

**VICTORIA & ESQUIMALT POLICE BOARD
PUBLIC AGENDA
TUESDAY, DECEMBER 13, 2016 @ 5:00 pm
Victoria Police Department, 850 Caledonia Avenue**

Agenda Item	Decision	Info	Time
7. ADOPTION OF AGENDA	✓CA		
8. APPROVAL OF MINUTES (JUNE 21, SEPTEMBER 20 & OCTOBER 18)			
9. PRESENTATIONS AND ANNOUNCEMENTS			
9.1. Service Recognition – Board Member		✓	10 min
10. DEPARTMENT REPORTS (A/CC Manak)			
10.1. Framework Agreement Q3 Report to City of Victoria		✓	15 min
10.2. Framework Agreement Q3 Report to Township of Esquimalt		✓	
10.3. Chief Constable’s Report		✓	
11. COMMITTEE REPORTS			
11.1. Finance Committee Update – VERBAL (Mr. Witter) 11.1.1. Committee Minutes of October 11 and November 8		✓	15 min
11.2. Governance Committee Update – VERBAL (Mr. Ryan) 11.2.1. 2017 Police Board Meeting Dates 11.2.2. FOIPPA Guidelines	✓	✓	
11.3. BCAPB Director’s Report - VERBAL (Ms. Helme) 11.3.1. 2017 BCAPB Membership Renewal 11.3.2. 2017 Board Orientation Session 11.3.3. 2017 Conference & AGM 11.3.4. Change to IIO Policy re Overdose Crisis	✓ ✓ ✓	✓	
11.4. Co-Chairs Report - VERBAL		✓	
12. CORRESPONDENCE			
12.1. Letter re CAPG Call to Action 12.2. Letter re CRD IRSU	✓	✓	5 min
CA= Consent Agenda	TOTAL		45 min



VICTORIA & ESQUIMALT POLICE BOARD MEETING
PUBLIC MINUTES
APPROVAL PENDING

Tuesday, June 21, 2016 @ 5:00 pm
Victoria Police Department, 850 Caledonia Avenue

PRESENT

Board:

Mayor B. Desjardins, Lead Co-Chair
Mayor L. Helps, Deputy Co-Chair
R. Helme, QC
P. Ryan
M. Shaw
B. Smith, QC
P. Stockton
J. Witter

Guest: Councillor Thornton-Joe

Department:

A/ Chief Constable D. Manak
Deputy Chief Constable S. Ing
A/ Deputy Chief Constable. C. Watson
Insp. P. Durrant
Insp. K. Lindner
Insp. S. MacGregor
A/Insp. J. Laidman
A/S.Sgt. T. Parks
Mr. S. Hurcombe
Mr. M. MacIntyre
Ms. D. Perry

Recording Secretary : N.Mill, Executive Assistant

The meeting was called to order at 5:00 pm

8. ADOPTION OF AGENDA

MOTION that the Public agenda of the Victoria and Esquimalt Police Board meeting held on Tuesday, June 21, 2016 be adopted as presented

MOVED/SECONDED/CARRIED

9. APPROVAL OF MINUTES

MOTION that the Public minutes of the Victoria and Esquimalt Police Board meeting held on Tuesday, May 17, 2016 be approved as presented

MOVED/SECONDED/CARRIED

10. PRESENTATIONS – ANNOUNCEMENTS

10.1. VicPD Mental Health Response (Insp. MacGregor)

Insp. MacGregor presented and discussed VicPD's mental health response with the Board.

Insp. MacGregor explained that the sole VicPD officer is not just integrated in Victoria, but also across the four ACT teams, VICOT and SAMI teams. He emphasized that the criminal justice expert on these integrated teams is the police officer - his one police officer assists all these teams as the expert. VicPD have requested another two officer's in this capacity.

11. DEPARTMENT REPORTS

11.1. Q1 Financial Expenditure Report

Mr. Hurcombe reported that 20.6% of the annual budget has been spent to date which indicates the department is below budget with a modest projected surplus.

11.2. Strategic Plan Report

A/Chief Manak reported that the department is moving forward with implementing the strategic plan and business plans.

11.3. Human Resources Report, A/Insp J. McRae

The report was received for information.

11.4. Crime Statistics for Victoria and Esquimalt

The report was received for information. There were further discussions on the following items:

- Sex assaults increased in Esquimalt
- Car theft increase is related to scooter thefts
- A request to break down Calls for Service to Priority 2,3,4 to types of calls
- A request to add statistics on section 28 apprehensions
- A request to indicate which numbers are statistically significant (with a suggestion that they be color coded)

An update was provided on Crime Stats going live again by Mr. MacIntyre. He indicated that the application will be live in a few weeks. A/DCC Watson indicated the need for more accurate open data and that any additional costs will be brought back to the Board if a decision is made to change the software.

11.5. Esquimalt Summer Action Plan – VERBAL (Insp. Laidman)

The plan to combat alcohol consumption by youth in parks, beaches and schools was a success.

11.6. Chief Constable's Report

The report was received for information.

An update on the Information Management Review was requested and it was confirmed that Insp. Hamilton will provide an update at the next Governance Committee meeting.

12. COMMITTEE REPORTS

12.1. Finance Committee Update – VERBAL (Mr. Witter)

12.1.1. Recommendations from the meeting of June 14, 2016

MOTION to remove the cost of the two mental health officers from the 2016 budget request, and not increase the authorized strength of the Department

MOVED/SECONDED/CARRIED

MOTION to request A/Chief Del Manak allocate one officer to the Mental Health Team, in addition to the officers already assigned, for a trial period of 6 months. The A/Chief will report back to the Board so that the results of having the extra member can be taken into consideration for the 2017 budget process.

MOVED/SECONDED/CARRIED

12.2. Governance Committee Update (Mr. Ryan)

12.2.1. Minutes of April 6, 2016 for information

12.2.2. Reschedule July Board Workshop

MOTION to reschedule the July 19, 2016 Board workshop to a date to be later determined, and instead scheduled an In Camera meeting on July 19, 2016.

MOVED/SECONDED/CARRIED

12.2.3. Board Policy and Procedures Manual

MOTION to approve the Police Board Policy and Procedure manual, Chapters 1-5 and Chapter 7

MOVED/SECONDED/CARRIED

12.2.4. Board Communications Policy (Chapter 3)

MOTION to approve Board Communications Policy, Chapter 3 (3.1.1.) as presented

MOVED/SECONDED/CARRIED

12.3. BCAPB Director's Report - VERBAL (Ms. Helme)

Ms. Helme advised that she and Mr. Smith attended the annual conference in Nelson along with Acting Chief Manak.

12.4. Co-Chairs Report - VERBAL

The Co-Chair's advised that a meeting with Mr. Doney, CAO's and A/Chief Manak is taking place next week regarding the integrated VIIMCU project.

13. CORRESPONDENCE *in camera reason: Police Act s.69 (2)(a), (b) and (d)*

13.1. Commendations

13.2. Letters of Appointment to Police Board

All correspondence items were received for information.

NEXT MEETING DATE: Tuesday, September 20, 2016 at Victoria City Hall

MOTION to adjourn the In Camera session at 6:15 pm

MOVED/SECONDED/CARRIED

Mayor Barbara Desjardins
Lead Co-Chair

Nicola Mill
Recording Secretary

Date



VICTORIA and ESQUIMALT POLICE BOARD

Public Minutes

APPROVAL PENDING

Tuesday, September 20 at 5:00 pm
Victoria City Hall, 1 Centennial Square

PRESENT:

Board:

Mayor L. Helps, Deputy Co-Chair
R. Helme, QC
S. Powell
P. Ryan
B. Smith, QC
P. Stockton

Regrets:

M. Shaw
J. Witter
Mayor B. Desjardins, Lead Co-Chair

Department:

Acting Chief Constable D. Manak
A/ Deputy Chief Constable. C. Watson
Insp. G. Hamilton
Insp. K. Lindner
Insp. S. MacGregor
Insp. J. Pearce
A/Insp. J. Laidman
Mr. S. Hurcombe
Mr. M. MacIntyre
Ms. D. Perry

Recording Secretary: N. Mill, Executive Assistant

The meeting was called to order at 5:05 pm

6. ADOPTION OF AGENDA

MOTION that the Public agenda of the Victoria and Esquimalt Police Board meeting held on Tuesday, September 20, 2016 be adopted as presented

MOVED/SECONDED/CARRIED

7. PRESENTATIONS AND ANNOUNCEMENTS (A/CC MANAK)

7.1. Top 40 Under 40 Award – Sgt. K. Rice

A/Chief Manak introduced Sgt. Rice who is the winner of the 2016 Top 40 Under 40 Award which will be presented to him next month in San Diego. Sgt. Rice is the first VicPD officer to receive the award.

Congratulations were extended to Sgt. Rice from all members of the board.

7.2. Recognition - Tent City

A/Chief Manak recognized the work of Insp. MacGregor, Cst. Healey, S. Sgt. Brown, Sgt. Cockle, Sgt. Murray, Cst. O'Connor, and Cst. Darling for their outstanding efforts in managing the Tent City occupation at the Provincial Courthouse.

Co-Chair Helps expressed her appreciation to all and a round of applause was given.

7.3. Inspector's Commendation – S.Sgt. C. Brown & Sgt. B. Cockle

Insp. MacGregor provided commendations to both sergeants for their work on a specific case.

7.4. Youth for Change and Inclusion (YCI) Camp– Sgt. P. Brookes

Sgt. Brookes provided details on the YCI camp this year and the speakers who attended. He spoke to the tremendous opportunity for youth and the police to interact in a positive way and how it can change their perception of what youth think of the police in their community. He advised that the youth created action plans at the camp for implementing when they return to their school.

A/Chief Manak expressed his appreciation to Sgt. Brookes for his dedication to the camp over the last 13 years.

8. DEPARTMENT REPORTS (A/CC Manak)

8.1. Q2 Financial Report

The report was received for information.

8.2. Framework Agreement Q2 Reports

The reports were received for information.

8.2.1. Framework Agreement Update

A/Chief Manak advised that the department is meeting all of the provisions under the framework agreement and that the Administrative Committee must meet before June 2017 to discuss the new funding formula.

8.3. Esquimalt Summer Action Plan Results – VERBAL (A/Insp.Laidman)

Insp. Laidman provided an update on the results of the summer action plan. He advised that the new youth center had opened and although it had a slow start, participation has since increased.

He advised that many slurpee coupons were given out by police to youth as a reward for making a good decision. Lots of good feedback was received on the increased police presence in the parks and beaches throughout the summer.

8.4. Chief Constable's Report

The report was provided for information.

9. COMMITTEE REPORTS

9.1. Finance Committee Update – VERBAL (Mr. Powell)

9.1.1. Committee Minutes of May 10 & June 14

The minutes were received for information.

9.2. Governance Committee Update – VERBAL (Mr. Ryan)

9.2.1. Committee Minutes of May 31, 2016

The minutes were received for information.

9.3. BCAPB Director's Report - VERBAL (Ms. Helme)

Ms. Helme advised that the procedure for dealing with resolutions was at issue at the recent AGM.

9.3.1. Proposed Resolutions

Ms. Helme advised that historically those attending the meeting acted as delegates for their police board and that this practice will continue unless there were objections.

9.4. Co-Chairs Report – VERBAL

There was not report at this time.

10. CORRESPONDENCE

10.1. Police Officer Commissions

The letter was received as information.

Mr. J. Harvey requested to speak to the board and provided handouts to all board members. He spoke regarding flawed reports by the Office of the Police Complaints Commissioner.

MOTION to adjourn the meeting at 6:10 pm

MOVED/SECONDED/CARRIED

Mayor Barbara Desjardins
Lead Co-Chair

Nicola Mill
Recording Secretary

Date



VICTORIA & ESQUIMALT POLICE BOARD MEETING
PUBLIC MINUTES
APPROVAL PENDING

Tuesday, October 18, 2016 @ 5:00 pm
Esquimalt Council Chambers, 1229 Esquimalt Road

PRESENT

Board:	Department:
M. Shaw, Designated Chair	A/ Chief Constable D. Manak
R. Helme, QC	Insp. P. Durrant
P. Ryan	Insp. G. Hamilton
B. Smith, QC	Insp. K. Lindner
P. Stockton	Insp. S. MacGregor
J. Witter	A/Insp. J. Laidman
	Mr. S. Hurcombe
Regrets: Co-Chair B. Desjardins	Mr. M. MacIntyre
Co-Chair L. Helps	Ms. D. Perry

Recording Secretary : N.Mill, Executive Assistant

The meeting was called to order at 5:10 pm

7. ADOPTION OF AGENDA

MOTION that the Public agenda of the Victoria and Esquimalt Police Board meeting held on Tuesday, October 18, 2016 be adopted as presented

MOVED/SECONDED/CARRIED

8. PRESENTATIONS AND ANNOUNCEMENTS (A/CC MANAK)

8.1. Back in Step Program

Cst. Trevor Sadownick provided the board with an introduction to the Back In Step program. The program originated in Calgary and the goal is to educate officers on how to validate whether a homeless person is a veteran and then working with Veteran's Affairs they connect the veteran to programs that may offer them assistance.

9. DEPARTMENT REPORTS (A/CC MANAK)

9.1. Crime Statistics for Victoria and Esquimalt

Insp. Lindner provided an update on the Crime Stats for Victoria and Esquimalt.

9.2. Strategic Plan Report

A/Chief Manak provided an update on the status of the department's strategic plan and also advised that Crime Reports is live on the VicPD website.

Note: Ms. Helme left the meeting at 6pm

9.3. Q3 Financial Report

The report was received for information.

9.4. Chief Constable's Report

The report was received for information.

10. COMMITTEE REPORTS

10.1. Finance Committee Update – VERBAL (Mr. Witter)

10.1.1. Committee Minutes of September 13, 2016

Mr. Witter provided an update from the committee meeting.

10.2. Governance Committee Update – VERBAL (Mr. Ryan)

10.2.1. Committee Minutes of June 28, 2016

The minutes were received for information.

10.2.2. Contract Negotiation Policy

MOTION to direct that the Governance Committee drafts board policy to address board participation in the contract negotiation process and to update the collective agreement (housekeeping items) in discussion with Union executive, and bring back to the board for approval

MOVED/SECONDED/CARRIED

10.2.3. Freedom of Information (FOI) Delegate

MOTION to revise Board Policy, Chapter 7 Access to Records, Section 7.2.1. to add the Governance Chair as a delegate who may also act as the FOIPPA Coordinator for the Board

MOVED/SECONDED/CARRIED

10.2.4. 2016 Board Evaluations

MOTION to confirm that the Board elects to not complete board evaluations for 2016

MOVED/SECONDED/CARRIED

10.2.5. Committee of the Whole Structure

This item was tabled to the next board meeting.

10.2.6. Board Attendance at Law of Policing Conference

The board was advised of the upcoming conference.

10.3. BCAPB Director's Report - VERBAL (Ms. Helme)

This item was tabled to the next board meeting.

10.4. Co-Chairs Report - VERBAL

There was no update at this time.

11. CORRESPONDENCE *in camera reason: Police Act s.69 (2)(a), (b) and (d)*

11. CORRESPONDENCE

11.1. Commendations

The commendations were received for information.

NEXT MEETING DATE: Tuesday, December 13 at 5pm, Victoria Police Department

MOTION to adjourn the In Camera session at 6:15 pm

MOVED/SECONDED/CARRIED

Maureen Shaw
Chair Designate

Nicola Mill
Recording Secretary

Date



Framework Agreement
Quarterly Report to the City of Victoria
July 1st to September 30th, 2016

October 24th, 2016

Acting Chief Constable’s Message



It is my pleasure to offer this quarterly report on the initiatives that the Victoria Police Department has undertaken in the third quarter of 2016.

During this period, VicPD supported a number of community-focussed initiatives including Canada Day celebrations, IndiaFest Mela, and the Greater Victoria Pride Parade, which saw the participation of members of our Senior Command Team, VicPD officers and our Volunteers and Reserves.

In August, a court-ordered injunction brought an end to the “Tent City” encampment on the grounds of the B.C. Courthouse. VicPD played a central role in the peaceful dismantlement of the site based on weeks of constructive engagement with “Tent City” residents and the surrounding community. The residents of the courthouse property were all provided indoor sheltering options and over 100 people were relocated to supportive housing.

VicPD was also proud to play a central role in the successful Royal Visit at the end of September. Dozens of our officers deployed to provide security to the Royal Family and we received many accolades from our citizens concerning our contribution to this historic visit.

VicPD remains engaged with our partners as we make meaningful and lasting progress on issues that matter to the citizens of Victoria, including homelessness and the vibrancy of our downtown area. Through continued two-way dialogue and active engagement with individuals, groups, and businesses in our community, we look forward to continuing to provide the policing services that our citizens expect and deserve.

Sincerely,



Del Manak
Acting Chief Constable

The following represents the performance of VicPD related to the identified performance metrics for the time period July 1 to September 30, 2016.

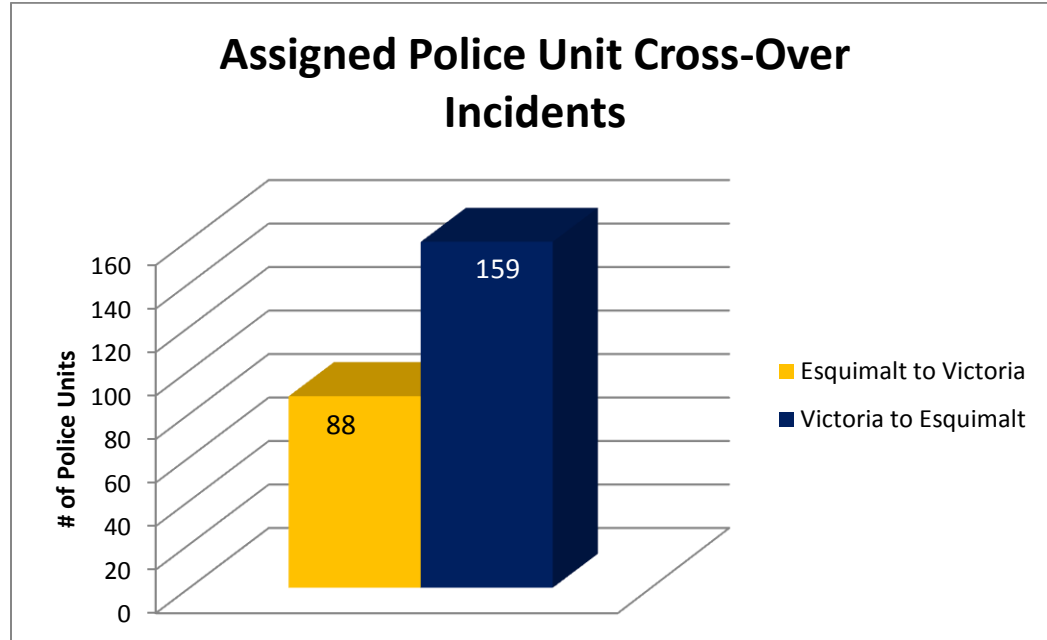
Number of dispatched calls in each municipality

Dispatched Calls for Service by Municipality										
	Priority 1		Priority 2		Priority 3		Priority 4		Grand Totals	
	Q3 2015	Q3 2016	Q3 2015	Q3 2016	Q3 2015	Q3 2016	Q3 2015	Q3 2016	Q3 2015	Q3 2016
VICTORIA	742	707	2195	2270	5222	4920	1614	1420	9773	9317
ESQUIMALT	162	116	297	267	660	634	176	174	1295	1191
Outside Jurisdiction	5	2	10	10	9	16	6	7	30	35
Grand Total	909	825	2502	2547	5891	5570	1796	1601	11098	10543

Note* All calls dispatched to Esquimalt do not include calls to Vic West

Number of times officers attend a call outside their jurisdiction

The chart below details the number of police units that were required to cross out of or into VicPD’s Esquimalt Division jurisdiction to provide assistance in relation to a call for service.



Note: These figures reflect Vic West as being part of VicPD’s Esquimalt Division’s jurisdiction. Therefore, these figures show the number of “bridge cross-overs” in both directions.

Response times in each municipality (segmented by Priority 1 and 2 calls)

Response times for Priority 1 and 2 calls		
Response Time	Victoria	Esquimalt
0 - 5 min.	46%	51%
5.1 - 10 min.	11%	10%
10.1 - 15 min.	24%	25%
Other*	19%	13%

* "Other" typically indicates response times for secondary units or support units arriving on scene. It also accounts for responses to calls that are initially categorized as Priority 1 or 2 but are found to actually be less urgent (i.e. an abandoned 911 call in which the caller clarifies that it was made in error). Finally, a delay in officers reporting themselves as "on scene" can result in an indication of a longer response time than is actually the case.

Top 5 call types

Victoria				
Top 5 Call Types	Q3 2016	Rank	Q3 2015	Rank
ABANDONED 911	1749	1	1989	1
UNWANTED PERSON	1255	2	1546	2
CHECK WELLBEING	1074	3	1014	3
THEFT	743	4	766	6
PROPERTY (Lost/Found)	730	5	773	5
Grand Total	13444		14169	
Esquimalt				
Top 5 Call Types	Q3 2016	Rank	Q3 2015	Rank
ABANDONED 911	306	1	339	1
CHECK WELLBEING	137	2	142	2
ASSIST GENERAL PUBLIC	93	3	72	8
UNWANTED PERSON	86	4	90	5
THEFT	77	5	87	6
Grand Total	1711		1864	

Examples of call types in each category:

Abandoned 911: "pocket dials," children playing with phones, wrong number, caller unable to communicate with police.

Unwanted Person: person refusing to leave, trespasser.

Check Wellbeing: check on elderly person, person possibly on drugs or intoxicated.

Assist Other Agency: assisting fire departments, the BC Ambulance Service, follow-up requests by other law enforcement agencies.

Theft: stealing items, shoplifting from a store.

Suspicious Circumstances: suspect looking in car windows and appears to be “casing” vehicles, person acting strangely, suspicious person on someone’s property.

Top 5 reported occurrences for each municipality

Victoria				
	Q3 2016	Rank	Q3 2015	Rank
ASSIST PUBLIC/UNWANTED PERSON	1828	1	1602	1
SUSPICIOUS CIRCUMSTANCES	509	2	703	2
LOST PROPERTY	347	3	310	5
FOUND PROPERTY	327	4	360	3
MISCHIEF	244	5	253	9
Grand Total	8767		9246	

Esquimalt				
	Q3 2016	Rank	Q3 2015	Rank
ASSIST PUBLIC/UNWANTED PERSON	247	1	192	1
SUSPICIOUS CIRCUMSTANCES	96	2	103	2
DOMESTIC DISPUTE- NO ASSAULT	44	3	68	3
BYLAW-NOISE COMPLAINT	38	4	66	4
THEFT FROM VEHICLE	32	5	61	5
Grand Total	1130		1250	

Examples of call types in each category:

Assist Public/Unwanted Person: a person refusing to leave, assisting lost person.

Suspicious Circumstances: a suspicious person on someone’s property, a suspicious bag.

Found Property: staff at a hotel call as they had found a camera.

Lost Property: a tourist called to report lost camera.

Theft Under \$5000: owner reports bicycle valued at \$900 stolen from yard.

Domestic Dispute – No Assault: a couple having a loud argument in an apartment.

Bylaw -Noise Complaint: a loud party.

Mischief: graffiti, broken window.

Operations Council priorities: Demonstrating responsiveness to community concerns

Every 28 days, the VicPD Strategic Operations Council identifies at least two areas of priority within the City of Victoria and the Township of Esquimalt. Additionally, VicPD staff is attentive to emerging trends that arise during each reporting period. The Strategic Operations Council selects priority areas based on crime and disorder trends, community intelligence and observations made by our frontline staff. The Patrol Division, the Community Services Division, Strike Force, the Crime Reduction Unit, Community Resource Officers, and the Community Engagement Division all work together to problem-solve, provide information to the public, and take enforcement action to reduce crime and disorder in the identified areas.

This model supports our Strategic Plan pillar of “intelligence-led policing” and Goals 1 and 4 of our Strategic Plan:

Goal 1: Crime and disorder are being prevented, reduced, and effectively investigated.

Goal 4: We use resources efficiently to support service excellence.

At the beginning of this reporting period, the Analysis and Intelligence Section brought several trends to the Operations Council that were affecting the safety and security of the public. The primary concern raised was the increased crime and violence associated to “Tent City” and the nuisance and disorder calls in the surrounding neighbourhood. With the support of the City of Victoria, VicPD deployed special duty members to provide extra police presence near “Tent City” and supported this initiative with continued regular site visits by Patrol and the Community Services Division. Patrol units also focused their attention on an area representing a 3-block radius surrounding “Tent City.” This effort was complemented by the contributions of VicPD Crime Watch volunteers, who deployed to provide crime prevention information throughout the surrounding neighbourhood. Officers from the Community Services Division developed a strong rapport with many of the occupants of “Tent City” as well as the residents



affected by the encampment. In last weeks of this reporting period, VicPD maintained a static presence on “Tent City” from 3 p.m. to 3 a.m. every day. The concerted effort by all VicPD staff and volunteers had a significant influence on the reduction of crime and public disorder complaints in this area.

The VicPD Analysis and Intelligence section also identified the top 5 people that generated the most calls for service in the Victoria and Esquimalt areas. The Community Services Division took ownership of coordinating resources and developing specific strategies to target these individuals in an effort to reduce the calls they generated. These strategies included assisting them with accessing mental health care, addiction counselling, and housing services through the Victoria Integrated Court. Enforcement work by the Patrol and Community Services divisions provided several individuals with gateway access to the Integrated Court and the services they required. This holistic approach to assisting the frequent call generators proved very successful in this latest reporting period, with almost every person being removed from this list after a reduction in the calls generated was determined.

Finally, VicPD determined that there was a significant increase in the theft of bicycles and electric scooters during the reporting period and our Community Engagement Division embarked on an aggressive education campaign to support this initiative. Our Patrol officers and Community Services Division officers were diligent in seizing suspected stolen bikes while our Community Resource officers and our Community Engagement Division worked to reunite bikes with their lawful owners. This concerted effort saw many bicycles successfully returned to their owners, often within hours of them being stolen.

Strategic Operations Council Priorities for Q3 2016:

July

Rock Bay Landing Area – Calls for service: -0.6%
Tent City Area - Calls for service: -7.7%

August

Rock Bay Landing area - Calls for service: -5.3%
James Bay Area - Calls for service: +15.8%

September

Rock Bay Landing/Galloping Goose Trail – Calls for service: -2.0%
Pandora Avenue/Fort Street Area - Calls for service: -15.8%

Number of community events attended

The number of community meetings and community celebrations were recorded for the time period spanning July 1 to September 30, 2016. For statistical reporting purposes, “community meetings” were defined as “all meetings with any community stakeholders including community groups, schools, boards, councils, neighborhood associations, etc.” “Community events” were defined as “pre-planned events put on by either VicPD, or by one of our community partners.”

VicPD is proud of its involvement in the community and the efforts put forth to maintain open lines of communication with the City of Victoria and its partners, businesses, residents and visitors. During the third quarter of 2016, VicPD members attended a total of 114 community meetings in the City of Victoria. Additionally, members attended a total of 37 community events in the City of Victoria, including Canada Day celebrations, IndiaFest Mela, and the Greater Victoria Pride Parade, which saw the participation of members of our Senior Command Team, officers and our Volunteers and Reserves.



Community Engagement Update

The VicPD Community Engagement Division, comprised of Public Affairs, the Community Programs Coordinator, Block Watch, Volunteer Services, the Reserve Program, and the Crime Free Multi-Housing Program, continued its efforts to engage the residents of Victoria through a variety of efforts.

The VicPD Public Affairs section continued its work to keep the community informed about what is happening in Victoria and Esquimalt both through the mainstream media and social media. In July, the Public Affairs section partnered with the Traffic Section to host a direct

Twitter engagement regarding distracted driving. We were able to answer numerous questions about distracted driving and educate the public about what our Traffic section does on a daily basis. We also held an informational K9 Twitter chat that received many positive comments from our citizens. Our two-person section also received over 250 media requests, issued 34 media releases and sent out over 510 tweets.

VicPD’s Community Programs Coordinator continues to increase the presence of Block Watch in Victoria. New Captains and participants are continually added to the program and our Reserve Constables make regular presentations to Block Watch groups. During the third quarter of 2016, five new Captains were appointed to Victoria. In an effort to promote and foster positive relationships within the City of Victoria, our Community Programs Coordinator attended seven meetings or community events with various stakeholders and community partners.

The Community Programs Coordinator is also responsible for the coordination of the VicPD Civic Service Awards ceremonies, which saw a number of deserving citizens honoured for their contributions to community safety. This included two City of Victoria employees, Nate Rogers and Steve Harman, who assisted VicPD officers with the apprehension of a suspect in two separate assaults.



VicPD Volunteers continue to provide excellent service to the City of Victoria through a variety of programs.

Front Desk volunteers play an important role as greeters at Headquarters, often the first point of contact for clients visiting the station. Together, our Front Desk volunteers provided 538 hours this quarter supporting the front desk operations.

Crime Watch volunteers conducted patrols in response to Operations Council priorities, engaging with community members and raising awareness of crime prevention methods.

During the third quarter of 2016, volunteers conducted 86 deployments in the city of Victoria. This included active van, foot and bike patrols, 14 distracted driving/cellphone watch and 18 speed watch deployments.

Our dynamic and dedicated program and project leaders, continued to assistance in the delivery of our volunteer services programming. Together these volunteers provided 187 volunteer hours this quarter.

Highlights:

Events: Volunteers represented the Victoria Police Department at the following events:

- On July 10, volunteers participated in the Pride Parade.
- On July 15, Crime Watch Volunteers cheered on our VicPD team at the Mustard Seed: Hockey for Food games.
- From September 12 to 23, volunteers, partnering with VicPD Traffic officer, participated in the Back to School Speed Watch Campaign. Crime Watch Volunteers attended local schools reminding drivers that the school speed limit is now in effect.
- On September 14, along with members of the Integrated Roadside Safety Unit and VicPD Traffic officers, volunteers deployed to four high-risk intersections for “Operation Hang Up.” This multi-jurisdictional effort reminded drivers to “leave your phone alone.”



Training: This quarter was a busy time for volunteer training and recruitment:

- On July 23, seven active Crime Watch volunteers, along with four Reserves, took their Bike Patrol training. Since then, Crime Watch volunteers have deployed 14 times.
- In addition, five of our active volunteers received Front Desk training, expanding their knowledge and ability to further support VicPD and assist the public.
- In September, we recruited 12 new Crime Watch volunteers, who will receive their training over the first three weeks of October.

VicPD Reserve officers were similarly engaged in a range of activities in the Victoria community, investing over 2,600 hours into the community during the reporting period. Most of these hours were spent at community events and special duties.

Reserve officers continue to offer home security audits for victims of break-ins under Crime Prevention Through Environmental Design principles. This continues to be a very popular and successful program. During the third quarter of 2016, 12 security audits were conducted.

In July, Cst. Sean Millard, the VicPD Reserve Coordinator, started recruiting Reserves for an upcoming October 2016 class. In total, 80 people were interviewed for 20 positions.

Bike Registry

From July to September, 500 bikes were registered with the VicPD Bike Registry. To date, there are more than 1,300 bikes registered since the inception of the registry in July 2015.

Bait Bike Program

In July, work continued to establish and trial a “Bait Bike Program”. The program focuses on using GPS technology attached to a locked bike in areas experiencing a high rate of bike theft. On the second deployment, the bike was stolen and a prolific bike thief was quickly apprehended and charged. The program is currently being expanded with four other bikes and tracking units being added, including an E-bike.

Community Safety Presentations

Cst. Millard attended three separate groups and spoke about personal safety and fraud scams.

Community Resource Officer Update on Community Issues and Police Strategies

Within the VicPD's Community Services Division are three full-time Community Resource Officer ("CRO") positions and one position integrated with the Assertive Community Treatment ("ACT") Teams. CROs are uniformed officers tasked with responding to ongoing community concerns. The CROs are an essential component of VicPD's community engagement strategy because they take ownership over ongoing issues, they develop understanding and expertise of these issues, and they build personal connections with community stakeholders. The CRO positions are divided as follows:

Burnside/Gorge	Csts. Allison Johnson and Kathi Brown (job share)
Downtown	Cst. Dan O'Connor
Midtown	Cst. Terri Healy
ACT	Cst. Sue Hamilton
ACT (pilot)	Cst. Todd Mason

The Community Resource Officers work under the supervision of Inspector Scott McGregor and Staff Sergeant Colin Brown. Both Inspector McGregor and S/Sgt. Brown engage at the managerial and director level with all service providers in the City of Victoria including but not limited to the Downtown Victoria Business Association, Shelter Managers, Island Health, BC Housing, Outreach Teams, Community Groups, City of Victoria Staff and City Councillors. In the course of those duties, Insp. McGregor and S/Sgt. Brown have attended over 30 significant community meetings and events this quarter including the following:

1. Participated in several meetings and at least one conference call with the senior management of the Portland Housing Society and BC Housing in relation to 844 Johnson Street.
2. Participated in Good Neighbour meetings in relation to the My Place Shelter.
3. Meeting with the new CEO of the Downtown Victoria Business Association.
4. Attended meetings with the Priority One Task force in place of Chief Manak.
5. Attended meetings with the Safe Consumption Site steering committee in place of D/C Watson.
6. Meeting with representatives from the Community Action Plan on Discrimination to discuss the new VicPD draft Mental Health Strategy.
7. Participated in Good Neighbour meetings with Rock Bay Landing staff in relation to incidents inside and outside the shelter. Discussions were raised about adequate staffing and taking some degree of responsibility for activities outside the shelter.

8. Meetings with City of Victoria staff with the creation of the Homelessness Response Team to develop a more effective approach to overnight sheltering in the City.
9. Meeting with Island Health re: oversight committee.
10. Meeting with Island Health re: increased police partnerships and coordination relating to mental health.
11. Meetings with Victoria Integrated Court to explore ways to expand the capacity of the court to consider clients not necessarily followed by a health team.
12. Attended the opening barbeque for Christ Church Cathedral School.
13. Attended meetings with BC Housing to address some of the needs as it related to emergency shelter mats and the Emergency Weather Protocols.

Important Initiatives:

Tent City was dismantled in accordance with a court ordered injunction of August 2016. The residents of the courthouse property were all provided with indoor sheltering options, and over 110 people were relocated to the supportive housing building located at 844 Johnson Street managed by PHS Community Services Society (“PHS”). Moving that number of people with significant but varying mental health and substance use issues creates many challenges for the police. Inspector McGregor and Staff Sergeant Colin Brown work very closely with all external stakeholders at the managerial and director levels including PHS, Island Health, BC Housing, the City of Victoria, and area residents. This is one of the first actual “Low Barrier” housing buildings in the City and the police are committed to working closely with our partners in ensuring safety, peace and order not just for the clients living in the building but for the surrounding community as well.

1. Burnside/Gorge

Community Meetings and Events:

Csts. Johnson and Brown attended 38 community events during the reporting period including:

1. Meeting with Mustard Seed Pastor re: new outreach services offered at Mustard Seed.
2. Meeting with residents of Gorge/Dunedin re: safety concerns in the neighborhood and community building.
3. Meeting with upper management of Cool Aid and BC Housing regarding social disorder issues and homelessness at Rock Bay Landing.

4. Arranged housing for a homeless senior and moved the citizen from the streets of Rock Bay to Mt. St. Edwards, Public Works, Bylaw, Parks, and Rock Bay Landing regarding a collaborative approach to keeping the block clean.
5. Prepared and helped serve a barbecue lunch to seniors at the Burnside Gorge Community Centre “lunch and learn” event.
6. Organized a VicPD clothing drive for the Burnside Gorge Community Association and delivered several van loads of clothing.



Important Initiatives:

Cst. Johnson and Cst. Brown gave talks to local groups such as school groups, businesses and seniors groups to provide information on topics such as internet safety, personal safety in the community and fraud awareness for seniors.

2. Downtown

Community Meetings / Events:

Cst. O’Connor attended approximately 45 community meetings/events this quarter including the following:

1. Attended Pandora Good Neighbour Agreement Meeting to discuss issues in the community from the 700-block to the 1200-block of Pandora Avenue. Updates provided by Our Place on programming, meals served, and successes. Multiple proactive meetings with the Salvation Army about the neighbouring community and trends in the building.

2. Attended the Public Information meeting to speak about the upcoming supportive housing building at 844 Johnson Street.
3. Attended the Downtown Service Providers meetings to discuss relevant issues in the downtown core.
4. Attended to multiple meetings with the neighbouring community and government officials to discuss updates, progress, and challenges surrounding the closure of Tent City.
5. Attended Mount Edwards Community Meeting to discuss relevant calls for service in the area. Since the closure of Tent City calls had decreased significantly.

Important Initiatives:

Cst. O'Connor was the point person for the VicPD's response to Tent City. Cst. O'Connor was eventually assigned to deal with Tent City on a full-time basis, and another officer, Cst. Bingham, was seconded from the Bike Section to backfill Cst. O'Connor's Downtown CRO position. With the transition of a significant segment of our homeless population from Tent City to 844 Johnson Street, Cst. O'Connor has continued to engage with stakeholders surrounding this group.

VicPD is supportive of PHS and its willingness to undertake a massive transition of high needs clientele to 844 Johnson Street. Given the large number of residents suffering from severe addiction, mental health challenges, and criminality, Cst. O'Connor has devoted most of his time to working with BC Housing and PHS to support the residents living at 844 Johnson Street and the surrounding community. On October 13, 2016, Insp. McGregor assigned Cst. O'Connor to work full time on the issues facing 844 Johnson Street given the demands and challenges of this building and its community. Once again, Cst. Bingham has been seconded from the Bike Section to backfill Cst. O'Connor. Although this will create a deficit in our ability to maintain a high level of uniform presence in the core it is seen as a necessary decision until the population of clientele at the facility can be stabilized.

3. Midtown

Community Meetings / Events:

Cst. Healy attended approximately 20 community meetings/events including the following:

1. Meeting with local immigrant and refugee assistance association.
2. Safety presentation to a local downtown business.
3. Domestic violence presentation to new refugee and immigrants.

4. Attended Women's Transition House AGM.

Important Initiatives:

Cst. Healy continues to be the VicPD's point person for marijuana dispensaries within the City of Victoria. Cst. Healy regularly engages with the various marijuana dispensaries and marijuana-related businesses and supports the City of Victoria's bylaw department to ensure that these businesses follow City bylaws. Cst. Healy also monitors these businesses for any allegations that these businesses are involved in organized crime, selling marijuana to youth, contributing to violent crime, or seriously disrupting surrounding communities.

4. ACT Integrated Team

Cst. Sue Hamilton works with the ACT Teams to provide intensive, assertive support to individuals living with severe and persistent mental illness, who face multiple barriers to independent living, including substance use and chronic homelessness. These individuals are identified based upon the elevated emergency services usage including emergency health care, high hospital bed days and police involvement. The teams are comprised of nursing staff, outreach workers, social workers, a probation officer, a police officer, a psychiatrist and a Ministry of Social Development worker. The team works together to support clients to experience improved health outcomes, commit fewer crimes and reduce recidivism. In addition, at the suggestion of the Police Board, a second officer is currently being piloted to enhance and expand our ability to integrate with Island Health and their ACT Teams as well as the 713 Outreach Team. This is an important initiative as it highlights the needs for greater resources dedicated to creating alternative approaches to individuals suffering from these challenges and who are in conflict with the Criminal Justice System.

Community Meetings / Events:

Cst. Hamilton's mandate requires that she spend the bulk of her time providing intensive support to individual clients. The bulk of her engagement with the community comes in the form of Community Case Conferences whereby she meets with a variety of service providers (Island Health, Probation, etc) to create collaborative solutions for some of the more challenging ACT clients.

Important Initiatives:

Cst. Mason attended an information session at the Masjid Al Iman Mosque and was hosted by the Greater Victoria Police Diversity Advisory Committee. The Greater Victoria Police Diversity Advisory Committee is a committee made up of all of the police agencies and various communities and community members to provide an open forum on issues of common concern, to problem solve any of these concerns and to establish close cooperation with in our community.

This information session was held to provide new Syrian refugees with information regarding the role of police within the community, to provide education on Canadian law, and to build rapport. Cst. Mason had the opportunity to meet a number of the Syrian refugees, and Mosque staff and was able to share a meal and build relationships.



Csts. Hamilton and Mason attended a Community Case Planning Conference regarding an ACT client who was incessantly calling emergency/crisis resources. The meeting included members of: the ACT Team, Provincial Ambulance Service, Psychiatrists, Crisis Line, and Island Health. Over 100 false calls were placed to 911, 811 Nurse help line, Needs crisis line, Kamloops Needs Crisis Line, and Victoria Probation. The client was charged criminally with Public Mischief and directed to Victoria Integrated Court. Cst. Mason monitored and submitted additional breach charges when necessary which lead to a short period of incarceration. Although jail was not the appropriate place to deal with someone with mental health issues, it was used as a last resort to create changes in the client’s behavior. The experienced proved to be an effective deterrent to preventing any further calls. The client is managing extremely well back in the community making positive choices and trying to mend things with the Victoria Police Department. There have been no further calls. The client thanked police with a gift of a painting, a framed photograph and a note thanking Victoria Police Department for helping the client and keeping them safe.

Cst. Hamilton was contacted by a mother in desperation to help her daughter who was suffering from mental health disorders and drug addictions and heading down a criminal path. A series of phone calls and emails were exchanged and a referral submitted to the ACT Teams. The female was quickly accepted onto an ACT team and is now supported in the community with access to detox and stabilization. Her criminal charges were forwarded to Victoria Integrated Court which has provided her another level of support. Although challenges have been experienced, the support from the team has proven to be effective for the client and family. The client is now waiting to go to stabilization which is aimed at assisting the client to plan their post detox supports in the community.

Departmental Financial Update

As of September 30, 2016, the Department's net budget position was \$36,273,794 or 72.0% of the total budget (with 75% of the year past) and continues to be in a surplus position. Operating expenditures represented 72.3% of the annual budget and capital expenditures 70.1% of the annual budget. However, the department is not anticipating a significant surplus by the end of the year. The Police Union Collective Agreement expired on December 31, 2015, and an adjustment may be required later in the year for any expected negotiated wage increases. Additional financial costs included the static deployment at Tent City and ongoing Office of the Police Complaint Commissioner investigations. Unexpected or uncontrollable events or significant investigations could alter future forecasts. Nevertheless, as of the end of September, the financial condition of the Department remains positive.



Quarterly Report to the
Township of Esquimalt
July 1st to September 30th, 2016

October 25, 2016

Acting Chief Constable's Message



It is my pleasure to offer this quarterly report on the initiatives that the Victoria Police Department has undertaken in the Township of Esquimalt in the third quarter of 2016.

During this time, VicPD's Esquimalt Division worked hard to implement the Summer Action Plan, which saw a sustained engagement effort by VicPD officers throughout the township. VicPD also continued to make community events in Esquimalt a priority. In this quarter, our officers, Reserves, and volunteers participated in Music in the Park, the Esquimalt Farmer's Market, Esquimalt RibFest, the Esquimalt Lantern Festival, and the Heroworks Parade for the refurbished Rainbow Kitchen.

VicPD was also proud to play a central role in the successful Royal Visit at the end of September. Dozens of our officers deployed to provide security to the Royal Family and we received many accolades from our citizens concerning our contribution to this historic visit.

VicPD remains committed to delivering the best possible policing service to the citizens of Esquimalt and, under the leadership of Acting Inspector Laidman and his exceptional team, I am confident that we can meet and exceed expectations for the first-rate community policing that the Township expects and deserves.

Sincerely,



Del Manak
Acting Chief Constable

The following represents the performance of VicPD related to the identified performance metrics for the time period July 1 to September 30, 2016.

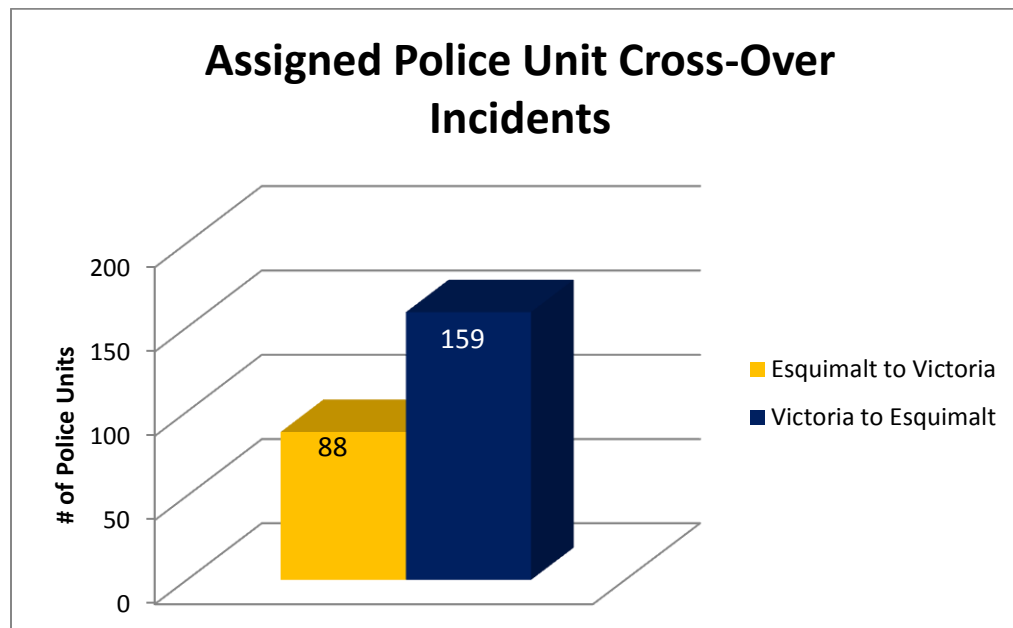
Number of dispatched calls in each municipality (segmented by priority)

Dispatched Calls for Service by Municipality										
	Priority 1		Priority 2		Priority 3		Priority 4		Grand Totals	
	Q3 2015	Q3 2016	Q3 2015	Q3 2016	Q3 2015	Q3 2016	Q3 2015	Q3 2016	Q3 2015	Q3 2016
VICTORIA	742	707	2195	2270	5222	4920	1614	1420	9773	9317
ESQUIMALT	162	116	297	267	660	634	176	174	1295	1191
Outside Jurisdiction	5	2	10	10	9	16	6	7	30	35
Grand Total	909	825	2502	2547	5891	5570	1796	1601	11098	10543

Note* All calls dispatched to Esquimalt do not include calls to Vic West

Number of times officers attend a call outside their jurisdiction

The chart below details the number of police units that were required to cross out of or into VicPD's Esquimalt Division jurisdiction to provide assistance in relation to a call for service.



Note: These figures reflect Vic West as being part of VicPD's Esquimalt Division's jurisdiction. Therefore, these figures show the number of "bridge cross-overs" in both directions.

Response times in each municipality (segmented by Priority 1 and 2 calls)

Response times for Priority 1 and 2 calls		
Response Time	Esquimalt	Victoria
0 - 5 min.	51%	46%
5.1 - 10 min.	10%	11%
10.1 - 15 min.	25%	24%
Other*	13%	19%

* "Other" typically indicates response times for secondary units or support units arriving on scene. It also accounts for responses to calls that are initially categorized as Priority 1 or 2 but are found to actually be less urgent (i.e. an abandoned 911 call in which the caller clarifies that it was made in error). Finally, a delay in officers reporting themselves as "on scene" can result in an indication of a longer response time than is actually the case.

Top 5 call types

Esquimalt				
Top 5 Call Types	Q3 2016	Rank	Q3 2015	Rank
ABANDONED 911	306	1	339	1
CHECK WELLBEING	137	2	142	2
ASSIST GENERAL PUBLIC	93	3	72	8
UNWANTED PERSON	86	4	90	5
THEFT	77	5	87	6
Grand Total	1711		1864	
Victoria				
Top 5 Call Types	Q3 2016	Rank	Q3 2015	Rank
ABANDONED 911	1749	1	1989	1
UNWANTED PERSON	1255	2	1546	2
CHECK WELLBEING	1074	3	1014	3
THEFT	743	4	766	6
PROPERTY (Lost/Found)	730	5	773	5
Grand Total	13444		14169	

Examples of call types in each category:

Abandoned 911: "pocket dials," children playing with phones, wrong number, caller unable to communicate with police.

Unwanted Person: person refusing to leave, trespasser.

Check Wellbeing: check on elderly person, person possibly on drugs or intoxicated.

Assist Other Agency: assisting fire departments, the BC Ambulance Service, follow-up requests by other law enforcement agencies.

Theft: stealing items, shoplifting from a store.

Suspicious Circumstances: suspect looking in car windows and appears to be “casing” vehicles, person acting strangely, suspicious person on someone’s property.

Top 5 reported occurrences for each municipality

Esquimalt				
	Q3 2016	Rank	Q3 2015	Rank
ASSIST PUBLIC/UNWANTED PERSON	247	1	192	1
SUSPICIOUS CIRCUMSTANCES	96	2	103	2
DOMESTIC DISPUTE- NO ASSAULT	44	3	68	3
BYLAW-NOISE COMPLAINT	38	4	66	4
THEFT FROM VEHICLE	32	5	61	5
Grand Total	1130		1250	

Victoria				
	Q3 2016	Rank	Q3 2015	Rank
ASSIST PUBLIC/UNWANTED PERSON	1828	1	1602	1
SUSPICIOUS CIRCUMSTANCES	509	2	703	2
LOST PROPERTY	347	3	310	5
FOUND PROPERTY	327	4	360	3
MISCHIEF	244	5	253	9
Grand Total	8767		9246	

Examples of call types in each category:

Assist Public/Unwanted Person: a person refusing to leave, assisting lost person.

Suspicious Circumstances: a suspicious person on someone’s property, a suspicious bag.

Found Property: staff at a hotel call as they had found a camera.

Lost Property: a tourist called to report lost camera.

Theft Under \$5000: owner reports bicycle valued at \$900 stolen from yard.

Domestic Dispute – No Assault: a couple having a loud argument in an apartment.

Bylaw -Noise Complaint: a loud party.

Mischief: graffiti, broken window.

Operations Council priorities: Demonstrating responsiveness to community concerns

Every 28 days, the VicPD Strategic Operations Council identifies at least one area of priority within the Esquimalt Division’s jurisdiction. These priority areas are selected based on the analysis of crime and disorder trends in addition to the consideration of “community intelligence” that is received from the community by our officers in many ways. Through the combined efforts of the dedicated resources, these areas receive special attention, problem solving, and enforcement action in order to reduce or eliminate the identified trend of concern.

This model supports our Strategic Plan pillar of “intelligence-led policing” and Goals 1 and 4 of our Strategic Plan:

Goal 1: Crime and disorder are being prevented, reduced, and effectively investigated.

Goal 4: We use resources efficiently to support service excellence.

Of particular note in the third quarter of 2016 are the following results:

- June / July Priority – area of 1000 Tillicum: - 38.9%
- July / August Priority – 700 to 1100 Craigflower: 12%
- August / September Priority – 700 to 900 Craigflower: - 16%
- September / October – Lampson / Old Esquimalt and Esquimalt: -17.4

Our patrol members spent many hours in these areas and helped identify a number of suspects involving suspicious fires, gas theft, and scooter theft. It has really been quite effective having dedicated officers assigned to the Esquimalt Division on a permanent rotation. Feedback from officers is very positive and they enjoy the community engagement and community events – they feel appreciated by the Township.

Community Updates via Social Media

A/Insp. Laidman and our Public Affairs Section post updates to the community on the VicPD Esquimalt Division Facebook page following the Strategic Operations Council meetings. The updates provide information to the community based on the crime and disorder trends. The use of social media touches on two of our Strategic Plan pillars; Communication and Community Mobilization.

Facebook continues to be a valuable tool for VicPD to comment on and post events that we have attended. In addition to posting about the Strategic Operations Council priorities, this quarter we posted on numerous missing persons, significant arrests, and many community events that we have enjoyed participating in.

Although social media is a great tool for messaging to a great number of people, A/Insp Laidman and the members of the Esquimalt Division continue to encourage users to call police when they are communicating information about a specific event that is of concern to them.

Community Engagement Update

The VicPD Community Engagement team, comprised of Public Affairs, the Community Programs Coordinator, Block Watch, Volunteer Services, the Reserve Program, and the Crime Free Multi-Housing Program, continued its efforts to engage the residents of Victoria through a variety of efforts.

The VicPD Public Affairs section continued its work to keep the community informed about what is happening in Victoria and Esquimalt both through the mainstream media and social media. In July, the Public Affairs section partnered with the Traffic Section to host a direct Twitter engagement regarding distracted driving. We were able to answer numerous questions about distracted driving and educate the public about what our Traffic section does on a daily basis. We also held an informational K9 Twitter chat that received many positive comments from our citizens. Our two-person section also received over 250 media requests, issued 34 media releases and sent out over 510 tweets.

Block Watch continues to increase its presence in the community of Esquimalt. New Captains and participants are continually added to the program and our Reserve Constables make regular presentations to Block Watch groups. During the third quarter of 2016, presentations were made to Block Captains educating them on Block Watch, crime prevention strategies and answering all of their questions. In an effort to promote and foster positive relationships within Esquimalt, our Community Programs Coordinator attended three meetings with various stakeholders and community partners.

The Community Programs Coordinator is also responsible for the coordination of the VicPD Civic Service Awards ceremonies, which saw several citizens honoured during the quarter.



Volunteers continue to provide excellent service to the Township of Esquimalt in a variety of ways.

Crime Watch volunteers conducted patrols in response to Operations Council priorities, engaging with community members and raising awareness of crime prevention methods. During the third quarter of 2016, volunteers conducted 46 deployments in the Township of Esquimalt. This included active van, foot and bike patrols, five distracted driving/cellphone watch and six speed watch deployments.

Our dynamic and dedicated program and project leaders, continued to assistance in the delivery of our volunteer services programming. Together these volunteers provided 187 volunteer hours this quarter.

Highlights:

Events: Volunteers represented the Victoria Police Department at the following events:

- On July 10, volunteers participated in the Pride Parade.
- On July 15, Crime Watch Volunteers cheered on our VicPD team at the Mustard Seed: Hockey for Food games.
- On September 8, volunteers attended the Esquimalt Farmer’s Market, promoting the bike registration program, and other crime prevention initiatives.
- From September 12 to 23, volunteers, partnering with VicPD Traffic officers, participated in the Back to School Speed Watch Campaign. Crime Watch Volunteers attended local schools reminding drivers that the school speed limit is now in effect.
- On September 14, along with members of the Integrated Roadside Safety Unit and VicPD Traffic members,

volunteers deployed to two high-risk intersections for “Operation Hang Up.” This multi-jurisdictional effort reminded drivers to “leave your phone alone.”



Training: This quarter was a busy time for volunteer training and recruitment:

- On July 23, seven active Crime Watch volunteers, along with four Reserves, took their Bike Patrol training. Since then, Crime Watch volunteers have deployed 10 times.
- In addition, five of our active volunteers received Front Desk training, expanding their knowledge and ability to further support VicPD and assist the public.
- In September, we recruited 12 new Crime Watch volunteers, who will receive their training over the first three weeks of October.

VicPD Reserve officers were similarly engaged in a range of activities, investing over 2,600 hours into the communities of Esquimalt and Victoria during the reporting period. Most of these hours were spent at community events and special duties.

Reserve officers continue to offer home security audits for victims of break-ins under Crime Prevention Through Environmental Design principles. This continues to be a very popular and successful program. During the third quarter of 2016, 12 security audits were conducted.

In July, Cst. Sean Millard, the VicPD Reserve Coordinator, started recruiting Reserves for an upcoming October 2016 class. In total, 80 people were interviewed for 20 positions.

Bike Registry

From July to September, 500 bikes were registered with the VicPD Bike Registry. To date, there are more than 1,300 bikes registered since the inception of the registry in July 2015.

Bait Bike Program

In July, work continued to establish and trial a “Bait Bike Program”. The program focuses on using GPS technology attached to a locked bike in areas experiencing a high rate of bike theft. On the second deployment, the bike was stolen and a prolific bike thief was quickly apprehended and charged. The program is currently being expanded with four other bikes and tracking units being added, including an E-bike.

Community Safety Presentations

Cst. Millard attended three separate groups and spoke about personal safety and fraud scams.

Community Resource Officer Update on Community Issues and Police Strategies

Community Resource Officers Robirtis and Bruschetta (CROs), and Sergeant Plater maintain their solid commitment to Esquimalt and Vic West. We are always proud of how quickly they engage when a concern is raised and utilize innovative methods to deal with it. A great example this quarter was when a local building was having issues with fire alarms being pulled. As this affected both VicPD and the Esquimalt Fire Department, our CROs and EFD leadership collaborated to employ some unique tactics and a person was identified and charged. The CROs continue to be valuable and effective at addressing community issues of concern both proactively and reactively. This quarter they were very visible in the community during the Summer Action Plan (previously reported on to Council).



Cst. Bruschetta was part of the escort team for the Royal Visit in September. The team has received very positive feedback from the Province and the RCMP.

During the Summer Action Plan, Sgt Plater and the CROs found themselves at a few less meetings and events this third quarter, but still very active in the community. Combined, they attended 6 community events including;



- Music in the Park;
- Esquimalt Farmer’s Market;
- Lantern Festival; and
- the Heroworks Parade for the Rainbow Kitchen.

In addition, they attended four meetings with our community partners such as the Greater Victoria Police Diversity Advisory Committee, Restorative Justice, Tenancy Act education, and CrimeStoppers.

Diversity Advisory Committee (DAC):

Cst. Robirtis continues to be an active member of the DAC. This working group continues to build strong relationships between police and identified community groups in the CRD. The most recent project is the upcoming roll out of the DAC website; Cst. Robirtis presented to the Area Police Chiefs twice on this initiative and it has been approved for launch.

Graffiti Portfolio

Cst. Bruschetta spends a considerable amount of his time managing the Victoria Police Anti - Graffiti Portfolio. He liaises with Patrol Members on mischief/graffiti files and provides assistance with the investigations. Cst. Bruschetta has a large presence with community based anti-graffiti groups such as ETAG (Esquimalt Together Against Graffiti).

Crime Free Multi-Housing (CFMH)

The CFMH Program is a partnership program that includes building owners, building managers, tenants and police with a direct approach to help reduce calls for service to building by having owners/managers of building take the educated steps to house and maintain suitable tenants.

Cst. Robirtis has currently been maintaining the CFMH Program in the Vic West/Esquimalt areas and after his initial training session in quarter one, he now has three local buildings certified with Crime Free Multi-Housing status. We hosted a small plaque ceremony at the Division.



Training and Instruction

VicPD members and staff began our training on “The Road to Mental Readiness” (R2MR) this quarter. Sgt. Plater spent a considerable amount of time and devotion as a trainer of R2MR. This is very important resilience and personal mental health training and information for our staff. It is expected that all staff at VicPD will receive this training.

School Liaison Section

This quarter, our School Liaison Officers were part of the Summer Action Plan deployment. The interaction with the public and the youth remained positive. The majority of this interaction was at the skateboard park, the various beaches of Esquimalt and the shopping centres located along Esquimalt Road.

This quarter also marked the start of another busy school year. Although the three officers are responsible for Victoria and Esquimalt schools, they along with Sgt. Plater, support each other by participating in events that require more than one officer. Social media, drugs and bullying files continued to keep School Liaison Officers busy as well as informing students and teachers on the latest concerns involving Fentanyl. September was also focused on traffic and pedestrian safety and introduction to new school administration.

Cst. Barker has started to develop a training course for police members with the Provincial outreach team (POPARD) to assist in learning about strategies for interacting with Autistic children.

Cst. Gilbert is involved in the youth portfolio and is on the panel guiding the VicPD youth counsel. Cst. Gilbert continues to represent the VicPD and serve on the board of directors for the Big Brothers and Big Sisters of Victoria.

Our Esquimalt/Vic West School Liaison Officer, Cst. Jenkins, was also heavily involved in dealing with high risk youth in Esquimalt and continues to follow their activities and identify new youths falling under this 'risk' category. Since the beginning of September, he has been working with concerned partners and the schools to deliver educational talks on the dangers of Fentanyl; it is an unfortunate reality that these talks have to occur.



The School Liaison Officers attended 15 meetings and school events, 2 community events, and the Summer Action Plan in and related to Esquimalt. These included; fentanyl and bullying talks, summer safety, welcome back events, and School Board meetings.

K-9 Unit

Our K-9 Unit remains involved in the community attending events when they can. We recently retired PSD Conan early from service because of injury. He is on the mend and was featured in an article in the Vic News (<http://www.vicnews.com/news/396810661.html>). We began the training cycle for Cst. Doug Hanbury and “Alpha” as the newest K-9 team. The K-9 section received a donation from a gracious community member who wanted to thank VicPD for one of our member’s compassion that was displayed during a time of loss in the donor’s life. Due to training requirements, our active K-9 teams have been working diligently to cover the nightshifts in Victoria and Esquimalt, leaving minimal room for community events. Members also attended a Restorative Justice information session. The dedication in the K-9 section is always extraordinary.

Summer Action Plan

The Summer Action Plan had some great results this year. We saw a reduction in alcohol pours, youth issues, and general problems in the usual areas. Police were also able to identify a number of youth who were drinking and socializing in the various school grounds. Much of the vandalism in these areas stopped due to police presence. Police also were quick to respond to Esquimalt patrol calls as many of the patrol members were often involved in other files and required the assistance of the Summer Action Team. Members had many positive contacts with the community and especially youth at the skate park. The results were presented to the Police Board and to Esquimalt Mayor and Council. The Vic News picked up the story and ran a positive article (<http://www.vicnews.com/news/396311881.html?mobile=true>). The overall strategy remains to be highly visible and available to residents of Esquimalt and Vic West.



OIC Report

July started off with the Canada Day and evening celebrations. We had our usual contingent in Esquimalt and Vic West to help make sure that people were enjoying themselves in a safe manner. We have already starting to plan for the Canada 150 celebrations in 2017.

Through the summer months, A/Insp Laidman attended approximately 12 community meetings and 14 community events; 11 events were in Esquimalt or about Esquimalt. Some of the meetings included:

- Songhees Nation
- CREST – High Rock Tower Community consultation
- Vic News – 24 hours in Esquimalt
- Boys and Girls Club Services Board
- Base/Township Luncheon

Some of the community events that the OIC took part in included:

- Music in the Park – A/Chief Manak attended as well
- Farmer’s markets
- Pacific Fleet/Joint Task Force Pacific Change in Command – in company of A/Chief Manak
- TCAC Arts Festival and Sculpture Splash
- Ribfest – A/Deputy Chief Watson and A/Chief Manak attended as well
- Heroworks opening parade for the Rainbow Kitchen renovation



Our Esquimalt dedicated patrol officers joined in some of the community events this summer. They attended the Farmer’s Market on many occasions, took part in the Heroworks parade for the Rainbow Kitchen, Gorge Swim Fest, Sculpture Splash, and Colour Vibe.

A/Insp Laidman regularly attends Council and meetings at the Township, and meets with the



Mayor, the Directors and the Fire Chief often; these meetings are not reflected in the number of Community meetings or events he has attended. These meetings are invaluable for maintaining a great working relationship.

A/Insp Laidman now receives a bi-monthly report from Restorative Justice on the engagement activity in Esquimalt. RJ is very keen on building a presence in Esquimalt.

A significant amount of A/Insp Laidman's time this quarter was consumed by the planning and uniform operations behind the Royals visit in September. He was very proud of the officers and staff who participated in this world stage event; the Victoria Police were dedicated professionals throughout the visit.

Departmental Financial Update

As of September 30, 2016, the Department's net budget position was \$36,273,794 or 72.0% of the total budget (with 75% of the year past) and continues to be in a surplus position. Operating expenditures represented 72.3% of the annual budget and capital expenditures 70.1% of the annual budget. However, the department is not anticipating a significant surplus by the end of the year. The Police Union Collective Agreement expired on December 31, 2015, and an adjustment may be required later in the year for any expected negotiated wage increases. Additional financial costs included the static deployment at Tent City and ongoing Office of the Police Complaint Commissioner investigations. Unexpected or uncontrollable events or significant investigations could alter future forecasts. Nevertheless, as of the end of September, the financial condition of the Department remains positive.

Summary

Although fewer events occur in the summer months, members of the Esquimalt Division and the dedicated Esquimalt Patrol kept busy being active in the communities of Vic West and Esquimalt. The Esquimalt team worked hard on the Summer Action Plan and it proved to be a great summer. We are looking forward to the Fall and Winter events moving into quarter four. We hope to see you soon – and don't forget to stop in and say "hi."



VICTORIA-ESQUIMALT POLICE BOARD REPORT

Public

DATE:	December 13, 2016
ACTION:	For information
SUBJECT:	Chief Constable Update
RECOMMENDED BY:	A/Chief Constable Del Manak
APPROVED BY:	A/ Chief Constable Del Manak

Community Events:

November 16 – Esquimalt Residents Association Town Hall Meeting
November 18 – BC Multi-Cultural Awards Ceremony
November 24 – 2017 Budget Presentation to Victoria City Council
November 24 – Guest lecturer for History of Heroes Class, Claremont Secondary School
November 26 – Island Farms Santa Light Parade
December 1 – Q3 Presentation to Victoria City Council
December 4 – Esquimalt Celebration of Lights Parade
December 7 – Fairmont Empress Festive Season Reception

Meetings:

November 16 – BC Association of Chiefs of Police (BCACP) meeting
November 17 – Regular meeting with Union President, Sgt. Plater
November 17 – BCACP meeting
November 17 – Chief’s Briefing: Esquimalt Division
November 17 – Police Honors Night ceremony
November 21 -22 – Annual leave
November 23 – Met with Mr. Burrows re: Regional Comm Centre
November 23 – Met with Mr. Macintosh, Central Middle School Principal
November 24 – Met with Ms. Shaw, Police Board Member
November 24 – Media interview re: repeat offenders and Regional Comm Centre
November 25 – Annual leave
November 25 – Volunteer/Reserve Appreciation Dinner & Awards ceremony

November 28 – Canadian Mental Health Association Policy conference –panel member
November 28 – Chief’s Briefing: Records & Comm Centre
November 29 – Weekly meeting with Mayor Helps
November 29 – Police Dispatch Steering Committee meeting
November 30 – Chief’s Briefing: CED, HR, ESD, FSD & General Admin
December 1 – Regular meeting with Mayor Desjardins
December 1 – Fentanyl and drug seizure media conference
December 1 – Media interview re: Fentanyl
December 1 – Met with CFB Esquimalt Base Commander, Capt. Waddell
December 2 – Annual leave
December 5 – Attended the Reconciliation Dialogue Workshop at the Victoria Native Friendship Centre
December 6 – Monthly Opioid Overdose Crisis teleconference
December 6 – Chief’s Briefing: ISD
December 6 – HR Committee meeting
December 6 – Media interview re: Bait Bikes
December 7 – Priority One Task Force meeting
December 8 – Regular meeting with Mayor Helps
December 8 – Chief’s Briefing: ISD, CRU, SF & AIS
December 8 – VicPD Christmas Luncheon
December 8 – BCACP Missing Women Commission of Inquiry Advisory Committee teleconference
December 9 & 12 – Annual leave
December 13 – Regular meeting with Mayor Helps
December 13 – City Christmas Luncheon
December 13 – Police Board meeting

Ongoing Project Management:

2015 Strategic Plan
Efficiency Review
Implementation of a new CREST radio system
Creation of a Greater Victoria Police Foundation
Creation of VicPD Mental Health Strategy
Information Management Review
South Island Police Dispatch Centre



VICTORIA and ESQUIMALT POLICE BOARD
Meeting of the Finance Committee
APPROVED MINUTES

Tuesday, October 11, 2016 @ 2:00 pm
Victoria Police Department, 3rd Floor Boardroom

Present:

J. Witter, Chair
S. Powell, Board Member
P. Ryan, Board Member
B. Smith, Board Member

Regrets: Co-Chair Desjardins

B. Cox, External Auditor, BDO
S. Thompson, Director of Finance, City of Victoria
S. Hurcombe, Controller

Recording Secretary: N. Mill, Executive Assistant

The meeting commenced at 2:00 pm

1. Adoption of Agenda

The agenda was adopted with the addition of the City Audit

1.1 City Audit

Ms. Thompson provided an overview of how the police department is part of the City of Victoria's financial reporting, payroll, a/p, etc. She advised that an external audit of the City of Victoria occurs annually at a cost of 2% of their budget.

The committee was advised that a separate audit for VicPD would include a greater analysis of samples than what is currently done for the City. Mr. Cox confirmed that information cannot be shared between audits, so samples could not be pulled from the City, all new samples would be used. Mr. Cox advised that another option is a specified procedures audit which is much more economical rather than a full scale audit. Mr. Cox indicated that he does not see a full audit (with a cost of up to \$45k) as good value.

Mr. Witter commented that currently the financial statements roll up to Protective Services and asked if Police could be itemized separately. Ms. Thompson confirmed that this could be done.

Mr. Cox advised that an alternate option is a report on the supplementary information from an audit – as a separate schedule of police revenue and expenditures. He offered to provide the committee with a sample of what this report would look like.

It was decided that Ms. Thompson and Mr. Hurcombe would bring a report back to the next finance committee.

2. Approval of Minutes

The minutes of Sept 13 were approved

3. Appointment of new Finance Chair

The committee elected Sean Powell as the Finance Chair effective December 2016

4. VPD Arbitration Update

Mr. Hurcombe provided an update on the recent VPD arbitrated settlement

5. [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

6.1. Joint Council Budget Presentation

The committee reviewed the presentation and suggested revisions for board approval

6.2. 2017 Joint Council Budget Presentation Date

The committee agreed that the recommendation is that the framework agreement outlines the timeline for the budget presentation

7. Financial Reports

7.1. Q3 Financial Report

The report was received for information and recommended it be presented to the board

7.2. Donations & Chief's Expenses

The report was received for information

7.3. [REDACTED]

7.3.1. Costs and Forecast to Date

The report was received for information and an updated report will be presented to the board

7.3.2. Approval of Professional Services Bills

The committee approved the invoices provided and recommended for board approval

[REDACTED]

[REDACTED]

The meeting adjourned at 4:00 pm

Next Meeting Date: Tuesday, November 8th @ 2pm



VICTORIA and ESQUIMALT POLICE BOARD
Meeting of the Finance Committee
APPROVED MINUTES

Tuesday, November 8, 2016 @ 2:30 pm
Victoria Police Department, 3rd Floor Boardroom

Present:

J. Witter, Chair
Co-Chair B. Desjardins at 2:45
S. Powell, Board Member
P. Ryan, Board Member
B. Smith, Board Member
A/Chief Manak for agenda item 3 only
Deputy Chief Ing for agenda item 3 only
Mr. S. Hurcombe, Controller

Recording Secretary: N. Mill, Executive Assistant

The meeting commenced at 2:30 pm

1. Approval of Agenda

The agenda was approved

2. Approval of October 11th minutes

The minutes were approved

3.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. 2017 Provisional Budget

4.1. Joint Council Budget Presentation

The committee reviewed the presentation and provided small edits to Mr. Hurcombe.

[REDACTED]

4.2. Planning for 2017 Joint Council Budget meeting

5. Financial Reports

5.1. Monthly Financial Report (October)

Mr. Hurcombe provided an overview of the monthly financial status at October, and the committee recommended the report to the Board

5.2. [REDACTED]

[REDACTED]

7. Auditor Proposal

The committee recommends option 1 to the board for approval with the cost coming from the board's budget for 2017.

8. Committee of the Whole structure

The committee recommends that the current structure remain for the time being.

Next Meeting Date: Tuesday, December 6 @ 2pm

The meeting adjourned at 4:20pm



VICTORIA and ESQUIMALT POLICE BOARD

Memorandum

TO: Victoria and Esquimalt Police Board
FROM: Peter Ryan, Governance Committee Chair
DATE: November 29, 2016
SUBJECT: 2017 Dates for Police Board Meetings

2017 Dates for Board Meetings

Please find the 2017 Police Board meeting dates below for board consideration and approval:

January 17	
February 21	Esquimalt Municipal Hall
March 21	No meeting - Board workshop
April 11	Victoria City Hall
Spring - TBD	Community and Business Association meeting
May 16	
June 27	Esquimalt Municipal Hall
July	No meeting - CAPG Conference in Montreal
August	No meeting
September 19	Victoria City Hall
October 17	
November 21	Joint Council Meeting – Budget Presentation
December 19	

Board Meeting Schedule

- It is recommended that regular meetings be held on the third Tuesday of the month except where otherwise noted
- Regular meetings will begin at 5 PM, in camera meetings will begin at 3pm
- All meetings to be held at Victoria Police Department, except where otherwise noted.
- Joint CRD Police Board meetings (Two per year) TBD

Exceptions:

March: Regular meeting replaced by Board Workshop and In camera meeting.

Conferences and Seminars:

January 28 BCAPB Orientation in Vancouver
 April 6-8 BCAPB Annual Conference in Vancouver
 TBD CACOLE Annual Conference in Saskatoon
 July 13-16 CAPG Annual Conference in Montreal
 July 16-19 CACP Annual Conference in Montreal

USE OF PERSONAL EMAIL ACCOUNTS FOR PUBLIC BUSINESS

INTRODUCTION

This document explains the implications under the *Freedom of Information and Protection of Privacy Act* (“FIPPA”) for use of personal email accounts for work purposes by employees of public bodies. It conveys two key messages. First, FIPPA applies to the use of personal email accounts for work purposes. Second, public bodies should not, for FIPPA purposes, allow the use of personal email accounts for work.

APPLICATION OF FIPPA TO PERSONAL EMAIL ACCOUNTS

FIPPA applies to all records in the custody *or* under the control of a public body. Email are records under FIPPA.¹ Records are in the custody of a public body if it has “charge and control” of the records, “including some legal responsibility for their safekeeping, care, protection or preservation.”² While the public body would have custody of email residing on its server, it would not have custody for personal email residing elsewhere. The issue in such cases would be whether personal email is under the control of a public body.

The Supreme Court of Canada has said that where a record is not in the physical possession of a government institution, it will still be under its control if these two questions are answered in the affirmative:

The use of personal email accounts for work purposes can give the perception that public body employees are seeking to evade the freedom of information process.

¹ See s. 3(1) of FIPPA.

² See para. 23 of Order 02-30, [2002] B.C.I.P.C.D. No. 30 and p. 9 of Order No. 308-1999, [1999] B.C.I.P.C.D. No. 21.

- (1) Do the contents of the document relate to a departmental matter?
- (2) Could the government institution reasonably expect to obtain a copy of the document upon request?³

The facts of each case will determine whether personal email are under the control of a public body. As a general rule, any email that an employee sends or receives as part of her or his employment duties will be a record under the public body's control, even if a personal account is used.

ADEQUATE SEARCH (S. 6(1) OF FIPPA)

FIPPA requires public bodies to make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely. This includes a duty to perform an adequate search for records that respond to an access request.

A public body must be able to prove that its search efforts have been thorough and comprehensive and that it has explored all reasonable avenues to locate records.⁴ The Information and Privacy Commissioner has the authority to compel the production of records in the custody or under the control of a person⁵, including those in personal email accounts.

The use of personal email accounts does not relieve public bodies of their duty to comprehensively search for requested records and to produce them. While nothing in FIPPA directly prohibits public body employees from using personal email accounts, doing so may make it more difficult for their employer to search for records. Employees may be unwilling to produce records from their personal account or to allow access to their accounts for that purpose.

The use of personal email accounts by employees does not remove or reduce the duty of a public body to search for records and produce those that are responsive to an access request.

To address this risk, public bodies should create policy on the use of personal email accounts for work purposes. A preferred solution is for public bodies to require the use of its email system for work purposes. If that is truly not practicable, the policy should be that employees must copy their work email account on any work-related email they send from a personal account.⁶ This policy should be part of each employee's conditions of employment.

³ See *Canada (Information Commissioner) v. Canada (Minister of National Defence)*, 2011 SCC 25.

⁴ See, for example, Order F07-12, [2007] B.C.I.P.C.D. No. 17, Order 00-32, [2000] B.C.I.P.C.D. No. 35 and Order 00-26, [2000] B.C.I.P.C.D. No. 29.

⁵ See s. 44(1)(b) of FIPPA.

⁶ This policy should also apply where there is a ban on use of personal email accounts for work purposes, to deal with cases where an employee failed to comply with the policy and possesses personal email that might be responsive to an access to information request.

REASONABLE SECURITY MEASURES (s. 30 of FIPPA)

Another risk relates to security of personal information. FIPPA requires public bodies to take reasonable security measures to guard against unauthorized access, collection, use, disclosure or disposal of personal information. A personal email account, which is often web-based, is much less likely to comply with this requirement than a public body's email system. First, the terms of service for personal accounts may allow third-party access to content in a way that is in contravention of FIPPA. Second, security features for webmail services may not be adequate for FIPPA purposes. Any public body that allows use of personal email accounts to send or receive personal information is therefore risking non-compliance with FIPPA.

Storage and Access must be in Canada (s. 30.1 of FIPPA)

Although there are exceptions, including consent by affected individuals,⁷ FIPPA requires public bodies to store and access personal information only in Canada. Public bodies have to assume that webmail resides on servers outside Canada, at least some of the time. This presents a serious risk of non-compliance for public bodies that allow use of personal email that contains personal information.

Disclosure Outside of Canada (s. 33.1 of FIPPA)

FIPPA prohibits the disclosure of personal information outside of Canada unless authorised by s. 33.1. The use of a webmail service that has servers outside of Canada will almost certainly result in public bodies disclosing personal information outside of Canada. Unless s. 33.1 authorizes the disclosure, use of webmail to send or receive personal information would violate FIPPA.

RESPONSIBLE INFORMATION MANAGEMENT

The citizens of British Columbia expect accountability from public bodies in their actions as well as their information practices. One important way for public bodies to demonstrate this accountability is to create an accurate record of actions in a manner that preserves records of enduring value. When employees of public bodies conduct business through their personal email accounts, accountability is easily lost.

⁷ See s. 11(2)(b) of the Freedom of Information and Protection of Privacy Regulation. The rules for obtaining consent mean that public bodies will rarely be authorized to use personal email accounts.

CONCLUSION

FIPPA applies to work-related email sent to or received from the personal email accounts of public body employees. This document shows how use of personal email accounts for work purposes presents several challenges for public bodies under FIPPA. As indicated above, for FIPPA purposes, public bodies should not allow use of personal email accounts to conduct public business. They should ensure that clear policy is in place in this area and that all employees agree to comply with the policy.

If you have any questions about this document, please contact us at:

Office of the Information and Privacy Commissioner for BC

Tel: (250) 387-5629 (in Vancouver call (604) 660-2421)

Elsewhere in BC call 1-800-663-7867

Email: info@oipc.bc.ca

Invoice

2017 Annual Membership Fee

BC Association of Police Boards

Amount Due: \$650.00

Date: December 1, 2016

To: Mayor Barbara Desjardins
Lead Co-Chair, Victoria Esquimalt Police Board
850 Caledonia Avenue
Victoria BC V8T 5J8

Please make cheque payable to:

British Columbia Association of Police Boards

And forward to:

Attn: Stacey Perri
BC Association of Police Boards
PO Box 9285 Stn Prov Govt
Victoria BC V8W 9J7

If you have any questions regarding this invoice, please contact me at (250) 387-6044 or Bill Reid, President, BCAPB at 250-509-1164.

Thank you.

Stacey Perri
Executive Assistant to the BCAPB

Telephone: (250) 387-6044 Facsimile: (250) 356-7747 Email: Stacey.Perri@gov.bc.ca
Address: PO Box 9285 Stn Prov Gov't, Victoria BC V8W 9J7

Mill, Nicola

From: Logie, Linette PSSG:EX <Linette.Logie@gov.bc.ca>
Sent: November-24-16 8:44 AM
To: Aman Gill; Barbara Schimnowsky; Mark Warkentin; Mayor Henry Braun; Michael Welte; Sukh Sidhu; Yvon Dandurand; Christopher Tupper; Del Elgersma; John Rizzuti; Mayor Ryan Windsor; Wendy MacDonald; Angela Kaiser; Cameron McLeod; Hari Aroon; Kerry-Lynne Findlay (findlaypcqc@gmail.com); Mayor Lois Jackson; Peter Buxton; Pip Steele; Amed Naqvi; Barb Henry; Bill Reid; Elizabeth Edwards; Hilda Taylor; Mayor Deb Kozak; Baj Puri; Carla Hotel; Christine Dacre; Mayor Jonathan Cote; Sahsa Ramnarine; Blair Littler; Brian Rendell; Mary Kelly; Mayor Nils Jensen; Sandra Waddington; Jeanette Jackson; Leah Zille; Leslie Courchesne; Mary Vellani; Mayor Mike Clay; Rosemary Rawnsley; Terry Hawes; Bruce Hallson; Christopher Pease; Gail Flitton; Glen Crawford; Irwin Henderson; Lorena Staples; Mayor Richard Atwell; Barj Dhahan; Carolyn Askew; Claire Marshall; Johnny Cheung; Mark James; Mayor Gregor Robertson; Peter Wong; Sherri Magee; Thomas Tam; Brian Smith; James Witter; Maureen Shaw; Lisa Helps; mayor@esquimalt.ca; Patti Stockton; Peter Ryan; Roxanne Helme; Sean Powell; Clara Kassabian Agopian; Dennis Joseph; Jack McGee; Marcus Wong; Mayor Michael Smith; Shafik Bhalloo; Wendy Lisogar-Cocchia; Adam Palmer; Ali Pejman; Bill Fordy; Bradley Birt; Dale Parker; Mark Reder; Pat Gallivan; Sara Levine
Cc: Abbotsford Police Board (Donna Macey); Central Saanich Police Board (Katie Charlton); Delta Police Board (Michelle Jansson); Nelson Police Board (Shiloh Perkins); New Westminster Police Board (Daisy Dyer); Helen Koning; Port Moody Police Board (Rhonda Doig); Saanich Police Board (Sherri Andrews); Vancouver Police Board (Patti Marfleet); Mill, Nicola; West Vancouver Police Board (Linda Matonovich); Transit Police Board (Taryn Barton); Perri, Stacey PSSG:EX; Hodge, Jessica PSSG:EX
Subject: Police Board Orientation Session January 28th

The BC Association of Police Boards (BCAPB) and Police Services Division is planning an orientation session for police board members to take place on Saturday, January 28, 2017, at the Justice Institute of British Columbia in New Westminster. As part of your commitment to serve on a police board, we look forward to your participation.

Please note this date in your calendar. Further information on the session and how to registration will be sent out in the coming week.

*Linette Logie, Police Services Division
Policing and Security Branch, Ministry of Public Safety and Solicitor General
10th Floor, 1001 Douglas Street, PO Box 9285 Stn Prov Govt, Victoria, BC V8W 9J7
Phone: (250) 356-0531 | Fax: (250) 356-7747 | email: linette.logie@gov.bc.ca*

Mill, Nicola

From: Perri, Stacey PSSG:EX <Stacey.Perri@gov.bc.ca>
Sent: December-01-16 7:45 AM
To: Abbotsford (Donna Macey); Central Saanich (Katie Charlton); Delta (Michelle Jansson); Delta (Tanya Bader); Nelson (Shiloh Perkins); New Westminster (Daisy Dyer); XT:AG Lang, Laura AG:IN; Port Moody (Rhonda Doig); Saanich (Sherri Andrews); SCBCTAP (Taryn Barton); Stl'atl'imx (Pam Lancaster); Vancouver (Patti Marfleet); Vancouver (Stephanie Johanssen); Mill, Nicola; West Vancouver (Linda Matonovich)
Subject: Hold the Date: BCAPB 2017 Conference & AGM

Good morning,

It would be very much appreciated if you could forward this "hold the date" notice to your police board members and police executive.

Thank you for your assistance – Stacey

The Vancouver Police Board has graciously offered to host the 2017 BCAPB Conference & AGM.

Where? Fairmont Hotel Vancouver, Vancouver BC www.fairmont.com/hotel-vancouver (guest room reservation details to follow shortly)

When? April 6-7-8, 2017. There will be a closed session – to include appointed police board members, Chief Constables and police executive and a welcoming reception/registration on the afternoon/evening followed by one and one half full days of conference activities.

Who should attend? Police board members, police executive and community representatives from throughout the province who have an interest in civilian oversight and public trust.

Additional Information will be posted on the BCAPB website when available <https://bcapb.jibc.ca/services>:

A full package of information including registration, travel and lodging information will be forwarded to you in the near future. If you have any questions please contact:

Stacey Perri, BC Association of Police Boards
Stacey.Perri@gov.bc.ca
250 387-6044

Mill, Nicola

From: rhelme@greenhelme.com
Sent: December-02-16 2:02 PM
To: Mill, Nicola
Subject: Fwd: Overdose crisis prompting B.C.'s police watchdog to change investigation policy

Follow Up Flag: Follow up
Flag Status: Flagged

for circulation

----- Forwarded message from "Perri, Stacey PSSG:EX" <Stacey.Perri@gov.bc.ca> -----

Date: Fri, 2 Dec 2016 16:51:54 +0000
From: "Perri, Stacey PSSG:EX" <Stacey.Perri@gov.bc.ca>
Reply-To: "Perri, Stacey PSSG:EX" <Stacey.Perri@gov.bc.ca>
Subject: Overdose crisis prompting B.C.'s police watchdog to change investigation policy
To: "Abbotsford (Sukh Sidhu)" <sukh@shaw.ca>, "Central Saanich (John Rizzuti)" <jprizzuti@gmail.com>, "Delta (Dona Packer)" <DPacker@delta.ca>, "Delta(Michelle Jansson)" <mjansson@delta.ca>, "Delta (Pip Steele)" <psteele@ZLC.net>, "Hodge, Jessica PSSG:EX" <Jessica.Hodge@gov.bc.ca>, "JIBC(Michel Tarko)" <jhaberfield@jibc.ca>, "Nelson (Bill Reid)" <bill@callbill.ca>, "New Westminster (Baj Puri)" <bajpuri@telus.net>, "OakBay (Sandra Waddington)" <sjwaddington@shaw.ca>, "Port Moody (Terry Hawes)" <terry@terryhawes.com>, "Saanich (Gail Flitton)" <gailflitton@gmail.com>, "SCBCTAPS (Sara Levine)" <slevine@alliancelex.com>, "SCBCTAPS (Transit)" <Taryn.Barton@transitpolice.bc.ca>, "Stl'atl'imx (Rebecca Barley)" <rebecca.barley@stlatlimxpolice.ca>, "Vancouver (Claire Marshall)" <Claire@marshallassociates.ca>, "Victoria (Maureen Shaw)" <maureenshaw@shaw.ca>, "Victoria (Roxanne Helme)" <rhelme@greenhelme.com>, "West Vancouver (Marcus Wong)" <mwong@wvvpd.ca>

To: BCAPB Executive

As previously discussed at the past few BCAPB Executive meetings – below for your information and further dissemination as you see fit – thank you, Stacey

Overdose crisis prompting B.C.'s police watchdog to change investigation policy

Officers administering life saving measures like naloxone or CPR won't be investigated in event of a death

By Farrah Merali, CBC News Posted: Dec 02, 2016 6:30 AM PT Last Updated: Dec 02, 2016 6:30 AM PT

First responders offer help to an overdose victim. Now, the IIO is opening the door for police officers to respond in incidents like this as well, with a policy change to the kinds of cases it investigates.

When the call came in to B.C.'s police watchdog last week, it was the first of its kind: someone had died after an RCMP officer administered the overdose-reversing drug naloxone.

"It was an incident out of Surrey. It was the first notification that we had where the police administered CPR and naloxone, and we were notified," said Marten Youssef, director of public engagement and policy with the Independent Investigations Office.

The IIO investigated and found the officer did nothing wrong. But the call highlighted a particular problem the office is facing.

Under the Police Act, officers are required to notify the IIO whenever someone dies or is seriously injured while police are on the scene or when a suspect is in custody.

That means even if an officer goes to a call and tries to save someone's life, but that person dies, the IIO must still be contacted.

"The police have expressed to us that this is a major challenge they have. That an officer just applied life saving measures and now they're subject to an IIO investigation," said Youssef.

'Time for action is now'

Last week's may have been the first investigation of this kind related to opioids, but there have been other incidents where officers have tried, unsuccessfully, to save a life. And in every case like that, the IIO has cleared the officer involved.

But the opioid crisis has pushed concerns over the policy to new levels.

Youssef said police boards told the IIO some forces were reluctant to distribute naloxone to their officers because they didn't want to see the officers end up the subject of an IIO investigation in the event an overdose victim died. That's why the IIO is now changing its policy: officers who simply try to save a life during a call will not be investigated.

"There's a state of crisis when it comes to fentanyl and the time for action is now," said Youssef.

"The policy is essentially going to be that the police are only required to notify the IIO in instances where there's use of force that's applied or a fatality or serious injury happens while in custody."

Lt. Doug Conacher of Vancouver Fire and Rescue Services looks on as firefighter Jason Lynch gets to work on a fentanyl overdose victim who is not responding to naloxone.(CBC)

Youssef is hoping the policy change also results in faster investigation times.

The IIO has been criticized in the past for taking too long with its cases. Youssef said this coming change will stop investigators from being pulled on to needless cases.

In August alone, Youssef said the IIO was contacted about 11 cases involving officers administering CPR.

"What this will do is it will expedite other cases and allow us to focus our resources on the cases that the IIO was intended for in its creation," said Youssef.

Police, social justice activists pleased Acting Sgt. Brian Montague with the Vancouver Police department said the VPD has been asking for this kind of change for sometime. "We're extremely happy this is being addressed," said Montague. "It's very, very unsettling for officers to be under investigation by a provincial body like that."

The VPD has a non-attendance policy when it comes to responding to overdoses, but Montague said officers are often in situations where they're forced to provide CPR.

The Pivot Legal Society was part of an advisory group that worked with the IIO on the change. Douglas King — a lawyer with Pivot — said during a crisis like this, it's important everyone responding has the tools they need to help save lives.

"It's more just about making [sure] that every time an officer arrives on scene like that, they feel that they can confidently help if they have the ability to," said King.

Hello CAPG Member,

I would like to graciously invite you to participate in one of CAPG's Committees for the 2016-2017 year. CAPG committees are a great way to get involved with and support our dynamic organization, as well as an opportunity to network with colleagues outside our Annual Conference.

The CAPG values the diverse contributions from our Committee members. Effective committee participation brings together member viewpoints which might not otherwise be heard. As a committee member, you can help the Board create value for our members and achieve the CAPG's strategic goals and directions in a tangible and measurable way.

Benefits of being a CAPG Committee member:

- Exchange information and ideas with your peers.
- Develop professional relationships and strengthen your ties in the police governance sector.
- Establish contact with leading government and sector decision-makers.
- Build your knowledge of the sector through contributing to the work of the committee.
- Gain expertise in new areas or gather new ideas for your current area.
- Contribute to the success and visibility of the CAPG.

Currently, the CAPG is in urgent need of members for the **Governance Committee**. The purpose of the Governance Committee is to provide a focus on governance that will enhance the organization's performance. The Committee assesses and makes recommendations regarding Board effectiveness and ongoing Board Member development, and leads the process for recommending Board Member election/appointment criteria for consideration when electing Members. You can view the [Governance Committee Terms of Reference on our website](#).

I encourage you to engage with a national group of peers, build your network, develop your skills and contribute to the CAPG's mandate. Please take a moment and fill out the CAPG Committee form here:

<https://www.surveymonkey.com/r/QFVTXWD>

On behalf of the CAPG Board of Directors, I would like to thank you for your continuing commitment and engagement with the Association.

Sincerely,



Rob Stephanson, FCPA, FCGA, President
Canadian Association of Police Governance

CONFIRMATION FORM

TO BE SIGNED BY BOARD/COMMISSION CHAIR AND NOMINEE:

We _____ being members in good standing of CAPG, nominate _____ for the position _____.

We also confirm that:

- We represent the geographical region of Canada represented by the Association's Members (By-laws – Article 5.2);
- We are members in good standing of the association; (By-laws – Article 5.3(a));
- The nominee resides in the province where our Police Board/Commission is located (By-laws – Article 5.3(b));
- The nominee is willing to commit to the association for the term;
- The nominee has the time to contribute fully in 3 face-to-face meetings a year (one in Ottawa, one board retreat, one at the annual conference);
- The nominee has the financial support of our Police Board/Commission to cover the cost of their attendance at the three meetings a year including airfare and accommodation (estimated financial commitment is \$5,000);
- The nominee is able to participate in a two-hour bi-monthly teleconference board meeting; and
- The nominee is willing to sit on at least one working committee and actively participate in the work of that committee.

Signature:

Name: (please print)

Chair of Board/Commission

NOMINEE:

I _____ being a member of, _____ consent to this nomination.

I am currently a _____ (provincial, municipal, citizen appointment) representative on my police board/commission and I have _____ years left to serve.

I am eligible for another reappointment for _____ years.

Address: _____

Telephone: _____

Fax: _____

Email: _____ Date _____

Signature:

Name: (please print)

**COMPETENCY CHECKLIST FOR CAPG BOARD
MEMBERS**

YES	NO	EXPERIENCE
		Business, business administration, especially non-profit
		Strategic planning
		Risk management
		Accounting & Finance
		Human resources
		Labour Relations
		Legal, especially non-profit & tax law
		Multi media / communications
		Advocacy
		Knowledge of federal government
		Board or governance experience
		Community development
		Proposal and grant writing
		Policy making
		Information Technology
		Marketing & public relations
		Fundraising & special events
		Contacts, networking, especially on a national level
		Educational program development
YES	NO	SKILLS
		Strong communication skills
		Strong decision maker
		Consensus builder/collaborative
		Effective listener
		Strong analytical skills
YES	NO	PERSONAL ATTRIBUTES
		Integrity and high ethical standards
		Strong public service orientation
		Respect for diversity
		Discretion, objectivity and good judgment
		Desire to contribute
		Active participant
		Ability to meet time commitments
		Capable of wide perspective
		Resilience
		Life long learning
		Team player

Royal Canadian Mounted Police



Gendamerie royale du Canada

Guided by Integrity, Honesty, Professionalism, Compassion, Respect and Accountability

Supt. Derek Cooke
Officer in Charge "E" Division Traffic Services
Mailstop #804
14200 Green Timbers Way
Surrey, BC
V3T 6P3

Our File - Notre

December 2nd, 2016

CRD Integrated Road Safety Unit Joint Management Team
C/O Insp Ward Johnson
Officer in Charge Island District Traffic Services
2881 Nanaimo Street
Victoria, BC
V8L 2Z5

Dear Insp. Johnson;

RoadSafetyBC, has recently begun implementation of the Road Safety Initiative (RSI). This is a significant undertaking designed to address challenges within B.C.'s road safety technology infrastructure, with particular focus on inefficiencies in the traffic violation ticket creation and payment processes. RSI will establish the following solutions to these challenges:

- Electronic roadside traffic ticketing (eTicketing);
- Online payment for traffic tickets; and
- Initial improvements to business intelligence, such as real-time violation ticket data collection and analytics ability.

The implementation of the RSI will move the issuance of approximately 550,000 tickets annually from the current paper-based system to an electronic process. The benefits will include reducing the time a police officer spends issuing a violation ticket, reducing errors that result from the multiple transaction points between police, ICBC and courts, and ensuring that all violation ticket electronic data is captured accurately. We expect better data will result in providing police and government with the ability to make timelier and better-informed road safety decisions.

The RSI has received formal approvals and is now working toward pilot testing and provincial roll-out within the next two years. To ensure the Province has a solution designed to meet police needs, RoadSafetyBC has sought the participation of several municipal police agencies and RCMP units throughout the province. Within the Capital Regional District, the CRD Integrated Road Safety Unit

(IRSU) will be piloting the eTicketing solution throughout its patrol area. As an RCMP/IRSU initiative, this will not involve local detachments or police forces.

For both the pilot and provincial roll-out, the Province will fund direct costs, such as all necessary technical solution costs (development of software, integration with PRIME, hardware and installation) and training costs. RSI staff will also be engaging with the UBCM Executive over the fall of 2016, to share information about the expected benefits to communities of the RSI.

It would be appreciated if you could provide a copy of this letter to the members of the CRD IRSU Joint Management Team and ask that they share it with their respective chiefs, mayors and council. If any questions arise, Sgt. Todd Balaban will be serving as the point of contact for "E" Division Traffic Services and can be contacted at (778) 290-3682, or by e mail at todd.balaban@rcmp-grc.gc.ca

Thank you.

Sincerely,



Supt. D.R. Cooke
Officer in Charge
"E" Division Traffic Services