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The logo consists of the words "VICTORIA" and "POLICE BOARD" stacked vertically in a bold, white, sans-serif font. The text is enclosed within a white rectangular border.

**VICTORIA
POLICE BOARD**

**Annual Report
2009**





Message from the Chair and Vice Chair of the Victoria Police Board



It is our pleasure to present the Victoria Police Board's 2009 Annual Report to the citizens of Victoria and Esquimalt. This report summarizes the extensive activities and accomplishments of the Board during the past year.

The Board, which is made up of volunteers from our communities, provides informed oversight of the Victoria Police Department (VicPD). Serving two municipalities, the Board ensures that effective and efficient police services are provided that respond to the ever-changing needs of the community.

One of the Board's key responsibilities is to provide financial oversight of the VicPD, including the approval of its annual budget and all expenditures. We are pleased to report that in a year of extraordinary financial pressures related to the cost of alternative radio systems, integrated and regional police units and the Olympic Torch Relay, the Department has operated within its budget – while continuing to provide innovative solutions in communications and proactive operational strategies.

In 2009, the Board welcomed Jamie Graham as the 12th Chief Constable in the history of the VicPD. With nearly 40 years of policing experience, Chief Graham brought a new energy and direction to the VicPD. Working closely with the Board, we were able to focus on reorganization and modernization of the policies and procedures governing the Department, with an increased focus on public accessibility and external communication.

As an example, the Departments' on-line 2008 Annual Report is the first of its kind for police agencies across Canada. Its cutting-edge technology and light-hearted introduction instantly provides a connection with the public. The other reality is that in times of financial restraint, the online format provides a cost-effective way to distribute our message.

Looking forward to 2010, the Board will oversee a revitalization of the VicPD's strategic plan which will set the course for the next five years. We also look forward to the outcome of the audit of the VicPD conducted by the Police Services Division of the ministry of Public Safety and the Solicitor General. We are confident that when the report is released, it will reassure the citizens of Victoria and Esquimalt that the Department is in compliance with policies, procedures and provincial standards, and the community is receiving consistent and accountable high quality police services.

The Board will also continue to work on securing the resources needed by the VicPD to support the executive, officers and civilian staff who serve the citizens of Victoria and Esquimalt with spirit, confidence and pride.

Dean Fortin, Chair
Mayor of Victoria

Barabara Desjardins, Vice Chair
Mayor of Esquimalt

Police Board Roles and Responsibilities

The Victoria Police Board (Board) is the civilian governing body that oversees the Victoria Police Department (VicPD). The Board works with the Chief Constable and senior management team to determine the priorities, goals and objectives of the VicPD, including development of the annual budget for consideration by the Councils of Victoria and Esquimalt.

In British Columbia, police boards receive their authority under the Police Act, and are independent from municipal councils and the Provincial Government. Civilian police boards work to ensure that there is a high standard of policing and that the interaction between the police and the community is fair and balanced.

The Board receives community input on policing through its liaisons with community and business associations. While the Board handles matters of governance and oversight, the Chief Constable is responsible for the day-to-day operation of the Police Department.



HIGHLIGHTS IN 2009

Central to the Board's governance functions, the Board must satisfy itself that police resources are being deployed effectively. Some of the issues related to governance

on which the Board received regular briefings in 2009 are:

- Monthly Crime Statistics
- Quarterly financial forecasts and explanations on budget variances
- Quarterly reports from Human Resources, Legal Services and Professional Standards
- Measures to manage overtime expenditures
- New and amended policies and procedures
- Key performance measures from the goals in the 2008-2010 Strategic Plan
 - Human Resources: Invest in the Best
 - Reduce Property Crime
 - Reduce Street Disorder
 - Suppress Violent Crime

In addition, many other interesting and significant items were brought to the Board for recognition, discussion and debate, for example:

Employment and Awards

- Letters of commendation for actions of sworn and civilian staff
- Canadian Police Peacekeeping Medal Recipients
- Justice Institute of British Columbia Award Winners (Recruits)
- Changes in secondments to Regional and Integrated Police Units

Programs and Events

- ConAir Program
- On-line reporting of crime
- Use of in-car and body-worn video
- City of Victoria Late Night Task Force
- Together Against Graffiti" (TAGS) Symposium, held in Esquimalt
- Victoria Integrated Community Outreach Team (VICOT)
- Youth Combating Intolerance Camp

2009 Victoria Police Board

The *Police Act* establishes the composition of a municipal police board. Under the Act, a person is eligible to hold office as an appointed member of a municipal police board for a maximum period of six consecutive years.

A special Ministerial Order, passed by the Provincial Government in December 2002, set out a governance structure to oversee policing in Victoria and Esquimalt.

The order stated that under amalgamation, the police board would consist of a maximum of nine members:

- Mayor of Victoria designated as Chair.
- Mayor of Esquimalt designated as Vice-Chair.
- One person nominated by each of the municipal Councils of Victoria and Esquimalt
- Up to five persons appointed by the Lieutenant Governor in Council for the Province of British Columbia.



MEMBERS

Dean Fortin, Chair	Mayor of Victoria (Elected November 2008)
Barbara Desjardins, Vice Chair	Mayor of Esquimalt (Elected November 2008)
Ralston Alexander	Provincial (Appointed November 2007)
Lindalee Brougham	Provincial (Appointed July 2008)
Gurdial (Gordy) Singh Dodd	Provincial (Appointed November 2009)
Joan Kotarski	Municipal (Appointed January 2009)
Kathy Mick	Municipal (Appointed June 2006)
David Nicholds	Provincial (Appointed January 2009)
Christine Stoneman	Provincial (Appointed November 2007)

STAFF

Barbara Cameron	Executive Assistant
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For 2009-2010 Board membership and member biographies please see www.vicpd.ca/board_new.html

Victoria Police Board Meetings

The Board sets an annual calendar of reporting requirements to monitor the activities of the VicPD. The calendar includes regular reports on key performance indicators in the department's 2008-2010 Strategic Plan.

In order to approve the annual budget request, the Board must satisfy itself that police resources are being deployed effectively. The board receives regular updates on staffing, finance, and letters of commendation regarding actions of police officers and civilian staff. The Board also receives regular reports on the activities and recommendations from the standing committees.

In advance of each Board meeting, a notice is published in the Municipal Updates of the Times Colonist and the public agenda is sent to media outlets as well as municipal councillors and neighbourhood and business associations in Victoria and Esquimalt. The agendas and minutes of the Board's public meetings are posted on the Board's website.

In 2009, the Victoria Police Board held eleven regular monthly meetings, excluding August. These meetings were held at the Victoria Police Department, the Municipality of Esquimalt Council Chambers and the City of Victoria Council Chambers.

In addition to public meetings that are open for citizens to attend, the Board also met in camera when it discussed some matters, including public security or where public disclosure could impair law enforcement, individuals' financial or personal affairs, labour issues or when a person requested that he or she be allowed to give information in private to the board.

Go to our website to view minutes of past meetings and to view a schedule of 2010 Police Board meetings at www.vicpd.ca/board_new.html.

JOINT POLICE BOARD / COUNCIL MEETINGS

Police Boards have a unique relationship with municipal councils, as Boards are appointed under the Police Act and are separate and unique from council. The Victoria Police Board provides oversight to the only municipal police force in British Columbia that serves two municipalities.

While the Board is responsible for ensuring that the police have adequate resources to provide effective and efficient services to the community, it is the municipal councils who provide the funding for the Department.

In order to inform councils of issues and developments, specifically those that would impact budget and resource allocation, the Board held four Joint Police Board /Council Meetings in 2009. Councillors were also provided with timely information related to governance and policing initiatives and were informed in advance of every public Police Board meeting.

Members of the Finance Committee also attended council meetings in Esquimalt and Victoria to support the 2009 Budget Request.

BOARD STANDING COMMITTEES

The Victoria Police Board operates with three standing committees:

- Governance Committee
- Finance Committee
- Human Resources Committee

The committee structure assists the Board in its work and increases the Board's capacity to manage a number of key issues.

Following discussion with each Board Member, appointments to committees are made by the Chair. Appointments are based on the member's interest in that committee, specialized expertise and Board and Committee performance to date. One Board member also serves as the representative to the Department's Labour/Management Committee.

Each committee operates according to the Terms of Reference set out in the Board's Governance Manual. The Department's financial Controller is a non-voting member of the Finance Committee. The Chief or other senior managers may be invited to attend committee meetings from time to time. The Mayors are ex officio members of all committees.

It is important to note that the committees make recommendations to the Board, but they do not make decisions on behalf of the Board, unless the Board has delegated an authority to the Committee to do so. Decisions of board committees are communicated as recommendations to the Police Board.

GOVERNANCE

CHAIR: KATHY MICK

MEMBERS: RALSTON ALEXANDER, JOAN KOTARSKI, DAVID NICHOLDS

The Governance Committee, which focused on supporting the Board as a whole to provide effective police governance and oversight, met eight times during 2009. It developed an orientation schedule to assist new Board members understand their roles and responsibilities, and welcomed three new Board members appointed by the province.

In 2009, the Governance Committee:

- Completed the Board's 2008 Annual Report
- Revised the Board's Orientation Manual, which supports the education and development program identified in the Board's governance policies.
- Met with representatives from neighbourhood community and business associations in Victoria and Esquimalt.
- Facilitated a joint planning meeting with the Senior Management Team.
- Proposed revision of the governance structure to recognize the mayors of Victoria and Esquimalt as Co-Chairs.
- Developed a customized intranet site for the effective distribution and archiving of board materials.
- Upgraded the Board's web site to provide easier access for the public.
- Revised Board policies and guidelines for remuneration and travel expenses related to Police Board activities.
- Set a timetable for complete revision of Board's Governance, Policies and Procedures Manual.
- Completed the 2009 Police Board Effectiveness and Board Meeting Evaluations.
- Developed 2010 Board Training and Conference Calendar to support education and training needs of Members.
- Developed the 2010 Board Calendar to reflect monitoring requirements in the Act and measures in the 2008-2010 Strategic Plan.
- Updated the Board Skills and Experience matrix to facilitate Board succession planning.

FINANCE

CHAIR: RALSTON ALEXANDER

MEMBERS: LINDALEE BROUGHAM, DAVID NICHOLDS

The Finance Committee met six times in 2009 and worked closely with the Controller on the development, management and control of the Department's financial activities.

In 2009, the Finance Committee undertook the following:

- Reviewed quarterly financial reports with Controller prior to presentation to the Board.
- Recommended partial financial support for 35 VicPD athletes participating in 2009 World Police and Fire Games
- Reviewed cost of Legal Services and recommended development of a policy to more effectively approve, obtain and utilize legal counsel.
- Monitored the finalization of a financial agreement between Victoria and Esquimalt regarding the cost allocation for police services in the two municipalities.
- Reviewed the recommendations of an external review of facilities and space allocation.
- Monitored projections for extraordinary spending related to the CREST radio system and Olympic Torch Relay.
- Communicated the 2009 Budget Timetable to the Department, the Police Board and municipal councils.
- Worked with the Controller to revise the 2009 Budget Request, which was approved by the Police Board in October 2009.

HUMAN RESOURCES

CHAIR: CHRISTINE STONEMAN

MEMBERS: LINDALEE BROUGHAM, KATHY MICK

The Human Resources Committee, which has an oversight and stewardship responsibility for the human resource activities, met seven times in 2008. The Chair of the HR Committee also served as the Board's representative on the Labour/Management Committee.

In 2009, the HR Committee considered many significant personnel issues on behalf of the Board, such as:

- Organizational review in Department which led to re-establishment of two Deputy Constables, the rank of Staff Sergeant and the deployment of Sergeants as supervisors in the jail.
- Transition of Jail Guards as they became Special Municipal Constables (jailers) and members of the Victoria Police Union.
- Oversight of the Staff Sergeant competition.
- Discussions with the Police Union and Management regarding approval of secondary employment.
- Standardization of annual performance evaluations of Chief Constables in British Columbia.
- Chief Constable's recommendations on municipal secondments that led to withdrawal from Regional Crime Unit.
- Interim performance evaluation of the Chief Constable and revisions of the annual review process.
- Succession planning with respect to proactive recruitment and training policies.
- Standardization of employment agreements for Inspectors and exempt civilian managers.

BOARD MEMBER TRAINING AND DEVELOPMENT

Police Board members benefit from participation at conferences and training specific to policing oversight. Through these opportunities, they are able to:

- Develop knowledge and skills to provide effective governance of the VicPD.
- Keep updated on developments in police governance across the province and the nation.
- Establish dialogue with Police Board executive and staff from other agencies.
- Share knowledge and experience.
- Mentor new Board members.

In 2009, Board members participated in the following:

- BC Association of Police Boards (BCAPB) Annual General Meeting and Conference, Vancouver, BC.
- Canadian Association of Police Boards (CAPB) Annual General Meeting and Conference, Sydney, NS.
- Governance Essentials Program, University of Victoria.
- Chief Constable's Executive Leadership Workshop.
- Ethic's Lecture, Rushworth Kidder, Institute for Global Ethics.
- BCAPB Orientation for New Board Members, Tsawwassen, BC.



2010 Police Board

Back Row: Kathy Mick, Joan Kotarski

Front Row: Dean Fortin, Gurdial (Gordy) Singh Dodd, Barbara Desjardins, Lindlee Brougham, Christine Stoneman, Ralston Alexander

Absent: David Nicholds

LOOKING FORWARD TO 2010

Going forward, the Victoria Police Board will continue to:

- Provide effective civilian governance and oversight of the VicPD to ensure that it optimizes its resources to best serve the community.
- Meet regularly, in public, to monitor the policies and activities of the VicPD.
- Work as a team to represent the citizens of Victoria and Esquimalt to ensure that the VicPD operates in a transparent and accountable manner.
- Through the senior management team, revisit the strategic plan and set the vision for the Department's future.
- Improve communication between the Police Board and municipal councils, the department and the public.
- Support the creation of new corporate logo based on Application to Canadian Heraldic Authority to grant Armourial Bearings to VicPD.
- Continue to support the Chief Constable in his efforts to make the VicPD the finest policing agency in Canada.

CONTACT INFORMATION

As you review this annual report, you will find current information on the Victoria Police Board and its role as the civilian governance body that oversees the VicPD.

We hope that the contents of the report are interesting to you and give you more awareness of the relationship between the Board and the police department.

You are also welcome to attend a Board meeting. Meeting dates and venues are published online and in the Municipal Updates of the Times Colonist.

If you would like further information about the Victoria Police Board, activities discussed in the annual report and its ongoing work, you are encouraged to write to us, call or visit our website.

Victoria Police Board

850 Caledonia Avenue
Victoria, BC V8T 5J8

Tel: 250-995-7248

Fax: 250-384-1362

Website: www.vicpd.ca/board_new.html

E-mail: Board@vicpd.ca

VICTORIA POLICE BOARD

850 Caledonia Avenue
Victoria, BC V8T 5J8
Tel: 250-995-7248 Fax: 250-384-1362
E-mail: Board@vicpd.ca