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**VICTORIA POLICE BOARD**  
**ANNUAL REPORT**  
**2012**

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## MESSAGE FROM THE MAYORS 2012 POLICE BOARD ANNUAL REPORT



**We would like to dedicate this report to Board member David Johns, who passed away on March 24, 2013. David's dedication and contribution to the Victoria Police Board will be missed.**

On behalf of the Victoria Police Board, it is our pleasure to present the 2012 Annual Report to the citizens of Victoria and Esquimalt.

The role of the Board, which is made up of volunteers from our communities, is to provide civilian oversight of the Victoria Police Department. This includes, but is not limited to oversight of the annual budget, development of the Department's strategic plan, as well as the review and approval of policy.

Established through the authority of the *Police Act*, Board members are appointed through an Order in Council by the provincial government. The Board acts as a link between elected officials, the community and the Department, while at the same time allowing the Department to operate without political interference.

By scheduling regular public meetings and serving as liaisons to neighbourhood and business associations, the Board endeavors to keep the public informed about policing services in the community. Having Board members who participate in conference and training specific to policing oversight and who serve on provincial and national police board associations ensures that our Board remains current about policing issues and up-to-date with police governance.

This annual report highlights the key activities and accomplishments of the Board in 2012. The Board remains focused on its efforts to provide the structure and resources for the Department to achieve its vision to be "Canada's Safest Region by 2020". We are honoured to support the efforts of the men and women of the Department, both sworn and civilian, whose motto is "Honour Through Service".

Looking forward to 2013, the Board will continue to work with Police Services on the development of a Framework Agreement for Policing in Esquimalt and Victoria. The Board is committed to providing the citizens in our municipalities with the police services they need and want to ensure their safety and security.

Dean Fortin, Chair

Barbara Desjardins, Vice Chair

## POLICE BOARD ROLES AND RESPONSIBILITIES

In British Columbia, Police Boards receive their authority under the *Police Act*. Municipal police boards are mandated to provide the following main functions in BC:

- Employing an adequate number of sworn and civilian staff.
- Setting policy and direction, and approving the Department's strategic plan.
- Overseeing annual budget preparation and monitoring financial results.
- Serving as the discipline authority for policy and service complaints against the department, with the Chair of the Board being responsible for discipline matters related to the Chief and Deputy Chief Constables.

Based on the amalgamation of policing services in 2003, the Victoria Police Board oversees the Victoria Police Department, which proudly serves the citizens and Victoria and Esquimalt. The Board provides civilian oversight and guides the general direction of the Victoria Police Department in accordance with relevant legislation and in response to community needs.

The Board works in collaboration with the Chief Constable to determine the priorities, goals and objectives of the Department. The Board receives community input on

matters related to 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 Department. Individual Board members contribute to the success of the Board by developing strong relations both within the Department and the communities served by the Department.

To carry out oversight responsibility, it is important for board members to understand the operations of the department. Board members are encouraged to participate in a variety of activities, including ride-alongs with police officers, attending appropriate education sessions, attending special police and community functions, and inviting key staff members to observe or give presentations at police board meetings. A highlight in 2012 was attending a training session by the K-9 division.

Board effectiveness and transparency are increased by adherence to policies and procedures laid out in the Board's Governance Manual. In 2012, the Board established two new Board policies: Post Implementation Review, which provides a mechanism for the Department to evaluate the outcomes of new projects; and Whistleblower, which ensures that if required to do so, Board members have a process to receive and review complaints from employees.

# POLICE BOARD MEMBERSHIP IN 2012

## MEMBERS

Dean Fortin, Chair	Mayor of Victoria (Elected November 2008)
Barbara Desjardins, Vice Chair	Mayor of Esquimalt (Elected November 2008)
Lindalee Brougham	Provincial (Appointed July 2008)
Roy Cullen	Provincial (Appointed January 2012)
Gurdial (Gordy) Singh Dodd	Provincial (Appointed November 2009)
David Johns	Provincial (Appointed June 2010)
Karen Kesteloo	Provincial (Appointed January 2012)
Joan Kotarski	Municipal Nominee (Appointed January 2009)
Kathy Mick	Municipal Nominee (Completed term, June 2012)
Peter Ryan	Municipal Nominee (Appointed July 2012)

## STAFF

Barbara Cameron	Executive Assistant
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Board member biographies are posted on our web site: [www.vicpd.ca/board](http://www.vicpd.ca/board)

## APPOINTMENT TO THE 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.

Under the current Ministerial Order, passed by the Provincial Government in December 2002, the Victoria Police Board consists of a maximum of nine members: In 2012, one Board member completed her six-year term and the province appointed three new members to the Board.

- 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.



## HIGHLIGHTS OF THE VICTORIA POLICE BOARD'S WORK IN 2012

### 2012 BOARD MEETINGS

In 2012, the Board held eleven monthly meetings, excluding August, at the Victoria Police Department. In advance of each meeting, a notice was sent to municipal Councilors, community and business association representatives and media outlets. Meetings were held in public; citizens and members of the media were encouraged to attend.

Monthly Board agendas are based on an annual reporting calendar, approved in advance by the Board. Following a designated calendar of reports ensures that the department meets its statutory obligations to provide police services and keeps the Board informed of emerging issues in a timely manner.

In addition to public meetings that are open for citizens to attend, the Board also meets *in camera*. According to the *Police Act*, the Board may meet in-camera to discuss matters related to public security or where public disclosure could impair law enforcement, individuals' financial or personal affairs, labour issues or when a person requests that he or she be allowed to give information in private to the Board.

The Board receives regular updates on the following:

- Activities of the Chief Constable
- Approved minutes and updates from the Board's standing committees
- Human Resources Quarterly Updates: New hires, retirements, promotions and resignations
- Legal Services Quarterly Reports
- Commendation letters regarding actions of police officers and civilian staff
- Monthly Crime Trends
- Professional Standards Section Quarterly Reports
- Quarterly Financial Forecasts
- Strategic Planning Quarterly Updates

In 2012, the Board received briefings on diverse topics including:

- Community and Operational Services Annual Report
- COPLOGIC – Online Reporting System
- Capital Region Emergency Service Telecommunications (CREST)
- Crime Reduction Strategy
- Critical Incident and Stress Management (CISM) Annual Report
- Donations & Sponsorships
- Human Resources Annual Report
- Improving Operational Effectiveness: Action Plan from the Plecas Report
- Investigative Services Division Update
- Mediator's Report: A Framework for Effectiveness – Governance and Funding Issues

- Membership in the Greater Victoria Labour Relations Association
- Motorcycles: Business Case and Capital Funding
- Patrol Division Annual Report
- Policing Canada Day Celebrations
- Regional Communications Centre Report
- Report from Office of the Information and Privacy Commissioner re: Automated License Plate Readers
- Special Events and related Policy OK40
- Special Projects Update
- Summer Action Plan – Focused Enforcement Team and West Division Reports
- Update on Indemnification for Members
- Vancouver Island Integrated Major Crime Unit (VIIMCU) Annual Report
- Victoria Integrated Community Outreach Team (VICOT) Annual Report
- Victoria Police Department Staffing & Deployment Report
- West Division Annual Report
- Youth Combatting Intolerance

## REPRESENTATION ON PROVINCIAL AND NATIONAL ASSOCIATIONS

Victoria was represented on the Boards of both the BC Association of Police Boards (BCAPB) and the Canadian Association of Police Boards (CAPB) by two members of the Board.

## POLICY OVERSIGHT & APPROVAL

As part of its governance function, the Board reviews and approves all new and amended policies for the Department. Since 2011, the Board's Governance Committee has worked closely with the Department to review and approve Department policies. In 2012, the Committee 34 policies were reviewed and forwarded to the Board for approval or to be rescinded as they were no longer relevant to the organization.

## RECOGNITIONS AND AWARDS

Exemplary work of officers and staff was recognized by the Board through:

- Introductions by civilian and sworn employees
- Letters of thanks and commendation related to the actions of sworn and civilian staff
- Annual Volunteer & Reserve Appreciation and Awards Ceremony
- Exemplary Service Awards
- Inspector's Commendation Awards
- Medal Presentations
- Order of Merit for Police Forces

- Police Honours Ceremony

## JOINT POLICE BOARD/COUNCIL MEETING

In November, the Board held a joint meeting with the councils of Esquimalt and Victoria to present and discuss the 2013 Budget Request. Moving forward, the Board Calendar includes at least two Joint Board Council meetings in 2013.

## NEIGHBOURHOOD & BUSINESS ASSOCIATIONS

In May 2012, the Board hosted its annual contact meeting with neighbourhood and business associations. By reaching out to association executive, the Board has created an opportunity for open dialogue and communication between associations and with the Board and Department.

This year, the Information Technology Division presented the newly-launched COPLOGIC, an online crime reporting system. COPLOGIC expands the categories of crime that can be reported and is compatible with the Provincial PRIME reporting system. The associations were encouraged to share the information and the Department agreed to make presentations to their membership if requested.

The meeting also included a question and answer period with a Deputy Chief Constable and Board members – a feature that was appreciated by the association representatives.

## STANDING COMMITTEES OF THE BOARD

The Victoria Police Board has three standing committees, first established in 2007. It is important to note that the committees make recommendations to the Board, but do not make decisions on behalf of the Board, unless the Board has delegated an authority to the committee to do so.

The committees assist the Board in its work and increase the Board's capacity to manage a number of key issues. Each committee operates according to terms of reference set out in the *Victoria Police Board Governance Manual*.

## GOVERNANCE COMMITTEE

**Chair:** Kathy Mick\* (until June 2012) & David Johns\* (from July 2012)

**Members:** Roy Cullen, Gordy Dodd, Karen Kesteloo\* (until September 2012), Peter Ryan

**Senior Management Representatives:** OIC - Executive Services; NCO - Policy Analyst

The Governance Committee, which focuses on supporting the Board to provide effective police governance and oversight, met eight times during 2012. It continued with the review of Department policy mandated by the 2010 Police Services Audit, and welcomed three new members appointed by the government to the Board.

The Committee's work included oversight of the following:

- Completing the Board's 2011 Annual Report.
- Completing the 2011 Police Board Effectiveness and Board Meeting Evaluations.
- Setting the timeline for development of Board Strategic Plan and Board Annual Work Plan.
- Monitoring the progress of service or policy complaints filed through the Office of the Police Complaint Commissioner.
- Reviewing 34 new, amended or rescinded Department policies and creating two new Board policies.
- Developing a Board policy to complement Department Policy AB100 Workplace Harassment (Whistleblower).
- Developing a Board policy ensuring post implementation review of major projects in the Department.
- Ensuring the Department is in compliance with changes to the Police Act and the implementation of BC Provincial Policing Standards.

Appointments to committees are reviewed annually, and may be adjusted when there are changes in Board members. The Mayors are *ex officio* members of all committees and from time to time, the Chief Constable or other senior managers may be invited to attend committee meetings. All Board members may attend any committee meeting as a guest.

In 2011, an *ad hoc* committee was struck to oversee the Canadian Association of Police Boards 2012 Conference and AGM. This committee was active from October 2011 to September 2012.

- Developing recommendations related to publication of in-camera agendas and minutes.
- Updating the Police Board's skills matrix for filing with Police Services.
- Overseeing the review of alternative technology to improve reporting of crime trends to the Board and community.
- Reviewing the Department's policy for ride-alongs and comparing it to other police agencies.
- Reviewing the delegation of authority for Freedom of Information and Protection of Privacy Act (FOIPPA) requests directed to the Board.
- Bringing forward a recommendation that the Board is a separate entity from the Department.
- Recommending appointment of a Board representative to the Municipal Leadership Group formed to oversee the development of a Framework Agreement for Policing in Victoria and Esquimalt.
- Evaluating a governance model that includes a Lead Director in addition to a Board Chair.
- Developing an agenda for a Board retreat to include succession planning and relationship building.
- Developing the Board's 2013 Calendar and Meeting Schedule, including annual meeting with executive members of Community Associations in Victoria and Esquimalt.



## FINANCE COMMITTEE

**Chair:** Joan Kotarski

**Members:** Karen Kesteloo, Gordy Dodd, Peter Ryan\* (from September 2012)

**Senior Management Representative:** Controller

The Finance Committee met nine times in 2012 and worked closely with the Controller on the development, management and control of the Department's financial activities. The Committee regularly received and reviewed fiscal updates and provided oversight in the following areas:

- Consideration of the cost for indemnification of members.
- Presentation of the 2012 Budget Request to municipal councils.
- Analysis of the Department's Reserve Funds and 10-year Capital Plan.
- Review of the 2009 Financial Agreement between Victoria & Esquimalt, and analysis of accounts receivable for 2010 & 2011.
- Review of quarterly financial reports with the Controller prior to presentation to the Board.
- Review of quarterly expenses of the Chief Constable and annual expenses related to travel, conferences and training.
- Evaluation of requests for sponsorship for the BCAPB & CAPB annual conferences.
- Assessment of the fiscal impact of membership in the GVLRA.
- Consideration of policy and procedures related to the cost of special events and special duties.
- Review of Police Board remuneration policy.
- Development of the 2013 Budget Request, which was approved by the Board in October and presented to the municipal councils in November 2013.
- Working with the Department to set a timeline for development of the Department's Strategic Plan and Annual Operating Plan.

## HUMAN RESOURCES COMMITTEE

**Chair:** Lindalee Brougham

**Members:** Roy Cullen, David Johns, Karen Kesteloo\* (from September 2012), Kathy Mick\* (until June 2012)

**Senior Management Representative:** OIC – Human Resources

The HR Committee, which oversees the human resource activities of the Department, met eight times in 2012. The Chair of the HR Committee also served as the Board's representative on the Department's Labour/ Management Committee.

In 2012, the HR Committee received and reviewed a number of significant personnel issues on behalf of the Board, including:

- Updates from the Department's Labour/ Management Committee meetings.
- Coordination of the annual performance review of the Chief Constable with a 360 review by members of the Senior Management Team.
- Working with the Chief Constable to develop annual performance goals for 2012 and 2013 that align with the Department's Strategic Plan.
- Developing a new format for the Chief Constable to report to the Board on major components of the Department's Strategic Plan.
- Oversight of the Chief Constable's annual leave in relation to contract requirements.

- Ongoing review of Department policy related to employee conflict of interest and secondary employment.
- Investigating the need, process and logistics to complete a Departmental efficiency review.
- Recommending timelines related to succession planning for senior management.
- Working with the Finance Committee to review the impact of maternity leave on the budget and effective operational strength.
- Receiving regular reports on the activities of the Board's Executive Assistant and completing an annual performance review.
- Establishing a new employment agreement with the Executive Assistant.
- Reviewing and updating employment contracts for the Deputy Chief Constables.
- Other personnel items highlighted by the OIC – HR.

## 2012 CAPB Conference Host Committee

**Chair:** Lindalee Brougham

**Board Members:** Roy Cullen, Gordy Dodd, David Johns, Karen Kesteloo, Kathy Mick, Peter Ryan

**Senior Management Representative:** Insp. Pearce (OIC – HR)

**Victoria Police Union Representatives:** Sean Plater, Bill Trudeau, Matt Waterman

**Police Services Representatives:** Linette Logie, Stacey Perri

**Civilian Employees:** Sherri Andrews (City of Victoria), Kimberley Kelly, Karen Wallis

Recognizing the economic benefit to the local community, the Victoria Police Board applied for and was selected to host the 2012 CAPB Conference and AGM. To facilitate the event, the Board established an *ad hoc* committee that coordinated all of the local planning and reported to staff at the national CAPB office. The Committee developed recommendations for venues, conference programs and conference activities that were approved by the CAPB staff in Ottawa who were responsible all expenses related to the conference.

The 2012 CAPB Host Conference Committee selected the conference theme: ***Policing in Challenging Times***. The Committee met on ten occasions and focused on the following:

- Development of terms of reference and a planning calendar for the Committee.
- Working with a design company to create a conference logo.
- Recommending session themes and speakers, ensuring that fifty percent of the content highlighted innovations and successes of the Department.
- Establishing a fund-raising component to benefit the Victoria City Police Athletic Association.
- Soliciting local sponsorship on behalf of the CAPB.
- Preparing gifts for speakers featuring local food products.
- Creating and managing a program for companions.
- Coordinating transportation for conference delegates and companions to off-sight activities.

## POLICE BOARD TRAINING & DEVELOPMENT

Board members are volunteers and participate in training and development opportunities specific to the governance and oversight of police departments.

In 2012, Board members participated in the following:

- BC Association of Police Boards (BCAPB) Annual General Meeting and Conference, Saanich, BC.
- Canadian Association of Police Boards (CAPB) Annual General Meeting and Conference, Victoria, BC.
- Canadian Association for Civilian Oversight of Law Enforcement (CACOLE) Conference, Toronto, ON
- Webinars presented by the BCAPB through the Justice Institute of BC, including updates on the Independent Investigation Office (Mr. Richard Rosenthal) and police capacity to respond to the new fiscal realities, escalating costs of policing and alternative service models (Dr. Darryl Plecas).
- Police Sector Council Workshop: Executive Selection and Succession Management.



### 2012 Victoria Police Board

**From Left to Right:** Karen Kesteloo, David Johns, Roy Cullen, Lindalee Brougham, Joan Kotarski, Mayor Barbara Desjardins, Mayor Dean Fortin, Gurdial (Gordy) Singh Dodd, Kathy Mick

**Absent:** Peter Ryan

## LOOKING FORWARD TO 2013

Going forward, the Victoria Police Board will continue to:

- Support the Chief Constable and the Department to achieve the vision to be "Canada's Safest Region by 2020".
- Work as a team with senior management team to ensure that the Department's operations are effective, accountable and transparent
- Maintain good policing in a fiscally challenging time.
- Improve communications between the Board, municipal councils and the public.
- Strengthen relationships with Esquimalt and Victoria Councils.
- Work through the Municipal Leadership Group to develop a Framework Agreement for Policing in Esquimalt and Victoria.

## CONTACT INFORMATION

To receive 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.

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. Meeting agendas are posted on the web site on the Friday

before each meeting, and minutes of the public meetings are posted once they have been approved at the next board meeting.

Delegations are welcome at board meetings. You may request to speak at a board meeting by contacting the board office at least ten days before the meeting. Guidelines for delegations to the board are included in the *Victoria Police Board Governance Manual*.

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