



# VICTORIA & ESQUIMALT POLICE BOARD

## Public Meeting Agenda

Sept 16, 2025 at 5:00pm

Boardroom & Zoom

### 1. TERRITORIAL ACKNOWLEDGEMENT

### 2. PRESENTATION

### 3. STANDING ITEMS

- a. Declarations of Conflict of Interest
- b. Adoption of the Public Agenda of September 16, 2025
- Pg. 2 c. Adoption of the Public Minutes of July 22, 2025
- d. Board Chair Update
- Pg. 5 e. Committees Update
- f. Board Member Engagement Update
- g. BC Association of Police Boards (BCAPB) and Canadian Association of Police Governance (CAPG) Update (Chair M. Hayes)
- h. Chief Constable Update
- i. Equity, Diversity, Inclusion & Engagement Update

### 4. NEW BUSINESS

- a. Invitation to Social Functions from the Police Board to Mayor(s) and Council(s)

### 5. CORRESPONDENCE *(information only)*

- Pg. 10 a. 250722 Letter from Ministry of Public Safety and Solicitor General re: Municipal Police Board Regulations
- Pg. 32 b. 250821 Letter from Minister Beare re: appreciation of work on safety plan for SD61

### 6. RISE & REPORT *(when applicable)*



VICTORIA & ESQUIMALT POLICE BOARD  
Public Meeting Minutes  
July 22, 2025 at 5:00pm  
Boardroom & Zoom

**PRESENT**

M. Hayes, Chair	CC Manak	K. Kosich
Mayor M. Alto	DC M. Brown	C. Major
E. Cull	Insp. C. Brown	Da. Phillips
H. Courtright	Insp. C. King	Do. Phillips
P. Faoro	Insp. J. Lawson	
T. Kituri	Insp. B. Gubbins	

Recorder: Tanya Lamoureux

**SPECIAL PRESENTATION**

**a. Restorative Justice**

Members of Restorative Justice Victoria (RJV) provided a brief summary of the work they have completed over the last two years. Between 2023-2024 VicPD members referred 45 files to RJV, which made up 31% of the referrals that the organization received within that timeframe.

**1. STANDING ITEMS**

**a. Territorial Land Acknowledgement**

**b. Declaration of Conflicts of Interest**

No conflicts declared.

**c. Approval: Public Agenda of July 22, 2025**

**25-74**                      **MOTION:** *To approve the Public Agenda of July 22, 2025 as amended to include the Q2 Financial Report and motion around a letter to the municipalities around Police Information check.* **MOVED/SECONDED/CARRIED**

**d. Approval: Public Minutes of June 17, 2025**

**25-75**                      **MOTION:** *To approve the Public Minutes of June 17, 2025 as presented.*  
**MOVED/SECONDED/CARRIED**

**e. Board Chair Update**

- Board Chair Hayes acknowledged that this was Chief Manak's last Police Board meeting before his retirement on August 31, 2025

f. **BC Association of Police Boards (BCAPB) and Canadian Association of Police Governance (CAPG)**

- BCAPB
  - Work has started on the seven resolutions that were passed during the May 2025 conference.
  - The 2026 conference is planned for May 22-26 in Whistler, BC
- CAPG
  - The upcoming conference will take place in Victoria from August 14-16, 2025. The theme is “Navigating Challenging Times.”
  - Monthly webinars are available on the CAPG website.

g. **Committees Update**

Refer to the report provided. Committee matters arising included:

**Governance**

- Police Information Checks for Municipal Appointees to the Police Board

25-76

**MOTION:** *That the Board write a letter to the municipalities requiring them to complete a Police Information Check before the municipalities nominate a member to join the Police Board.* **MOVED/SECONDED/CARRIED**

**Human Resources**

- S/Sgt. Bill Gubbins was promoted to the rank of Inspector effective July 21, 2025.

*Board member Faoro left the meeting at 5:43pm, and returned to the meeting at 5:45pm*

**Finance**

- Q2 Financial Report - refer to the report provided for information. This financial report covers the period ending June 27, 2025. The target for spending is 50% of the annual budget based on projected payroll. Actual spending for the period is 48.2% of the total budget, representing a positive variance of 1.8% below target.

h. **Board Member Engagement Update**

No discussion arising.

i. **Chief Constable Update**

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

**OPS**

- C-Step funding award from Provincial Government for specific deployment in the core areas, focusing on petty crime, shoplifting, and proactive presence. The City of Victoria provided additional funding to have the increased presence in the downtown core extended to the end of the year 2025.
- VicPD has been proactive in the way security is handled for public events.

**ADMIN**

- Safety plan is now in place for the SD61 schools and will be fully implemented for September 2025 with the work of the School Police Liaison Officer (SPLO).

- j. **Equity, Diversity, Inclusion, Accessibility & Engagement Update**  
Refer to the report provided – for information.

## 2. NEW BUSINESS

- a. **Invitation to Social Functions from the Police Board to Mayor(s) and Council(s)** – deferred to Sept 2025 meeting.
- b. **Victoria’s Community Safety and Wellbeing Plan** - deferred to Sept 2025 meeting.
- c. **250701 2024 Integrated Units Report**  
Refer to the report provided – for information.

## 3. COMMENDATION AND CORRESPONDENCE *(for information only)*

- a. **Commendations**  
Refer to letters provided.
- b. **250627 Letter from the Township of Esquimalt re: Board Remuneration**  
Refer to the letter provided. The letter has been referred to the Governance Committee for review in September 2025.
- c. **250624 Resignation Letter**  
Refer to the letter provided. The Board received notice of resignation from board member Mayor Desjardins effective July 1, 2025. The Township of Esquimalt will be required to elect a new member to represent the Township on the police board.
- d. **250709 E-Comm Report**  
Refer to the report provided.

*Meeting adjourned at 6:07pm.*



## VICTORIA & ESQUIMALT POLICE BOARD

### COMMITTEES UPDATE Public

#### GOVERNANCE

##### a. New Board Appointees

The Victoria and Esquimalt Police Board welcomed four new board members

- Nathaniel Sukhdeo - Provincial appointment
- Paul Thorkelsson - Provincial appointment
- Sharlene Law - City of Victoria appointment
- Andrea Boardman – Township of Esquimalt appointment

##### b. Board Remuneration

The Victoria and Esquimalt Police Board received a letter from the Mayor of the Township of Esquimalt asking that the Board consider its remuneration policy with respect to elected officials. The writer was informed that the matter would be deferred for discussion at the September Governance committee meeting. The committee recommends the following to the Board:

**MOTION:** *That the Board write a letter to Mayor Barbara Desjardins to inform them that the Board conduct a review of the remuneration policy.*

#### HUMAN RESOURCES

*No discussions of note*

#### FINANCE

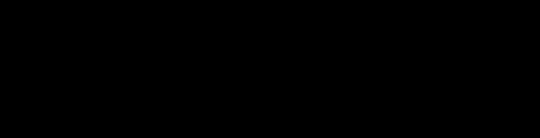
##### a. Budget Process

Consultations show a theme of concern with disorder in the downtown area, and positive feedback to presence of members on bike and foot patrols.



July 28, 2025  
Ref: 680891

Nathaniel Sukhdeo



Dear Nathaniel Sukhdeo:

**Re: Victoria and Esquimalt Police Board Appointment**

I wish to congratulate you on your appointment to the Victoria and Esquimalt Police Board. Your appointment term is effective July 14, 2025, and expires on June 30, 2026, as noted on the Order of the Lieutenant Governor in Council 346, attached.

For your convenience, please find enclosed copies of the Quick Reference Sheet – Police Board Role and Responsibilities and the Minister’s Provincial Policing Priorities Letter (which includes a link to the BC First Nations Justice Strategy), which I encourage you to review in advance of your first board meeting. The attached Indemnity form will need to be signed by both you and a witness. Once complete, it can be sent to [PoliceBoard@gov.bc.ca](mailto:PoliceBoard@gov.bc.ca). I will then sign it, and a copy will be returned to you.

The Province has launched the BC Police Board Training Program, which you may begin at your earliest convenience. Please email [policeboards@watsoninc.ca](mailto:policeboards@watsoninc.ca) for login information to complete the Governance Primer. The Governance Primer is a short, self-directed, online course to provide you with foundational governance knowledge in the police board context. An email will be sent with information on how to continue your foundations training at a later date. It is the expectation of the Province that all police board members participate and take full advantage of training when it is offered.

Finally, please expect to be contacted by a representative of the Victoria and Esquimalt Police Board with further details about meeting dates and times and completing new board member orientation. If you have any questions, please contact Katie Charlton, Director, Police Governance Unit by email at [Katie.Charlton@gov.bc.ca](mailto:Katie.Charlton@gov.bc.ca).

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Nathaniel Sukhdeo

I wish you all the best with your appointment.

Regards,



Glen Lewis  
Assistant Deputy Minister  
And Director of Policing and Law Enforcement Services  
Policing and Security Branch

Attachments: OIC 346-2025  
Quick Reference Sheet – Police Board Role and Responsibilities  
Minister's Provincial Policing Priorities Letter  
Indemnity Form

cc: Micayla Greschner, Chair of Victoria and Esquimalt Police Board  
Katie Charlton, Director, Police Governance Unit, Policing and Security Branch  
Michelle Trelenberg, Senior Governance Advisor, Policing and Security Branch

July 25, 2025

Legislative Services  
1 Centennial Square, Victoria, BC V8W 1P6  
[legislativeservices@victoria.ca](mailto:legislativeservices@victoria.ca) | 250.361.0571

Sharlene Law



Dear Sharlene,

**Re: Application to the Victoria and Esquimalt Police Board**

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I am writing to advise you that Victoria City Council passed a resolution at the July 24, 2025 Council Meeting which resulted in your appointment to the Victoria and Esquimalt Police Board, for a term ending December 31, 2027.

Congratulations on your appointment. **To accept this appointment, please notify the City's Legislative Services Department by e-mailing [committeesecretary@victoria.ca](mailto:committeesecretary@victoria.ca).**

Further information will follow regarding your first meeting. If you require additional information about the board or your appointment in the meantime, please feel free to contact Legislative Services at 250.361.0571.

Kind regards,



Becky Roder  
Deputy City Clerk

BR/sm





Office of the Mayor

File ID:0550-11

Sent via email - [maria.shokpeka@vicpd.ca](mailto:maria.shokpeka@vicpd.ca)

July 28, 2025

Victoria and Esquimalt Police Board, Victoria Police Department  
850 Caledonia Ave  
Victoria BC, V8T 5J8  
Attention: Micayla Hayes, Chair

Dear Micayla Hayes, Chair, and Members of the Victoria and Esquimalt Police Board,

**Re: Change in Representation on the Victoria and Esquimalt Police Board**

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The Township of Esquimalt is writing to formally advise the Victoria and Esquimalt Police Board of a change in our elected official representation. As you are aware, Mayor Desjardins stepped down from her appointment to the Board earlier this month resulting in a Township of Esquimalt appointed Council representative vacancy.

Councillor Andrea Boardman was elected by Esquimalt council at a July In Camera meeting to fill the vacant position.

We are pleased to advise the Board of this appointment and are confident that Councillor Boardman will bring thoughtful leadership and dedicated service to this role and will remain committed to ensuring effective representation for the Township of Esquimalt and supporting the mandate of the Victoria and Esquimalt Police Board.

The Township recognizes the important role of the Victoria and Esquimalt Police Board in delivering police services for the Township of Esquimalt and the City of Victoria, and ensuring transparent, accountable service to both communities.

Should you have any further questions, please contact me at [Barbara.Desjardins@esquimalt.ca](mailto:Barbara.Desjardins@esquimalt.ca) or 250-414-7100.

Sincerely,

  
Barbara Desjardins  
Mayor

cc: Katie Charlton, Director, Policing and Security Branch



July 22, 2025

Ref: 680739

Chairs of Municipal Police Boards  
Sent by Email

Dear Police Board Chairs:

I am writing to inform you the following regulations are now in effect, and attached for your reference:

- Municipal Police Board Code of Conduct Regulation, by Order in Council 355-2025.
- Municipal Police Board Training Compliance Regulation, by Order in Council 356-2025.
- Municipal Police Board Meeting Regulation, by Order in Council 357-2025.

Please share with your board members for their awareness. The Police Governance Unit will be providing three information sessions with the opportunity for questions and answers in September 2025. These sessions will be virtual and open to all police board members and support staff to ensure board policies and processes align with the regulations. I anticipate most current board practices are already aligned.

Thank you for your ongoing commitment to strong and effective governance of policing in your communities.

If you have any immediate questions, please contact Katie Charlton, Director, Police Governance Unit, by email [Katie.Charlton@gov.bc.ca](mailto:Katie.Charlton@gov.bc.ca) or phone 250 952-3070.

Regards,

Glen Lewis  
Assistant Deputy Minister  
Director of Policing and Law Enforcement Services  
Policing and Security Branch  
Ministry of Public Safety and Solicitor General

Attachments:

- Municipal Police Board Code of Conduct Regulation
- Municipal Police Board Member Training Compliance Regulation
- Municipal Police Board Meeting Regulation


PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

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Order in Council No. 355


, Approved and Ordered July 14, 2025


  
Lieutenant Governor

**Executive Council Chambers, Victoria**

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that

- (a) sections 60, 62, 70, 71, 82 and 116 of the *Police Amendment Act, 2024*, S.B.C. 2024, c. 16, are brought into force, and
- (b) the attached Municipal Police Board Code of Conduct Regulation is made.

  
Minister of Public Safety and Solicitor General

  
Presiding Member of the Executive Council

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

**Authority under which Order is made:**

Act and section: *Police Amendment Act, 2024*, S.B.C. 2024, c. 16, s. 177;  
*Police Act*, R.S.B.C. 1996, c. 367, ss. 74 and 74.3

Other:

R20874552

# **Municipal Police Board Member Code of Conduct Regulation**

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## **PART 1 – GENERAL**

### **Definitions**

- 1 In this regulation:
  - “Act” means the *Police Act*;

“**chair**” means a member elected by a municipal police board as chair or acting as chair of a municipal police board in accordance with section 25 [*election of chair and vice chair of municipal police board*] of the Act;

“**specified statute**” means the following Acts:

- (a) *Cannabis Act* (Canada);
- (b) *Controlled Drugs and Substances Act* (Canada);
- (c) *Criminal Code*;
- (d) *Firearms Act* (Canada);

“**vice chair**” means a member elected by a municipal police board as vice chair in accordance with section 25 of the Act.

### **Application**

**2** This code of conduct applies to

- (a) a member of a municipal police board, and
- (b) a member of the amalgamated board continued under the Victoria and Esquimalt Municipal Policing Reorganization Regulation, B.C. Reg. 205/2024, as if the member were a member of a municipal police board.

### **Principles**

**3** The following general principles apply to a member of a municipal police board:

- (a) a member is to act in a manner that maintains the public’s trust and confidence in
  - (i) the board to which the member belongs, and
  - (ii) the municipal police department governed by that board;
- (b) in the performance of a member’s duties, the member is to
  - (i) act in the best interest of the public,
  - (ii) act with integrity, and
  - (iii) act in a professional and respectful manner.

## **PART 2 – PROHIBITIONS, DUTIES AND STANDARDS IN RELATION TO MEMBER CONDUCT**

### **Division 1 – Misconduct**

#### **Abuse of authority**

- 4**
- (1) A member must not abuse the member’s authority as a member of a municipal police board.
  - (2) Without limiting subsection (1), a member must not interfere with the administration of justice.

#### **Corrupt conduct**

- 5**
- (1) A member must not conduct oneself in a corrupt manner.

- (2) Without limiting subsection (1), a member must not
  - (a) agree or allow oneself to be under a pecuniary or other obligation to any person in a manner that would likely be seen to affect the member's ability to properly perform the duties of a member, or
  - (b) use or attempt to use one's position as a member for personal gain or other purposes unrelated to the proper performance of one's duties as a member.

#### **Misuse of board or department property**

- 6** A member must not intentionally or recklessly misuse, lose or damage the property of a municipal police board or municipal police department.

#### **Conduct bringing board into disrepute**

- 7** (1) A member must not conduct oneself in a manner that the member knows, or ought to know, would be likely to bring a municipal police board or municipal police department into disrepute.
- (2) Without limiting subsection (1), a member must not
  - (a) contravene any of the following:
    - (i) the Act;
    - (ii) a regulation, rule, guideline or policy made under the Act;
    - (iii) a specified statute,
  - (b) interfere with the governance or operation of a municipal police board, or
  - (c) act in a disorderly manner.

#### **Interference with law enforcement discretion**

- 8** (1) A member must not interfere with the exercise of law enforcement discretion by an officer.
- (2) Without limiting subsection (1), a member must not
  - (a) attempt in any way to influence a decision to deploy officers,
  - (b) attempt in any way to influence an officer's decision to investigate a matter,
  - (c) attempt in any way to influence an officer's decision to make an arrest, or
  - (d) attempt in any way to influence an officer's report to Crown counsel in respect of an offence.

#### **Disrespectful behaviour**

- 9** A member of a municipal police board must not, in the course of the member's duties, do any of the following:
  - (a) use profane, abusive, discriminatory or insulting language, jokes or gestures to any person, including, without limitation, language, jokes or gestures that would likely be seen to demean or show disrespect to the person on the basis of that person's
    - (i) race, colour, ancestry, place of origin or Indigenous identity,
    - (ii) political belief or religion,
    - (iii) marital or family status,

- (iv) physical or mental disability,
- (v) age,
- (vi) sex, sexual orientation or gender identity or expression, or
- (vii) economic or social status;
- (b) harass or coerce another member or any other person, in any manner;
- (c) act in a deceitful manner, including, without limitation, by making false or misleading statements or records.

## **Division 2 – Member Duties**

### **Confidentiality**

- 10** (1) A member of a municipal police board must not disclose or attempt to disclose, to any person, information or records that the member obtained in the course of the member's duties.
- (2) Subsection (1) does not apply to a member of a municipal police board if one or both of the following circumstances apply:
- (a) the member was authorized to disclose the information or records by the board;
  - (b) the member was lawfully required to disclose the information or records.
- (3) If a member of a municipal police board contravenes this section, the member must advise the board as soon as reasonably practicable of the disclosure.

### **Personal gain**

- 11** (1) A member of a municipal police board must not, directly or indirectly, solicit or accept a fee, gift, service or another form of personal gain that is related to the performance of the member's duties.
- (2) Subsection (1) does not apply to a member of a municipal police board who receives any of the following related to the performance of the member's duties:
- (a) an honorarium authorized by the board;
  - (b) the salary of a municipal councillor for a member who is also a member of a municipal council;
  - (c) reimbursement for reasonable travel and out-of-pocket expenses necessarily incurred by the member in performance of the member's duties;
  - (d) customary tokens or gifts received by the member as an incident of the protocol or social obligations that normally accompany the member's position.

### **Disclosure of charges and convictions**

- 12** (1) A member must make a disclosure in accordance with subsection (2) if the member is
- (a) charged with an offence under a specified statute,
  - (b) found guilty by a court of an offence under a specified statute, whether or not the court orders an absolute or conditional discharge under section 730 of the *Criminal Code*, unless

- (i) the finding is subject to appeal or further appeal, or
  - (ii) an appeal is being taken in respect of the finding of guilt, or
- (c) found not criminally responsible on account of a mental disorder in respect of an offence under a specified statute.
- (2) As soon as reasonably practicable after being charged, found guilty or found not criminally responsible, as described in subsection (1), the member must disclose the charge or finding, in writing, to each of the following persons, as applicable to that member:
  - (a) if the member is not the chair of the municipal police board, to the chair and the director;
  - (b) if the member is the chair, to the vice chair and the director;
  - (c) if the member was appointed by a municipal council, to the municipal council that appointed the member.

### **Division 3 – Member Standards**

#### **Board meeting conduct standards**

- 13** A member of a municipal police board must conduct oneself in accordance with the following standards in relation to board meetings:
- (a) respectfully participate in board meetings, including, without limitation, refraining from unreasonable interference with the conduct of board meetings;
  - (b) regularly attend the board meetings the member is required to attend by the chair of the board or resolution of the board;
  - (c) reasonably prepare for a board meeting, including, without limitation, reviewing the meeting agenda and materials, if any, provided in advance of the meeting to allow the member to reasonably participate in the meeting.

#### **Acting on behalf of board**

- 14** (1) A member of a municipal police board must not
- (a) purport to act on behalf of the board, unless the member receives prior approval from the board, or
  - (b) fail to act in accordance with the prior approval from the board.
- (2) A municipal police board may determine the manner in which prior approval is given under this section.

### **PART 3 – CONFLICTS OF INTEREST AND PERCEIVED CONFLICTS OF INTEREST**

#### **Conflict of interest**

- 15** For the purposes of this Part, a member of a municipal police board has a conflict of interest if the member
- (a) performs a duty of the member as a member of the board, and



- (b) knows, at the same time, that by performing the duty there is an opportunity to further the member's private interests or personal relationships.

#### **Perceived conflict of interest**

- 16** For the purposes of this Part, a member of a municipal police board has a perceived conflict of interest if there is a reasonable perception that the member's ability to perform the member's duties as a member of the board will be or has been affected by the member's private interests or personal relationships.

#### **Interpretation for sections 18 to 20**

- 17** In sections 18 to 20, a reference to a conflict of interest includes a perceived conflict of interest.

#### **Disclosure of conflict of interest**

- 18** (1) A member of a municipal police board who has a conflict of interest in relation to a matter before the board must disclose the conflict before the matter related to the conflict is considered by the board.
- (2) Disclosure of a conflict of interest must be provided to all members of the municipal police board.
- (3) If a conflict of interest is disclosed at a municipal police board meeting, that disclosure is sufficient for the purposes of subsection (2), whether or not all members of the board are in attendance.

#### **Conduct related to conflict of interest**

- 19** A member of a municipal police board who has a conflict of interest in relation to a matter before the board, whether or not the member has disclosed the conflict, must not do any of the following:
  - (a) attend a part of a board meeting during which the matter is under consideration;
  - (b) participate in any discussion of the matter at a board meeting;
  - (c) vote on a motion in respect of the matter at a board meeting;
  - (d) attempt in any way, before, during or after a board meeting, to influence voting on any motion in relation to the matter.

#### **Exemptions**

- 20** (1) A member of a municipal police board is exempt from this Part to the extent that the member receives an honorarium, salary, reimbursement, token or gift as described in section 11 (2) [*personal gain*] of this code of conduct.
- (2) A member of a municipal police board who is also a member of a municipal council is exempt from this Part to the extent that the member's role on the municipal council conflicts with the member's role on the board.

**Resignation from board before employment**

- 21** A member of a municipal police board must not apply for employment with the municipal police department governed by the board to which the member belongs unless the member resigns from the board before applying.

**Resignation from board before negotiating contract**

- 22** A member of a municipal police board must not begin any negotiation in relation to a contract, including, without limitation, responding to a request for proposal, with the municipal police department governed by the board to which the member belongs unless the member resigns from the board before negotiations begin.

**PART 4 – SUSPENSION AND DISCIPLINE****Prohibited conduct while suspended**

- 23** (1) For the purposes of this code of conduct, a member of a municipal police board who is suspended must not do any of the following:
- (a) attend meetings of the board;
  - (b) publicly represent oneself as an active regular member of a municipal police board.
- (2) A member of a municipal police board must not provide to a suspended member of the board any information or records received as a member of the board, unless the information or records are publicly accessible.

**Contraventions**

- 24** A member contravenes this code if the member contravenes one or more of the following provisions:
- (a) section 4 [*abuse of authority*];
  - (b) section 5 [*corrupt conduct*];
  - (c) section 6 [*misuse, loss or damage to board or department property*];
  - (d) section 7 [*conduct bringing board or department into disrepute*];
  - (e) section 8 [*interference with operational independence of department*];
  - (f) section 9 (a) [*use of profane, abusive, discriminatory or insulting language or gestures*];
  - (g) section 9 (b) [*harassment or coercion*];
  - (h) section 9 (c) [*acting in deceitful manner*];
  - (i) section 10 (1) [*disclosure of confidential information or records*];
  - (j) section 10 (3) [*failure to advise of disclosure as soon as reasonably practicable*];
  - (k) section 11 [*accepting personal gain*];
  - (l) section 12 [*failure to disclose charge, finding of guilt or finding of not criminally responsible in relation to specified statute*];
  - (m) section 13 (a) [*respectful participation in board meetings*];
  - (n) section 13 (b) [*regular attendance at board meetings*];

- (o) section 13 (c) *[reasonable preparation for board meetings];*
- (p) section 14 (1) *[failure to represent board in accordance with board approval];*
- (q) section 18 (1) *[failure to disclose conflict of interest or perceived conflict of interest];*
- (r) section 18 (2) *[failure to disclose conflict of interest or perceived conflict of interest to whole board];*
- (s) section 19 *[failure to adhere to conduct required for conflict of interest or perceived conflict of interest];*
- (t) section 21 *[failure to resign before application for employment with department];*
- (u) section 22 *[failure to resign before negotiating contract with department];*
- (v) section 23 (1) *[failure to adhere to conduct required while suspended];*
- (w) section 23 (2) *[providing information or records to suspended member];*
- (x) section 25 (4) *[failure to comply with terms and conditions on membership for LGiC appointee];*
- (y) section 26 (4) *[failure to comply with terms and conditions on membership for non- LGiC appointee].*

#### **Discipline – LGiC appointees**

- 25** (1) This section applies to a member of a municipal police board appointed by the Lieutenant Governor in Council.
- (2) If the director considers that a member is contravening or has contravened this code of conduct, the director may do one or both of the following:
- (a) provide a verbal warning to the member;
  - (b) provide a written warning to the member.
- (3) If, on the recommendation of the director and the minister, the Lieutenant Governor in Council considers that a member is contravening or has contravened this code of conduct, the Lieutenant Governor in Council may do one or more of the following:
- (a) impose one or more of the following terms and conditions respecting the member's membership:
    - (i) the member must complete a specified training program within a specified period;
    - (ii) the member is restricted from holding the office of chair or vice chair;
    - (iii) any other term or condition that the Lieutenant Governor in Council considers appropriate;
  - (b) suspend the member's membership for a specified period of time or until specified terms and conditions are met;
  - (c) rescind the member's appointment.
- (4) A member must comply with the terms and conditions imposed, under subsection (3) (a), on the member's membership.

**Discipline – other appointees**

- 26** (1) This section applies to a member of a municipal police board not appointed by the Lieutenant Governor in Council.
- (2) If the director considers that a member is contravening or has contravened this code of conduct, the director may do one or both of the following:
- (a) provide a verbal warning to the member;
  - (b) provide a written warning to the member.
- (3) If, on the recommendation of the director, the minister considers that a member is contravening or has contravened this code of conduct, the minister may do one or more of the following:
- (a) impose one or more of the following terms and conditions respecting the member's membership:
    - (i) the member must complete a specified training program within a specified period;
    - (ii) the member is restricted from holding the office of chair or vice chair;
    - (iii) any other term or condition that the minister considers appropriate;
  - (b) suspend the member's membership for a specified period of time or until specified terms and conditions are met;
  - (c) remove the member.
- (4) A member must comply with the terms and conditions imposed, under subsection (3) (a), on the member's membership.

**Reappointment of disciplined members**

- 27** (1) A person must not be appointed to any police board for a period of 4 years if
- (a) the person's appointment to a municipal police board was rescinded in accordance with section 25, or
  - (b) the person was removed from a municipal police board in accordance with section 26.
- (2) If an appointment is made contrary to subsection (1), that appointment is invalid.

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Page 21 of 33

Order in Council No. 356

, Approved and Ordered July 14, 2025

Wendy Coochia

Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the attached Municipal Police Board Member Training Compliance Regulation is made.

Harry Begg

Minister of Public Safety and Solicitor General

R. J. ...

Presiding Member of the Executive Council

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

Authority under which Order is made:

Act and section: Police Act, R.S.B.C. 1996, c. 376, s. 74.3

Other:

R10911177

# **Municipal Police Board**

## **Member Training Compliance Regulation**

### ***Contents***

- 1 Definitions
- 2 Application
- 3 Discipline – LGiC appointees
- 4 Discipline – other appointees
- 5 Reappointment of disciplined members
- 6 Prohibited conduct while suspended

### **Definitions**

- 1** In this regulation:

“**Act**” means the *Police Act*;

“**chair**” means a member elected by a municipal police board as chair or acting as chair of a municipal police board in accordance with section 25 [*election of chair and vice chair of municipal police board*] of the Act;

“**vice chair**” means a member elected by a municipal police board as vice chair in accordance with section 25 of the Act.

### **Application**

- 2** This regulation applies to

- (a) a member of a municipal police board, and
- (b) a member of the amalgamated board continued under the Victoria and Esquimalt Municipal Policing Reorganization Regulation, B.C. Reg. 205/2024 as if the member were a member of a municipal police board.

### **Discipline – LGiC appointees**

- 3** (1) This section applies to a member of a municipal police board appointed by the Lieutenant Governor in Council.
- (2) If the director considers that a member failed to complete training approved by the director under section 68.2 (1) [*duty of board members to complete training*] of the Act, the director may do one or both of the following:
- (a) provide a verbal warning to the member;
  - (b) provide a written warning to the member.
- (3) If, on the recommendation of the director and the minister, the Lieutenant Governor in Council considers that a member failed to complete training approved by the director under section 68.2 (1) of the Act, the Lieutenant Governor in Council may do one or more of the following:
- (a) impose one or more of the following terms and conditions respecting the member’s membership:
    - (i) the member must complete a specified training program within a specified period;
    - (ii) the member is restricted from holding the office of chair or vice chair;

- (iii) any other term or condition that the Lieutenant Governor in Council considers appropriate;
  - (b) suspend the member's membership for a specified period of time or until specified terms and conditions are met;
  - (c) rescind the member's appointment.
- (4) A member must comply with the terms and conditions imposed, under subsection (3) (a), on the member's membership.

#### **Discipline - other appointees**

- 4** (1) This section applies to a member of a municipal police board not appointed by the Lieutenant Governor in Council.
- (2) If the director considers that a member failed to complete training approved by the director under section 68.2 (1) [*duty of board members to complete training*] of the Act, the director may do one or both of the following:
- (a) provide a verbal warning to the member;
  - (b) provide a written warning to the member.
- (3) If, on the recommendation of the director, the minister considers that a member failed to complete training approved by the director under section 68.2 (1) of the Act, the minister may do one or more of the following:
- (a) impose one or more of the following terms and conditions respecting the member's membership:
    - (i) the member must complete a specified training program within a specified period;
    - (ii) the member is restricted from holding the office of chair or vice chair;
    - (iii) any other term or condition that the minister considers appropriate;
  - (b) suspend the member's membership for a specified period of time or until specified terms and conditions are met;
  - (c) remove the member.
- (4) A member must comply with the terms and conditions imposed, under subsection (3) (a), on the member's membership on a municipal police board.

#### **Reappointment of disciplined members**

- 5** (1) A person must not be appointed to any police board for a period of 4 years if
- (a) the person's appointment to a municipal police board was rescinded in accordance with section 3, or
  - (b) the person was removed from a municipal police board in accordance with section 4.
- (2) If an appointment is made contrary to subsection (1), that appointment is invalid.

#### **Prohibited conduct while suspended**

- 6** (1) For the purposes of this regulation, a member of a municipal police board who is suspended must not do any of the following:
- (a) attend meetings of the board;

- (b) publicly represent oneself as an active regular member of a municipal police board.
- (2) A member of a municipal police board must not provide to a suspended member of the board any information or records received as a member of the board, unless the information or records are publicly accessible.



PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

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Order in Council No. 357

, Approved and Ordered July 14, 2025

Wendy Coochia

Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the attached Municipal Police Board Meeting Regulation is made.

Sally Begg

Minister of Public Safety and Solicitor General

R. J. ...

Presiding Member of the Executive Council

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

Authority under which Order is made:

Act and section: Police Act, R.S.B.C. 1996, ss. 74 (2) and 74.3

Other:

R10897852

# MUNICIPAL POLICE BOARD MEETING REGULATION

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## **PART 1 – DEFINITIONS AND APPLICATION**

### **Definitions**

- 1 In this regulation:

“**Act**” means the *Police Act*;

“**chair**”, in relation to a board, means a member elected or acting as chair of the board in accordance with section 25 [*chair and vice chair of municipal police board*] of the Act;

“**code of conduct**” means the Municipal Police Board Member Code of Conduct Regulation;

“**electronic meeting**” means a meeting at which some or all of the participants participate in accordance with Part 3;

**“member”**, in relation to a board, means a member of the board who is not suspended under the code of conduct;

**“participant”**, in relation to a meeting of a board, includes a person who is not a member but who is invited or permitted by the board to speak to a matter on the agenda;

**“voting member”**, in relation to a board, means a member who is not the chair.

#### **Application**

- 2** (1) This regulation applies to
- (a) municipal police boards, and
  - (b) the amalgamated board continued under the Victoria and Esquimalt Municipal Policing Reorganization Regulation as if it were a municipal police board.
- (2) This regulation does not apply to meetings of a committee of a municipal police board.

## **PART 2 – ORGANIZATION OF MEETINGS**

#### **General meeting duties of chair**

- 3** (1) A chair of a board must ensure all meetings are conducted in accordance with the Act, the code of conduct and this regulation.
- (2) The chair must be impartial and act with impartiality, except to cast a deciding vote under the Act.

#### **Specific meeting duties of chair**

- 4** A chair’s duties in relation to meetings include the following:
- (a) before meetings, ensure the planning and coordination of all necessary arrangements for the efficient and effective conduct of business;
  - (b) at meetings, preside over the process and facilitate respectful interactions among participants;
  - (c) after meetings, ensure the maintenance and distribution of accurate and complete minutes and records of the board.

#### **Board meetings**

- 5** Subject to sections 6 and 7, a board must meet as frequently as is necessary to discharge its duties and functions under the Act.

#### **Mandatory regular meetings**

- 6** (1) A board must hold at least 4 regular meetings each calendar year.
- (2) The interval between any 2 consecutive regular meetings must not exceed 4 months.

**Calling special meetings**

- 7 (1) The chair or a majority of members may call a special meeting to address
- (a) an emergency as defined in the *Emergency and Disaster Management Act*, or
  - (b) an unexpected or unusual matter of a serious and urgent nature that requires the board to consider a motion before the date of the next regular meeting.
- (2) A special meeting is not a regular meeting for the purposes of section 6.

**Public announcement of all meetings**

- 8 (1) A board must publicly announce all meetings in accordance with this section and section 9.
- (2) An announcement must be published on a publicly accessible website maintained by or on behalf of the board.
- (3) An announcement must include all of the following information in relation to a meeting:
- (a) the date;
  - (b) the start time;
  - (c) the location and address;
  - (d) the agenda;
  - (e) if a board believes it will be necessary to hold a portion of the meeting in private, a general description of the subject matter under section 69 (2) [*exception to open meeting*] of the Act which the board believes will arise during the portion of the meeting;
  - (f) if a board broadcasts the meeting or conducts an electronic meeting, the electronic or other communications facilities through which the public may watch and hear the meeting.

**Timing of public announcement**

- 9 (1) A board must publish the announcement of a regular meeting at least one week before the date of the regular meeting.
- (2) A board must publish the announcement of a special meeting at least 24 hours before the start time of the special meeting.
- (3) Despite subsection (2), a board may publish the announcement of a special meeting less than 24 hours before the start time of the special meeting if all of the following apply:
- (a) the seriousness and urgency of the matter require the board to meet in less than 24 hours;
  - (b) before holding the special meeting, the board notifies the director of
    - (i) the seriousness and urgency of the matter, and
    - (ii) the start time of the special meeting;
  - (c) the announcement is published as soon as reasonably practicable before the start time of the special meeting.

**Quorum for meeting**

- 10** A simple majority of members must be present at a meeting to constitute a quorum.

**Lack of quorum at start of meeting**

- 11** (1) If, within 30 minutes from the time set for starting the meeting, a quorum has not been constituted, the meeting is terminated.
- (2) A meeting terminated for lack of a quorum is not a regular meeting for the purposes of section 6 [*mandatory regular meetings*].

**Loss of quorum during meeting**

- 12** (1) If, at any time during a meeting, the number of members present is reduced to less than a quorum, the meeting and any business in progress is suspended.
- (2) If a meeting is suspended under subsection (1), the chair must
- (a) determine the likelihood that a quorum will be re-constituted within a reasonable time, and
  - (b) after a reasonable time has expired, declare whether the meeting is
    - (i) terminated due to the loss of the quorum, or
    - (ii) resuming due to the re-constitution of a quorum.
- (3) A meeting terminated for loss of a quorum is not a regular meeting for the purposes of section 6 [*mandatory regular meetings*] unless the board decided at least one motion before the meeting was suspended.

**Quorum despite conflict of interest**

- 13** (1) Despite section 11, a member who is prohibited from participating in a meeting in accordance with Part 3 [*Conflict of Interest and Perceived Conflicts of Interest*] of the code of conduct does not impair a board from constituting a quorum.
- (2) Despite section 12, a member who is prohibited from participating in a matter on the agenda in accordance with Part 3 of the code of conduct does not impair a board from maintaining the quorum if
- (a) the member is present at the start of the meeting, and
  - (b) the member has not disclosed a conflict of interest or a perceived conflict of interest in relation to all other matters on the agenda.

**PART 3 – PARTICIPATION AND DECISIONS****Exercise of powers by resolution**

- 14** (1) A board may only exercise its authority by resolution.
- (2) A decision of a board is not valid unless it is authorized or adopted by resolution at a meeting of the board.

**Motion for resolution**

- 15** A voting member who is present at a meeting may propose a motion for a resolution of the board.

**Discussion on motion**

- 16** (1) To open discussion on a motion, the chair must state the motion as a full question.
- (2) A voting member who is present at a meeting is entitled to participate in discussion on a motion.
- (3) To close discussion on a motion, the chair must restate the full question.

**Vote on motion**

- 17** (1) A voting member who is present at a meeting is entitled to vote once on a motion.
- (2) A voting member who is present at the time of a vote must vote on the motion.
- (3) If a voting member does not indicate how the member votes, the member is deemed to have voted in the affirmative.
- (4) The chair must declare the outcome of the vote by stating that the question is decided in either the affirmative or the negative.

**Record in minutes**

- 18** (1) A board must record the full text of a motion in the minutes of the meeting at which it is proposed.
- (2) A board must record the outcome of a vote on a motion in the minutes of the meeting at which it is decided.
- (3) If a motion is proposed, discussed or decided during a portion of a meeting held in private under section 69 (2) [*exception to open meeting*] of the Act, the board must not redact the copy of the minutes submitted to the minister under section 69 (3) [*duty to inform minister of private portion*] of the Act.
- (4) If a meeting is suspended for loss of a quorum, a board must record the time at which the quorum was lost in the minutes of the suspended meeting.
- (5) If a member discloses a conflict of interest in relation to a meeting or part of a meeting, the board must record the disclosure in the minutes of the meeting to which the conflict of interest relates.

**PART 4 – ELECTRONIC MEETINGS****Facilitation of electronic meetings**

- 19** (1) Subject to subsection (2), a board may conduct a meeting by means of electronic communication facilities.
- (2) The facilities referred to in subsection (1) must
- (a) include video and audio functions that enable all participants to see each other and speak to each other simultaneously, and
  - (b) be accessible for the duration of the electronic meeting.

**Participation in electronic meetings**

- 20** If a board satisfies the requirements of section 19, a participant may participate in an electronic meeting by means of the electronic communication facilities provided by the board.

**PART 5 – GENERAL PROVISIONS**

**Equivalency of electronic meetings**

- 21** The requirements of Parts 1 to 3 apply with necessary modification to Part 4.

**Conflict with practice**

- 22** (1) A resolution that purports to waive or vary the operation of any section of this regulation is not valid.
- (2) A policy, procedure or practice of a board that is inconsistent with this regulation is inoperative and of no force and effect to the extent of the inconsistency.



August 21, 2025

Ref: 312293

Micayla Hayes, Chair  
Victoria and Esquimalt Police Board  
**Email: Board@vicpd.ca**

Their Worship Mayor Kevin Murdoch, Chair  
Oak Bay Police Board  
**Email: mayor@oakbay.ca**

Their Worship Mayor Dean Murdock, Chair  
Saanich Police Board  
**Email: mayor@saanich.ca**

Superintendent Todd Preston  
West Shore RCMP  
**Email: Todd.preston@rcmp-grc.gc.ca**

Dear Police Board Chairs and West Shore RCMP Superintendent:

I am reaching out to thank you for your participation on the working tables organized to support the development of a Safety Plan and Implementation Plan in School District No. 61 (Greater Victoria).

I want to recognize you and your Police Chiefs for your time and thoughtful engagement to support this process. It is through community collaboration that we ensure all voices are heard.

Student safety is my number one priority. Thank you for being a valued partner in this important work and for your continued commitment to the safety and wellbeing of children and youth in School District No. 61 (Greater Victoria).

Sincerely,

Lisa Beare  
Minister

.../2



cc:   Kaye Krishna, Deputy Minister, Ministry of Education and Child Care  
      Jennifer McCrea, Associate Deputy Minister, Ministry of Education and Child Care  
      Cloë Nicholls, Assistant Deputy Minister, Education Programs and Policy Division,  
          Ministry of Education and Child Care  
      Sherri Bell, Official Trustee, School District No. 61 (Greater Victoria)  
      Del Manak, Chief Constable, Victoria Police Department  
      Dean Duthie, Chief Constable, Saanich Police Department  
      Julie Chanin, Chief Constable, Oak Bay Police Department