Director's standards relating to the standards, guidelines and policies for the administration of VicPD (Administrative Policies), and the prevention of neglect and abuse by its constables and the efficient discharge of duties and functions by VicPD and its constables (Rules and Policing Standards).

The Chief Constable is responsible for the development and implementation of Administrative Policies and the Rules and Policing Standards, as needed, which must be approved by the Board. The Chief Constable implements them both. Daily professional operational decisions in respect of them are made by the Chief Constable and team as delegated by the Chief Constable.

F. Information Technology Oversight

To effectively carry out its work, VicPD relies on certain information management/information technology (IM/IT) infrastructure, services, and applications including:

- those that are provincially or federally mandated to be used by all police agencies across Canada (e.g., PRIME-BC, JUSTIN)
- those that are carried out as part of any Shared Services Agreement between VicPD and the RCMP or other jurisdictional police (e.g., the network supporting E-Comm to manage dispatch of calls for service)
- those that are specific to VicPD (e.g., administrative systems such as those relating to recruitment, payroll, accounting)

As these have a significant impact to the delivery of critical programs and services by VicPD, the Board has a role in overseeing the implementation and integrity of VicPD's IM/IT systems. The Chief Constable periodically advises the Board on the integrity and performance of these systems and what changes may be required to achieve VicPD's service delivery goals.

G. Employment & Collective Bargaining Oversight

The Board hires, negotiates, and enters into contractual arrangements with the Chief Constable and Deputy Chief Constables. Pursuant to the *Police Act*, the Board is also the employer of all sworn and civilian personnel of VicPD and has the ultimate responsibility for the negotiation of any collective agreement with the association or bargaining unit that represents VicPD's employees. The Board also reviews and approves the Terms of Employment for exempt staff (those that do not belong to a union and fall under a collective agreement).

The process for overseeing VicPD's collective bargaining is carried out under the leadership of the Human Resources Committee with input from the Board. Following receipt of notice to commence collective bargaining, the Board approves the Terms of Reference. The Chief Constable determines the membership of VicPD's Bargaining Committee and liaises with the Union to determine meeting dates.

During collective bargaining, the Board receives regular updates from the Chief Constable on the progress of collective bargaining/interest arbitrations and any issues for consideration. The Board ensures the bargaining process is conducted in accordance with the applicable provisions of the *Labour Relations Code* (BC) and the *Police Act*.

Once finalized by the bargaining parties and ratified by the Union, the Board reviews and ratifies the proposed terms of a collective bargaining agreement.

H. Cultures, Values & Human Resource Oversight

The Board sets the foundations for and monitors the base elements of VicPD's human resources, including leadership recruitment, talent development, compensation and health and safety, and values necessary to deliver on its vision and strategic priorities. The Board ensures VicPD develops and sustains a diverse and inclusive workforce which reflects the make-up of the communities served by VicPD.

The Chief Constable continues shaping this foundation by ensuring the appropriate human resources and values are demonstrated and supported throughout VicPD to effectively deliver on its strategic priorities, goals, and objectives, including the goal of a diverse and inclusive workforce. The process for overseeing VicPD's values and human resources is carried out under the leadership of the Human Resources Committee with input from the Board.

I. Chief Constable Evaluation

The evaluation of the Chief Constable is one of the most important responsibilities of the Board. The evaluation process provides a formal opportunity for the Board and Chief Constable to have a constructive discussion regarding the performance of VicPD and the Chief Constable's leadership.

The evaluation process is carried out under the leadership of the Human Resources Committee with input from the Board, and consists of the following:

- The Chief Constable prepares annual performance goals and objectives for the following year. The goals and objectives are developed with reference to the Strategic Plan, and may include areas such as leadership and strategy, police services delivery, communication, human resources management, financial management, governance partner and stakeholder relations, and community knowledge. The Chief Constable shares those targets with the Human Resources Committee Chair who reviews and, if necessary, amends them, in consultation with the Chief Constable. The targets are then presented to the full Board for discussion, revision if required, and approval.
- Approximately six months after the targets are approved, the Human Resources Committee Chair and Chief Constable review and discuss the Chief Constable's targets and progress against them.
- Annually under the purview of the Human Resources Committee, the Chief Constable prepares a written self-assessment, rating their performance against their general responsibilities and previously agreed-upon annual goals and objectives.
- The Human Resources Committee Chair obtains confidential input on the Chief Constable's performance from all Board members (and where appropriate, at the Board's discretion, from the Chief Constable's direct reports and from VicPD's stakeholders and other partners), consolidates all feedback and considers
- it together with the Chief Constable's written self-appraisal and discusses the results in confidence with the Board.
- The Board determines its evaluation of the Chief Constable and the Human Resources Committee Chair provides the Chief Constable with a written summary of the Board's evaluation and meets to discuss the summary.
- The Chief Constable may receive periodic performance feedback during the year from the Chair.

J. Chief Constable Succession Planning

The purpose of succession planning is to ensure that as VicPD grows and changes, sustaining leadership is in place for the department to achieve its strategic objectives. Under the leadership of the HR Committee, the Chief Constable succession planning process consists of the following activities:

- The Board selects and appoints the Chief Constable. The Chief Constable selects and appoints the Deputy Chief Constables and consults with the Board prior to doing so.
- The Board establishes a fair, inclusive and transparent process for the selection and appointment of the Chief Constable, and ensures the Chief Constable has in place a fair, inclusive and transparent process for the selection and appointment of the Senior Leadership Team and sworn and civilian personnel.
- The Board delegates the appointment of all sworn and civilian personnel to the Chief Constable.

In consultation with the Chief Constable, the Board periodically reviews and updates a succession plan for the position that includes:

- A description of the key attributes to the Chief Constable's position
- A description of the key attributes needed for a person stepping into the Chief Constable's role on an interim basis in the event of an unplanned departure of the Chief Constable
- An assessment of potential Chief Constable successor candidates against the key attributes
- A talent management plan to support the development of potential internal Chief Constable candidates with reference to the key attributes
- An assessment of potential candidates who could fill the Chief Constable's role on an interim basis should there be an emergency or unplanned departure of the Chief Constable

The Chief Constable provides periodic updates on the progress to build leadership talent and succession capability at VicPD as well as assessments of the most likely successors for the Chief Constable, Deputy Chiefs, and other senior leadership positions. In developing and monitoring management succession plans, the Chief Constable seeks to develop diverse candidate pools for succession where feasible in accordance with the Board's Diversity Statement.



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	October 9, 2024
TO:	Victoria & Esquimalt Police Board
FROM:	Donna Phillips, Director of Financial Services
SUBJECT:	September 2024 Financial Report
ACTION:	For Information

SUMMARY:

This report contains the monthly financial report as of September 23, 2024. The target for spending is approximately 74.4% of the fiscal year based on payroll. Actual results are 75.9% of the total budget. The highlights are presented below.

Budget Adjustments – The contingency budget for salary wage increases (\$2,790,000) and approved positions added in 2024 (\$567,480) were centralized under Financial Services and Corporate. To align with the location of actual expenditures and report more accurate variances in this report, these budgets have been reallocated to the sections that they pertain to. Additionally, a \$290,000 budget for bylaw support has been moved from GIS to Special Events and Duties to match the location of actual expenditures.

Actual Adjustments -

- \$710,000 in Standby pay has been reclassified from Overtime to Salaries due to scheduling system setup;
- \$25,000 of expenditure has been added for estimated unbilled costs for building maintenance (Esquimalt);
- \$450,366 net recoveries and revenues have been added and are receivable from the Legislative Assembly, the City of Victoria (for LNTE, Canada Day and Bylaw support), and for COHO special duties;
- \$43,411 from the Financial Stability Reserve has been accrued to cover Investigative Services Division, Special Operations investigative costs (transferred at year end).

Statement 1 and 2 - Summary by Division and Section

- Executive Services Division (\$222,393 underspent) – consists of \$125,000 underspending in claims and legal expenses and the balance is due to vacancies.
- Corporate (\$792,059 overspent) - Consists primarily of \$773,949 in unbudgeted retirement costs. These will be funded from the Employee Retirement Obligation fund if there is no available surplus at year end.
- Integrated Units (\$794,500 overspent) – This overage is due to yearend adjustments pending for cost-sharing from other police agencies.
- Net remaining balance – all other divisions (\$307,977 underspent). Due to the 2023 reorganization, financial reporting templates are out of date. The Department is working with the City of Victoria Finance and IT departments to obtain revised financial reports to better analyze divisional variances.

Statement 3 - Revenue and Expenditures by Type

Expenditures exceeding the 74.4% target and greater than \$20,000 year-to-date have been highlighted in the statement and are summarized below:

- **Grant revenue** received is \$134,435 higher than budget due an unbudgeted \$15,000 provincial Naloxone grant, higher than usual Reserve Constable Program grant due to approval delays at the province resulting in late prior year funding, unbudgeted ICE funding (\$69,984), and other miscellaneous unbudgeted grants received in operations (\$37,250) for one-time training and other initiatives.
- **Recoverable Overtime** expenditures are 176% spent due to continuing protest activities over-and-above budget. Refer to the attached Overtime Report for a detail of recoverable and non-recoverable overtime.
- **Equipment Maintenance** costs are 80.2% spent (\$123,697 year-to-date) due to timing.
- **Building Maintenance** costs are 88% spent (\$76,418 year-to-date) due to the 2023 budget cut under appeal and as explained above under Corporate.
- **Uniforms and Protective Clothing** costs are 96.4% spent (\$91,487 year to date) due to an increase in new and replacement officers, inflation, and prices exceeding inflation for specialized equipment such as body armor.

Statement 4 – Capital Expenditures

- **Vehicles** – Expenditures of \$389,964 include purchase of two (2) Dodge Durango vehicles plus outfitting equipment (\$168,707), cost to buyout a Strike Force operating lease for a Toyota Sienna that is now used in Operations (\$18,877), with the remaining balance for outfitting equipment for nine (9) other police vehicles used in Operations, and which have capital leases.

At the time of writing, the Department is still awaiting confirmation from the City of Victoria Finance department on the viability of VicPD's piloted capital lease program, with regards to the City's debt servicing limits.

- **Computer equipment** – This budget of \$500,000 is administered by the Information Risk Management Division and is 47.7% spent (\$238,470).
- **Furniture** – This budget of \$400,000 is used for furniture and minor refreshes, such as paint and carpeting, and is 14.2% spent (\$56,767). There are additional purchases on order for refreshes in Strike Force and Patrol areas.

Statement 5 - Overtime Expenditures

	Budget	Actual	% Spent	Remaining (Overspent)
Non-Recoverable Overtime	2,691,790	1,728,632	64.2%	963,158
Recoverable Overtime	1,407,350	2,476,583	176.0%	(1,069,233)
Total	4,099,140	4,205,215	102.6%	(106,075)

Overall, non-recoverable overtime remains below target at 64.2% (target 74.4%). This supports our stated intention that the 2023 reorganization would allow the Department to operate within overtime budgets and has effectively removed overspending that had been occurring in prior years.

Non-recoverable overtime costs in Administration are 98.5% spent and consists of overages in both Human Resources and Executive Services offset by underspending in other areas. Human Resources and Executive Services have both been covering for position vacancies.

The combined total for non-recoverable overtime costs for Operations and the Integrated Units is reduced by 1) standby pay (\$710,000) as required by the collective agreements and 2) overtime related to prior year Christmas coverage (\$88,000). Continued challenges in obtaining meaningful and timely reports from both the scheduling system and the City's JDE system prevents having a clear accounting of overtime costs by section that are *net of* standby pay and prior year costs. Finance staff will continue to work towards improved reporting of overtime costs that include a net overtime cost by section.



**MONTHLY FINANCIAL
REPORT AS AT
SEPTEMBER 23RD, 2024**

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Victoria Police Department
Summary by Division
For the Period Ending September 23, 2024

Statement 1

Division	Annual				74.4%		
	Budget	Actual	Variance	% Spent	YTD Budget	YTD Variance	%
Victoria and Esquimalt Police Board	\$ 150,500	\$ 101,053	\$ 49,447	67.1%	\$ 111,972	\$ 10,919	9.8%
Office of the Senior Executive	1,291,050	889,148	401,902	68.9%	960,541	71,393	7.4%
Patrol Division	22,184,042	16,458,474	5,725,568	74.2%	16,504,927	46,453	0.3%
Community Services Division	7,308,146	6,337,416	970,730	86.7%	5,437,261	(900,155)	-16.6%
Esquimalt Division	4,996,848	3,280,295	1,716,553	65.6%	3,717,655	437,360	11.8%
Investigative Services Division	9,263,974	6,929,266	2,334,708	74.8%	6,892,397	(36,869)	-0.5%
Community Engagement Division	1,158,842	855,426	303,416	73.8%	862,178	6,752	0.8%
Executive Services Division	2,709,958	1,793,816	916,142	66.2%	2,016,209	222,393	11.0%
Information Risk Management Division	9,850,357	7,248,009	2,602,348	73.6%	7,328,666	80,657	1.1%
Human Resources Division	5,001,452	3,316,626	1,684,826	66.3%	3,721,080	404,454	10.9%
Financial Services Division	3,537,476	2,444,869	1,092,607	69.1%	2,631,882	187,013	7.1%
Corporate	450,185	1,126,997	(676,812)	250.3%	334,938	(792,059)	-236.5%
Integrated Units	3,034,381	3,052,079	(17,698)	100.6%	2,257,579	(794,500)	-35.2%
Net Operating Before Additions	70,937,211	53,833,474	17,103,737	75.9%	52,777,285	(1,056,189)	-2.0%
Capital Fund Contribution	1,200,000	900,000	300,000	75.0%	892,800	(7,200)	-0.8%
Total	\$ 72,137,211	\$ 54,733,474	\$ 17,403,737	75.9%	\$ 53,670,085	(1,063,389)	-2.0%



Victoria Police Department
Summary by Section
For the Period Ending September 23, 2024

Statement 2

	Annual				74.4%		
	Budget	Actual	Variance	% Spent	YTD Budget	YTD Variance	%
Victoria and Esquimalt Police Board	150,500	101,053	49,447	67.1%	111,972	10,919	9.8%
Office of the Senior Executive	1,355,050	889,148	465,902	65.6%	1,008,157	119,009	11.8%
Patrol Division	22,151,042	16,458,474	5,692,568	74.3%	16,480,375	21,901	0.1%
Community Services Division							
General Investigation Section (GIS)	4,185,039	4,146,933	38,106	99.1%	3,113,669	(1,033,264)	-33.2%
Community Outreach	1,058,332	1,105,276	(46,944)	104.4%	787,399	(317,877)	-40.4%
Court and SMCs	1,892,607	1,032,786	859,821	54.6%	1,408,100	375,314	26.7%
Reserve Constable Program	162,168	52,421	109,747	32.3%	120,653	68,232	56.6%
Total	7,298,146	6,337,416	960,730	86.8%	5,429,821	(907,595)	-16.7%
Esquimalt Division							
Headquarters	682,005	521,488	160,517	76.5%	507,412	(14,076)	-2.8%
Special Events and Duties	328,338	94,879	233,459	28.9%	244,283	149,404	61.2%
Operational Planning	345,500	255,073	90,427	73.8%	257,052	1,979	0.8%
Traffic Enforcement/Crash Investigation	1,283,145	1,110,529	172,616	86.5%	954,660	(155,869)	-16.3%
Motorcycle Escort Team	17,590	8,100	9,490	46.0%	13,087	4,987	38.1%
GVERT - Esquimalt Based Team	2,334,270	1,290,226	1,044,044	55.3%	1,736,697	446,471	25.7%
Total	4,990,848	3,280,295	1,710,553	65.7%	3,713,191	432,896	11.7%
Investigative Services Division							
Detectives and Administration	1,722,409	1,198,141	524,268	69.6%	1,281,472	83,331	6.5%
Analysis and Intel Section (AIS)	1,003,742	724,349	279,393	72.2%	746,784	22,435	3.0%
Strike Force	1,426,276	1,167,059	259,217	81.8%	1,061,149	(105,910)	-10.0%
Special Operations	-	-	-	0.0%	-	-	0.0%
Special Victims Unit (SVU)	1,372,197	729,004	643,193	53.1%	1,020,915	291,911	28.6%



Victoria Police Department
Summary by Section
For the Period Ending September 23, 2024

Statement 2

	Annual				74.4%		
	Budget	Actual	Variance	% Spent	YTD Budget	YTD Variance	%
Major Crime Unit	1,470,957	1,396,438	74,519	94.9%	1,094,392	(302,046)	-27.6%
Historical Case Review Unit (HCU)	356,900	304,035	52,865	85.2%	265,534	(38,501)	-14.5%
Cybercrime Unit	-	303,857	(303,857)	N/A	-	(303,857)	N/A
Computer Analysis Section	610,615	3,329	607,286	0.5%	454,298	450,969	99.3%
Forensic Identification	1,291,878	1,103,054	188,824	85.4%	961,157	(141,897)	-14.8%
Total	9,254,974	6,929,266	2,325,708	74.9%	6,885,701	(43,565)	-0.6%
Community Engagement Division							
Public Affairs	717,325	536,520	180,805	74.8%	533,690	(2,830)	-0.5%
Community Programs	278,529	223,738	54,791	80.3%	207,226	(16,512)	-8.0%
Volunteer Programs	161,988	95,168	66,820	58.8%	120,519	25,351	21.0%
Total	1,157,842	855,426	302,416	73.9%	861,434	6,008	0.7%
Executive Services Division							
Policy and Professional Services	2,032,535	1,303,486	729,049	64.1%	1,512,206	208,720	13.8%
Privacy and Legal Services	675,423	490,330	185,093	72.6%	502,515	12,185	2.4%
Total	2,707,958	1,793,816	914,142	66.2%	2,014,721	220,905	11.0%
Information Risk Management Division							
Information Technology Solutions	2,100,642	1,819,531	281,111	86.6%	1,562,878	(256,653)	-16.4%
Information Support Services	2,679,285	1,748,521	930,764	65.3%	1,993,388	244,867	12.3%
Information Management	5,070,430	3,679,957	1,390,473	72.6%	3,772,400	92,443	2.5%
Total	9,850,357	7,248,009	2,602,348	73.6%	7,328,666	80,657	1.1%
Human Resources Division							
Administration	4,550,952	3,309,941	1,241,011	72.7%	3,385,908	75,967	2.2%
Wellness	447,500	6,685	440,815	1.5%	332,940	326,255	98.0%
Total	4,998,452	3,316,626	1,681,826	66.4%	3,718,848	402,222	10.8%



Victoria Police Department
Summary by Section
For the Period Ending September 23, 2024

Statement 2

					74.4%		
	Annual Budget	Actual	Variance	% Spent	YTD Budget	YTD Variance	%
Financial Services Division							
Finance	2,585,976	1,944,451	641,525	75.2%	1,923,966	(20,485)	-1.1%
Automotive	951,500	500,418	451,082	52.6%	707,916	207,498	29.3%
Total	3,537,476	2,444,869	1,092,607	69.1%	2,631,882	187,013	7.1%
Corporate	450,185	1,126,997	(676,812)	250.3%	334,938	(792,059)	-236.5%
Integrated Units							
Mobile Crisis Response Team (IMCRT)	128,677	160,818	(32,141)	125.0%	95,736	(65,082)	-68.0%
Integrated Canine Service (ICS)	810,952	642,584	168,368	79.2%	603,348	(39,236)	-6.5%
Diversity Advisory Committee (GVPDAC)	37,104	3,565	33,539	9.6%	27,605	24,040	87.1%
VI. Integrated Major Crime Unit (VIIMCU)	961,004	831,342	129,662	86.5%	714,987	(116,355)	-16.3%
Mobile Youth Services Team (MYST)	64,694	141,871	(77,177)	219.3%	48,132	(93,739)	-194.8%
Regional Domestic Violence Unit (RDVU)	209,509	335,284	(125,775)	160.0%	155,875	(179,409)	-115.1%
Crime Stoppers	63,135	63,135	-	100.0%	46,972	(16,163)	-34.4%
Public Safety Unit (PSU)	144,555	101,409	43,146	70.2%	107,549	6,140	5.7%
Emergency Response Team (GVERT)	577,350	750,558	(173,208)	130.0%	429,548	(321,010)	-74.7%
Explosives Disposal Unit (EDU)	16,897	6,500	10,397	38.5%	12,571	6,071	48.3%
Crisis Negotiating Team (CNT)	20,504	15,013	5,491	73.2%	15,255	242	1.6%
Total	3,034,381	3,052,079	(17,698)	100.6%	2,257,579	(794,500)	-35.2%
Net Operating Before Additions	70,937,211	53,833,474	17,103,737	75.9%	52,777,285	(1,056,189)	-2.0%
Capital Fund Contribution	1,200,000	900,000	300,000	75.0%	892,800	(7,200)	-0.8%
Total	\$ 72,137,211	\$ 54,733,474	\$ 17,403,737	75.9%	\$ 53,670,085	(1,063,389)	-2.0%



Victoria Police Department
Revenue and Expenditures by Type
For the Period Ending September 23, 2024

Statement 3

	Annual Budget	Actual	Variance	% Used	74.4% YTD Budget	YTD Variance	YTD %
Revenue							
Special Events	750,000	361,346	388,654	48.2%	558,000	196,654	35.2%
Records	85,000	64,311	20,689	75.7%	63,240	(1,071)	-1.7%
Grants	24,500	158,935	(134,435)	648.7%	18,228	(140,707)	-771.9%
Other	-	2,622	(2,622)	N/A	-	(2,622)	N/A
Jail Operations	40,000	18,315	21,685	45.8%	29,760	11,445	38.5%
Total Revenue	899,500	605,529	293,971	67.3%	669,228	63,699	9.5%
Operating Expenditures							
Salaries and Benefits	52,242,291	38,373,132	13,869,159	73.5%	38,868,265	495,133	1.3%
Retirements	-	773,949	(773,949)	N/A	-	(773,949)	N/A
Non-Recoverable Overtime	2,691,790	1,728,632	963,158	64.2%	2,002,692	274,060	13.7%
Recoverable Overtime	1,407,350	2,476,583	(1,069,233)	176.0%	1,047,068	(1,429,515)	-136.5%
E-Comm 9-1-1	5,067,930	3,672,210	1,395,720	72.5%	3,770,540	98,330	2.6%
Professional/Third Party Services	2,893,639	1,550,674	1,342,965	53.6%	2,152,867	602,194	28.0%
Equipment Maintenance - Fleet & Computers	2,131,255	1,709,350	421,905	80.2%	1,585,654	(123,697)	-7.8%
Communications	872,600	550,304	322,296	63.1%	649,214	98,911	15.2%
Travel and Training	1,833,390	1,338,667	494,723	73.0%	1,364,042	25,375	1.9%
Building Maintenance	563,455	495,628	67,827	88.0%	419,211	(76,418)	-18.2%
General and Office Supplies	566,610	433,264	133,346	76.5%	421,558	(11,706)	-2.8%
Other Operating Expenditures	275,000	195,726	79,274	71.2%	204,600	8,874	4.3%
Uniforms & Protective Clothing	415,000	400,247	14,753	96.4%	308,760	(91,487)	-29.6%
Lease/Rental/PRIME	586,200	426,980	159,220	72.8%	436,133	9,153	2.1%
Fuel and Motor Oil	381,891	141,284	240,607	37.0%	284,127	142,843	50.3%
Insurance	337,510	197,601	139,909	58.5%	251,107	53,506	21.3%
Postage and Freight	25,500	18,183	7,317	71.3%	18,972	789	4.2%
Total Operating Expenditures	72,291,411	54,482,414	17,808,997	75.4%	53,784,810	(697,604)	-1.3%
Transfers to Capital	1,200,000	900,000	300,000	75.0%	892,800	(7,200)	-0.8%
Transfers to Evergreen Reserve	45,300	-	45,300	0.0%	33,703	33,703	100.0%
Transfer from Financial Stability Reserve	500,000	43,411	456,589	8.7%	372,000	328,589	88.3%
Total Net Expenditures	\$ 72,137,211	\$ 54,733,474	\$ 17,403,737	75.9%	\$ 53,670,085	(1,063,389)	-2.0%

Statement 4

**Victoria Police Department
Capital Expenditures (Unaudited)
For the Period Ending Sep 23, 2024**

	<u>Transfers to Capital Fund</u>	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>(Over) Under</u>	<u>%</u>
Vehicles	-	600,000	389,964	210,036	65.0%
Computer Equipment	-	500,000	238,470	261,530	47.7%
Furniture	-	400,000	56,767	343,233	14.2%
Total Capital	1,200,000	1,500,000	685,202	814,798	45.7%

Statement 5

**Overtime Expenditures as of Sep 23, 2024
Police and Civilian Combined**

BU	Description	2023 - First 9 months	2024 Budget	2024 Year To Date	% Spent	Remaining (Overspent)
Non-Recoverable Overtime						
Administration						
2500	Financial Services Division	270	1,000	-	0.0%	1,000
2510	Human Resources	21,869	31,000	81,181	261.9%	(50,181)
2524	Community Engagement	22,305	23,000	4,307	18.7%	18,693
2527	HR-Critical Incident Stress Management	3,875	20,000	2,576	12.9%	17,424
2529	Executive Services-Admin, Policy & Prof. Standards	16,085	25,000	42,413	169.7%	(17,413)
2530	Executive Services-Privacy and Legal	3,835	3,000	-	0.0%	3,000
2546	Volunteers	5,054	3,500	-	0.0%	3,500
2550	Information Technology	2,719	5,000	-	0.0%	5,000
2630	Information Support	84,399	80,000	58,125	72.7%	21,875
Total Administration		160,411	191,500	188,602	98.5%	2,898
Operations						
2549	Analysis & Intel	15,235	18,000	16,891	93.8%	1,109
2560	Patrol	867,218	1,252,000	900,371	71.9%	351,629
2570	Esquimalt Administration	4,942	1,500	5,932	395.5%	(4,432)
2572	Operational Planning	921	10,000	12,005	120.1%	(2,005)
2580	General Investigation Section	188,158	200,000	329,848	164.9%	(129,848)
2581	Community Outreach	13,527	10,000	1,362	13.6%	8,638
2590	Strike Force	113,342	125,000	101,124	80.9%	23,876
2599	Special Operations	26,580	-	-	0.0%	-
2600	Detectives	45,963	40,000	37,970	94.9%	2,030
2606	Special Victims Unit	22,172	35,000	41,610	118.9%	(6,610)
2608	Major Crime Unit	84,123	120,000	107,154	89.3%	12,847
2609	Historical Case Review Unit	4,281	-	17,016	N/A	(17,016)
2610	Traffic Enforcement/Crash Investigation	34,933	40,000	78,818	197.0%	(38,818)
2611	Motorcycle Escort Team	669	-	-	0.0%	-
2615	Cybercrime (budget in Computer Analysis)	-	6,000	36,680	611.3%	(30,680)
2650	Forensic Identification	52,310	65,000	112,549	173.2%	(47,549)
2680	Jail	98,584	120,000	81,465	67.9%	38,535
2692	ERT Team	34,123	10,000	176,848	1768.5%	(166,848)
Total Operations		1,607,081	2,052,500	2,057,643	100.3%	(5,143)
Integrated Units						
2523	Integrated Mobile Crisis Response (IMCRT)	11,365	36,920	22,634	61.3%	14,286
2565	Integrated Canine Unit	24,810	11,900	58,436	491.1%	(46,536)
2601	Vancouver Island Integrated Major Crimes (VIIMCU)	61,550	156,000	130,869	83.9%	25,131
2603	MYST	471	2,000	-	0.0%	2,000
2620	Public Safety Unit Training	45,148	63,330	6,736	10.6%	56,594
2690	GVERT Training	34,613	166,130	58,441	35.2%	107,689
2695	Crisis Negotiation	1,028	11,510	3,273	28.4%	8,237
Total Integrated Units		178,985	447,790	280,388	62.6%	167,402
Less: Standby Coded to Overtime				710,000		(710,000)
Less: Christmas OT Expensed in 2024				88,000		(88,000)
Total Non-Recoverable Overtime		1,946,477	2,691,790	1,728,632	64.2%	963,158
Overtime Recoverable from Third Parties						
2510	Human Resources	2,569	-	-	N/A	-
2520	Centralized (Emergency Response, Protests)	430,060	643,990	1,051,593	163.3%	(407,603)
2526	Special Events	916,937	750,000	1,032,975	137.7%	(282,975)
2560	Patrol	52,990	-	369,928	N/A	(369,928)
2582	Community Resource Officers	2,194	-	-	0.0%	-
2590	Strikeforce	1,416	-	16,792	N/A	(16,792)
2601	VIIMCU	9,744	-	-	0.0%	-
2607	Regional Domestic Violence	3,111	13,360	5,295	N/A	8,065
Total Recoverable Overtime		1,419,021	1,407,350	2,476,583	176.0%	(1,069,233)
Total Overtime Combined		3,365,498	4,099,140	4,205,215	102.6%	(106,075)



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	October 15, 2024
TO:	Victoria & Esquimalt Police Board
FROM:	Chief Cst. Manak
SUBJECT:	Chief Constable Monthly Engagement Highlights
ACTION:	For Information

Internal & External Engagements

- September 18 Presented to the residents at the Glenshiel Retirement home
- September 18 Presented to the members of the James Bay Royal Canadian Legion
- September 19 Met with Staff Sergeant Robson re: recent promotion
- September 19 Attended the Tour de Rock food truck fundraiser
- September 20 Met with Staff Sergeant Almeida re: recent promotion
- September 20 Met with Chief Coroner Baidwan
- September 24 Attended CPKN Board of Directors meeting
- September 25 Participated as a panelist at the Stanhope Training Conference
- September 27 Attended the Greater Victoria Police Foundation meeting
- September 28 Attended the BC Law Enforcement Memorial reception for families of fallen officers
- September 29 Attended the BC Law Enforcement Memorial ceremony
- October 1 Met with Staff Sergeant Eagles re: recent promotion
- October 1 Met with Sergeant Barker re: recent promotion
- October 3 Met with all Staff Sergeants re: Chief's update
- October 3 Attended the Tour de Rock Gala Dinner fundraiser
- October 8 Served lunch at Our Place Society re: Thanksgiving
- October 9 Attended the Community Safety & Wellbeing Leaders Panel meeting
- October 10 Met with all civilian staff re: Chief's update
- October 15 Met with Sergeant Hilborne re: recent promotion
- October 15 Met with Sergeant King re: recent promotion
- October 15 Attended the Special Municipal Constable Swearing-In ceremony

Equity, Diversity, and Inclusion Engagement

September 30 Attended South Island Powwow

October 3 Attended the Special Olympics BC Executive Council meeting