



Central Saanich Police Service

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9

Tel: 250.652.4441 | Fax: 250.652.0354

CENTRAL SAANICH POLICE BOARD AGENDA

Thursday, June 11, 2026 at 4:30pm
Council Chambers

1. STANDING ITEMS

- a. Territorial Acknowledgement
- b. Declaration of Conflicts of Interest
- c. Adoption of the Regular Meeting Agenda of June 11, 2026
- d. Adoption of the Regular Meeting Minutes of May 7, 2026
- e. General Service Update – Chief Report
- f. Operations Update – Deputy Chief Report
- g. Policy Review
- h. Committee Reporting
 1. HR Committee Update
 2. Governance Committee Update
 3. Finance Committee Update
 4. Victoria Family Court and Youth Justice Committee Update
- i. Forward Calendar Review
- j. Risk Register Review
- k. Board Training Day Discussion
- l. Business Repository Update (SharePoint)

2. NEW BUSINESS

- a. BCAPB Discussion and Discussion of Resolutions
- b. Committee Structures/Membership Discussion
- c. Orientation Package for New Board Members
- d. Review of Council-Police Motions 2024-2026

3. CORRESPONDENCE

4. CLOSED MEETING

1. *That the Board convene a closed meeting that excludes the public pursuant to the following sub sections of Section 69 of the Police Act, Section 69 (2)(c) - A personnel matter and Section 69 (2)(d) - a matter concerning information that a person has requested he or she be allowed to give in private to the board or committee.*

2. *That the Board continue the In Camera Meeting in closed session.*

Recess to a Closed Meeting.

ADJOURNMENT



Central Saanich Police Service

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CENTRAL SAANICH POLICE BOARD REGULAR MEETING MINUTES

Thursday, May 7, 2026 at 4:30pm
Central Saanich Council Chambers

PRESENT:

Board Chair: Renee Johansson

Board Members: Sarah Riddell
Mike McKay
Jim Rondeau
Diane Hollinshead
Jordan Marin
Mark Kaercher
Blair Fisher

Chief Constable: Ian Lawson

Deputy Chief: Paul Douglas

Board Administrator: Emmalee Gray

Guest: S/Sgt. Nigel Smallwood

REGRETS:

1. STANDING ITEMS

a. Territorial Land Acknowledgment

We gratefully acknowledge that the ancestral land on which we work are within the traditional territories of the WSÁNEĆ peoples: WJOŁEŁP (Tsartlip), BOKEĆEN (Pauquachin), SxÁUTW (Tsawout), WSIKEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.

b. Declaration of Conflicts of Interest

No conflicts declared.

c. Approval: Regular Meeting Agenda of May 7, 2026

45.26

MOVED AND SECONDED

That the agenda be approved as presented.

CARRIED UNANIMOUSLY

d. Approval: Regular Meeting Minutes of April 9, 2026

46.26

MOVED AND SECONDED

That the minutes of the Police Board Meeting held April 9, 2026 be approved as presented.

CARRIED UNANIMOUSLY



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e. Finance Update

No updates.

f. Policy Review

47.26

MOVED AND SECONDED

That the Board adopt the newly created Service and Complaint Policy

CARRIED UNANIMOUSLY

g. Committee Reporting

1. Governance Committee

- No updates.

2. Finance Committee

- Board Member Fisher is appointed Chair of the Finance Committee effective immediately.

3. HR Committee

- No updates.

h. Adoption of Updated Governance Manual

48.26

MOVED AND SECONDED

That the Board adopt the revised Board Manual as presented.

CARRIED UNANIMOUSLY

49.26

MOVED AND SECONDED

That the Board provide the Province with a copy of the Board Manual for training and reference of others.

CARRIED UNANIMOUSLY

i. Board Chair Election

Board Member Fisher was elected Board Chair by acclamation and Board Member Marin has been elected Vice Chair.

2. NEW BUSINESS

a. Business Repository Update (SharePoint)

Deputy Chief Douglas provided the Board with an update on the Board's incoming SharePoint system.

b. CAPG AGM

50.26

MOVED AND SECONDED

That the Board send one representative to attend the CAPG Conference in Edmonton.

CARRIED UNANIMOUSLY



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c. Appointment of BCAPB Representative

51.26

MOVED AND SECONDED

That the Board appoint incoming Board Chair Fisher as the BCAPB Representative for a two year term with Vice Chair Marin as a second.
CARRIED UNANIMOUSLY

d. Summary of Council Motions

Deferred to the June meeting.

3. CORRESPONDENCE

a. Letter from CS Council re: April 13th Resolution

The Board discussed resolutions forwarded from Council.

52.26

MOVED AND SECONDED

That the Board respond to Council's request to review with the Board's policy for posting records of Police Board meetings and allow for further input.
CARRIED UNANIMOUSLY

53.26

MOVED AND SECONDED

That the Board Member Riddell in connection with Deputy Chief Douglas coordinate a presentation from EComm for Council and the Board.
CARRIED UNANIMOUSLY

54.26

MOVED AND SECONDED

That the Board direct the Chief work with the Governance Committee to update the Service's Political Activities policy.
CARRIED UNANIMOUSLY

b. Letter from VFCYJC re: MYST

55.26

MOVED AND SECONDED

That VFCYJC Update be added as a Standing Item on the Agenda.
CARRIED UNANIMOUSLY

c. Letter from CS Council re: SPAAC Invitation

56.26

MOVED AND SECONDED

That Board Member Marin will attend SPAAC until September when a new Board Member will be appointed.
CARRIED UNANIMOUSLY

d. Email from Police Governance Unit re: Board Reporting Requirements

57.26

MOVED AND SECONDED

That Board will incorporate the Province's Reporting Requirements into the Forward Calendar and the Risk Registrar in order to ensure the reporting requirements are being captured by the Board.
CARRIED UNANIMOUSLY



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4. CLOSED MEETING

Meeting closed 17:30

58.26 CLOSED POLICE BOARD MEETING

1. *That the Board convene a closed meeting that excludes the public pursuant to the following sub sections of Section 69 of the Police Act, Section 69 (2)(c) - A matter concerning labour contract discussions, labour management relations, layoffs or another personnel matter.*
2. *That the Board continue the In- Camera Meeting in closed session.*

Recess 17:44

ADJOURNMENT

59.26 **MOVED AND SECONDED**
That the Meeting be recessed.
CARRIED UNANIMOUSLY

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF REGULAR POLICE BOARD MEETING,
HELD ON THURSDAY MAY 7, 2026.

RENEE JOHANSSON
CHAIR OF THE POLICE BOARD

EMMALEE GRAY
BOARD ADMINISTRATOR



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CHIEF REPORT

TO: Police Board
DATE: June 11, 2026
REFERENCE: Chief's Report
FROM: Chief Constable Ian Lawson

General Service Update:

- Attended the Area Chiefs Meeting hosted by VicPD. Key discussions included preparations for the FIFA World Cup beginning June 11th. Developments will continue to be monitored.
- Participated in the monthly Labour Management Committee (LMC) meeting, alongside two Police Board members. Current priorities include reviewing resourcing within the Detectives Office, updating the promotion policy, exploring expanded secondment opportunities, and beginning preliminary planning for collective bargaining.
- Attended the Greater Victoria Police Foundation Police Camp thank you dinner at Laurel Point. The event brought together Board members, staff, and community partners who contributed to the program. Reflections highlighted the positive impact of the camp on participating youth, particularly in fostering teamwork and personal development. The Foundation is promoting a Junior Police Camp for August 2026 for kids aged 10 – 12. CSPS is reviewing their ability to assist with the Camp.
- Attended the Tour de Rock team announcement at St. Margaret's School, with strong community support and participation from past riders.
- Participated in the Brentwood Bay Festival parade and opening ceremony.
- Attended the BC Police Board Conference in Whistler with the Deputy Chief, Executive Assistant, and Board members. The conference included discussions on key policing challenges, including technology adoption and increasing demands related to digital evidence and disclosure, as well as the need for sufficient resourcing.

Next Month:

- We have a retirement event planned for six employees who have retired this year.



Central Saanich Police Service

Deputy Chief / Police Board Update

DATE: June 8, 2026

TO: Police Board

FROM: Deputy Chief Paul Douglas

Patrol Updates	
	Overall, patrol responses remain consistent with organizational expectations, with members demonstrating professionalism, compassion for vulnerable people, and effective collaboration with partner agencies. Management is actively overseeing these areas to ensure both immediate operational needs and longer-term community confidence are being maintained. Additionally, under the leadership of Staff Sergeant Sims, formalized briefing structures have been implemented to strengthen operational alignment and reinforce organizational standards. These briefings provide a consistent platform to communicate priorities, share intelligence, and reaffirm departmental expectations with front-line members. Importantly, they also serve to connect daily patrol activities to the broader Strategic Plan, ensuring that operational decision-making remains aligned with organizational objectives. This structured approach has enhanced clarity, accountability, and cohesion across shifts, while supporting a disciplined and informed patrol environment.

Training	
	CSPS is contributing to: - Regional training facility planning - Long-term training capacity and infrastructure development Firearms and Use of Force training has been ongoing with yearly qualifications being completed. Introduction of Training platform Articulate: Implementing a structured e-learning platform such as Articulate to deliver internal training to the Police Board provides a consistent, efficient, and scalable approach to organizational learning. It enables members to access high-quality training such as respectful workplace, ethics, harassment prevention, and supervisor readiness training

	for acting sergeant roles—at their convenience, ensuring all participants receive standardized content regardless of scheduling constraints. The platform supports interactive modules, tracks completion, and documents compliance, strengthening accountability and demonstrating due diligence in meeting organizational expectations. Additionally, it allows for timely updates to reflect evolving policies and best practices, while reducing reliance on in-person sessions and associated costs. Overall, adopting Articulate enhances professionalism, supports leadership development, and reinforces a culture of respect, inclusion, and operational readiness across the organization. This platform will be used in conjunction with the Canadian Police Knowledge Network (CPKN) which will host our materials at no cost up to 5 GB at a time. With scheduling considerations and preplanning the CSPS will provide a suite of courses throughout the year at no additional cost.
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Recruiting

•	One of our new recruits successfully completed Block I of recruit training and has now transitioned into her Field Training Phase (Block II), where she is continuing to apply and build upon her foundational skills in an operational environment under the guidance of field trainers. Early observations indicate a positive progression as she integrates into patrol duties and develops core competencies in decision-making, officer safety, and community engagement. We are continuing to advance our recruitment efforts for the upcoming September JIBC intake, where a competitive selection process has identified three strong candidates. Background investigations and final assessments are underway, with a selection decision anticipated in the coming weeks.
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HR Initiatives

•	Over the past two months, the Service has experienced notable workforce changes, including the confirmed retirement of S/Sgt Smallwood, with a minimum of two additional police retirements anticipated in the coming months as well as our records supervisor. Additionally, one police staff member remains on light duties, with current expectations that this may extend through to December. In response to these pressures, patrol shifts have been adjusted to ensure appropriate staffing levels and supervisory coverage while also reducing reliance on overtime. These measures reflect a proactive approach to managing workforce transitions and maintaining operational continuity.
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	On June 8, we welcomed a new experienced officer who is from Victoria but has served in Alberta for the past few years. He has begun his training today and will be fully deployable after his onboarding within the next two weeks. In May, CSPA established a partnership with Wounded Warriors Canada to enhance available supports for both staff and their families. This no-cost initiative provides access to a 24/7 support line, along with a range of programs designed to promote mental health, resilience, and overall well-being for members and their loved ones.
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Other Initiatives

•	At the direction of the Chief, a comprehensive workload review is being undertaken to ensure the organization is well-positioned for upcoming municipal budget timelines. This review focuses on assessing current service demands, resource allocation, and emerging pressures across operational areas to ensure that staffing levels and deployment models are aligned with workload realities. The objective is to provide a clear, evidence-based foundation to support budget planning discussions, ensuring that any identified needs are appropriately articulated and linked to service delivery expectations and community safety priorities. The Service has recently advanced the development of a dedicated SharePoint platform to support both Board and organizational information management, with formal training scheduled to commence shortly. This initiative is designed to improve document accessibility, version control, and security, while providing a centralized and structured repository for Board materials, policies, and operational documents. The upcoming training will ensure that users are equipped to navigate the system effectively and consistently, supporting a more streamlined flow of information and enhancing overall efficiency. Management is overseeing the rollout to ensure a smooth transition and to maximize the platform's value in supporting informed decision-making and organizational alignment.
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Detective files

•	More updates will follow in the next report, however, the recent overnight fire at the Garden Fork restaurant in Brentwood Bay resulted in significant structural damage and is currently under active investigation by CSPA detectives, in coordination with Central Saanich Fire investigators. Initial response efforts focused on scene safety, containment, and preservation of evidence, with investigators now working to determine cause and contributing factors. This incident highlights the ongoing need for strong inter-agency coordination and timely investigative response. Police are continuing to seek witness information to support the investigation, and management is maintaining oversight to ensure a thorough and coordinated approach as the investigation progresses.
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Central Saanich Police Service
For the Period January 1 to April 30, 2026

Funding	2026 Budget	2026 30-Apr	% of Budget	Budget Variance
Sale of Service	\$ 14,200	\$ 3,340	23.5%	\$ 10,860
Other Revenue	217,700	48,802	22.4%	168,898
Operating Revenue	231,900	52,142	22.5%	179,758
Other Government Grants	-	18,566		(18,566)
G&GVAF Provincial Grant	-	111,300		(111,300)
Small-Community Protection Grant	164,000	(0)	0.0%	164,000
Traffic Fine Revenue Sharing Grant	173,000	-	0.0%	173,000
Government Grants	337,000	129,866	(0)	207,134
Total Funding	\$ 568,900	\$ 182,008	32.0%	\$ 386,892

Operating Expenses				
Police Board	\$ 52,000	\$ 12,792	24.6%	\$ (39,208)
General Administration	1,946,800	663,122	34.1%	(1,283,678)
Integrated and Contract Services	1,000,300	293,341	29.3%	(706,959)
Patrol	3,429,700	1,266,162	36.9%	(2,163,538)
Detectives	409,900	132,815	32.4%	(277,085)
Traffic and Community Engagement	668,400	226,485	33.9%	(441,915)
Detention and Custody	20,500	7,074	34.5%	(13,426)
Fleet	182,400	59,636	32.7%	(122,764)
Operations Contingency	125,000	-	0.0%	(125,000)
Strategic Projects (G&GVAF)	61,300	-	0.0%	(61,300)
Subtotal before Seconments	\$ 7,896,300	\$ 2,661,429	33.7%	(5,234,871)
Secondment Remuneration	1,114,100	217,222	19.5%	896,878
Secondment Expenses	1,114,100	339,191	30.4%	(774,909)
Total Operating Expenses	\$ 7,896,300	\$ 2,783,398	35.2%	\$ (4,726,010)
Transfers from reserves	(210,200)	(48,900)	23.3%	(161,300)
Transfer to reserves-Vehicles & Equip	-	50,000		
Transfer to reserves-Vehicles & Equip	161,000	53,667	33.3%	(107,333)
Net Expenses	\$ 7,278,200	\$ 2,606,157	35.8%	\$ (4,607,750)

Police - Capital Requests				
Vehicles & Equipment	\$ 170,000	\$ -	0.0%	(170,000)
Technology Equipment	110,000	17,531	15.9%	(92,469)
Equipment Contingency	25,000	-	0.0%	(25,000)
Total	\$ 305,000	\$ 17,531	5.7%	(287,469)

Central Saanich Police Service
December 31, 2025 Operating & Capital Financial Report

Operating Revenues	2025 Budget	2025 Actual	% of Budget	Budget Variance
Sale of service	\$ 16,200	\$ 15,335	95%	(865)
Other Revenue	211,600	430,158	203%	218,558
Total Operating Revenue	\$ 227,800	\$ 445,493	196%	\$ 217,693
Government Grants				
Small Community Protection Grant	163,000	191,400	117%	28,400
Traffic Fine Revenue Sharing Grant	173,000	161,000	93%	(12,000)
G&GVAF Provincial Grant	250,000	138,700	55%	(111,300)
Total Government Grants	\$ 586,000	\$ 491,100	84%	\$ (94,900)
Total Revenue	\$ 813,800	\$ 936,593	115%	\$ 122,793
Operating Expenses				
Police Board	\$ 11,000	\$ 13,561	123%	(2,561)
General Administration	1,773,900	1,971,808	111%	(197,908)
Integrated and Contract Services	890,900	894,889	100%	(3,989)
Patrol	3,402,900	3,638,572	107%	(235,672)
Detectives	391,100	401,888	103%	(10,788)
Traffic and Community Engagement	647,100	631,417	98%	15,683
Detention and Custody	18,500	24,126	130%	(5,626)
Fleet	145,200	130,650	90%	14,550
Strategic Projects - G&GVAF	200,000	138,635	69%	61,365
Strategic Projects - Inlet Protection	40,000	-	0%	40,000
Subtotal before Secondments	\$ 7,520,600	\$ 7,845,546	104%	\$ (324,946)
Secondment Remuneration	878,200	932,249	106%	(54,049)
Secondment Expenses	878,200	988,692	113%	(110,492)
Total Operating Expenses	\$ 7,520,600	\$ 7,901,988	105%	\$ (381,388)
Transfers To/(From) Reserves				
Transfer from District Operating Reserves	(40,000)	-	0%	(40,000)
Transfer to Reserve - G&GVAF Grant, Operating	-	61,365		(61,365)
Transfer to Reserve - G&GVAF Grant, Capital	50,000	-	0%	50,000
Transfer to Reserve - General Operations	48,900	48,900	0%	-
Transfer to Reserve - Vehicles & Equipment	174,000	224,663	129%	(50,663)
Net Transfers to Reserves	\$ 232,900	\$ 334,928	144%	\$ (102,028)
Total Expenses	\$ 6,939,700	\$ 7,300,324	105%	\$ 360,624

Capital funding from Reserves

Funded from G&GVAF Provincial Grant (Boat)	50,000	50,000	100%	-
CSPS Vehicle & Equipment Reserves	368,000	291,988	79%	76,012
Total Reserves Funding	\$ 418,000	\$ 341,988	82%	\$ 76,012

Capital expenditures

CSPS Vehicles	275,000	239,156	87%	(35,844)
CSPS Boat	50,000	61,460	123%	11,460
CSPS Equipment	93,000	41,372	44%	(51,628)
Total Capital expenditures	\$ 418,000	\$ 341,988	82%	\$ (76,012)

	Policy Name:		Employee Election & Political Conduct Policy	
	Policy Number:		Last Updated:	
	Issued By:		Approved By:	
			Review Frequency:	AS REQUIRED

RELATED POLICIES

Public Speaking Policy

Code of Ethics

Social Media Policy

1.0 PURPOSE

The Central Saanich Police Service recognizes that employees, as citizens, have the right to participate in the democratic process while ensuring policing services remain impartial and free from political influence.

2.0 SCOPE

This policy applies to all members of the Central Saanich Police Service.

3.0 DEFINITIONS

Employee: Any person employed by the Central Saanich Police Service.

Political Activity: Includes publicly supporting or opposing a political party or candidate, seeking nomination or candidacy, campaigning, or seeking appointment to public office.

4.0 POLICY

4.1 Mandatory Disclosure Requirement

Employees must notify the Chief Constable (or designate) in writing prior to engaging in political activity that could reasonably give rise to a conflict of interest or public visibility.

4.2 Political Neutrality

The Central Saanich Police Service supports employees' democratic rights to engage in political activity; however, employees must maintain political neutrality while on duty or in uniform and must not make public expressions of political opinion or association in those circumstances.

4.3 Off-Duty Political Activity

Employees may engage in political activities while off duty and not in uniform, provided they do not identify themselves as members of the Service, do not represent their views as those of the Service, and ensure their activities do not create a conflict of interest or undermine public confidence.

4.4 Prohibited Activities

Employees must not engage in political activities while on duty or during working hours; use organizational resources, authority, or position for political purposes; or display political affiliation while identifiable as an employee of the Service.

4.5 Participation in Political Office

An employee's participation in political activity, whether an appointment to a Board or candidacy in an election, is regulated by federal, provincial and municipal legislation. Appointment, candidacy, or service by an Employee is prohibited if it interferes with CSPS duties or places or is likely to place the Employee in a position of conflict of interest.

4.6 Candidacy and Election

Employees must not run for election without first taking an approved unpaid leave of absence. Employees elected to office may be required to resign where continued employment presents a conflict of interest.

4.7 Campaigning and Use of Position

Employees must not use their position to solicit funds, support candidates, or participate in political campaigning during working hours. Employees retain the right to participate in the democratic process on their own time. This includes online and social media activity, where employees must not identify themselves as members of the Service in connection with political expression.

4.8 Enforcement

Failure to comply with this policy may result in disciplinary action, up to and including dismissal.

5.0 PROCEDURES

Employees must ensure that any political activity occurs outside of working hours and without the use of organizational resources.

APPENDIX A: HISTORY

Date | Contributor | Action

DATE	CONTRIBUTOR	ACTION



Letter of Agreement No. 13

BETWEEN: **THE POLICE BOARD OF THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH**

(Hereinafter referred to as the "Board" or the "Employer")

AND: **CENTRAL SAANICH POLICE ASSOCIATION**

(Hereinafter referred to as the "Association" or the "Union")

1. PURPOSE

The purpose of this Letter of Agreement is to establish a Special Municipal Constable (SMC) program to support operational policing requirements within the Central Saanich Police Service. This Letter of Agreement is entered into without prejudice and shall not establish past practice or precedent.

2. AUTHORITY AND APPLICATION

Notwithstanding Article 3(4) of the Collective Agreement, Special Municipal Constables may be employed as members of the Central Saanich Police Association and compensated in accordance with this Letter of Agreement for ongoing operational duties.

Except as expressly modified by this Letter of Agreement, all other applicable provisions of the Collective Agreement shall apply.

3. SCOPE OF DUTIES

Special Municipal Constables engaged under this program will solely be assigned to uniform patrol duties and utilized to fill existing vacancies. SMCs are intended to backfill vacancies, including short and long-term absences, holiday coverage and sick time. SMCs shall only be assigned to special duty assignments where such work cannot be filled by regular Members. SMC's can sign up for the duties, however the right of first refusal goes to full-time regular members. The use of SMCs shall not result in the displacement of regular Members or negatively impact promotional opportunities within the bargaining unit.

4. UTILIZATION OF SPECIAL MUNICIPAL CONSTABLES

Special Municipal Constables may be utilized on either a full-time or part-time basis to support uniform patrol requirements. SMC's will be placed into a pool and called to back fill uniform patrol vacancies including short and long-term absences, holiday coverage and sick time. SMCs may be scheduled to work regular shifts or may be called out for duty as operationally required, including but not limited to addressing vacancies, workload demands, short-term staffing gaps, seasonal policing requirements, and



Letter of Agreement No. 13

planned events in a uniform patrol capacity. Front line supervision shall be provided by regular fulltime staff with confirmed Sergeants and qualified acting Sergeants being given priority. In the unlikely event the vacancy is longer term and no qualified actors are available, the SMC can fill the role on a temporary basis ensuring public safety and business continuity. SMCs shall be deployed at the discretion of the Chief Constable or designate. The utilization of SMCs shall not reduce or replace scheduled shifts assigned to regular uniform patrol Members.

5. TERM OF APPOINTMENT

SMCs shall be appointed for a term not exceeding two (2) years.

6. CAP ON SPECIAL MUNICIPAL CONSTABLES

The number of Special Municipal Constables shall be limited to a maximum of four (4) members at any one time. This cap may be increased by mutual written agreement between the Chief Constable and the Central Saanich Police Association. Any increase above the initial cap shall be the subject of consultation through the Labour/Management Committee and will include a review of staffing levels, overtime trends, and vacancy rates. SMC's can work beyond the age of 60 years of age at the discretion of the Chief Constable or designate based on a yearly evaluation and being satisfied that they can perform all core functions of a front-line patrol officer.

7. COMPENSATION

SMCs shall be compensated at the rate of a First-Class Constable index 115 in accordance with Schedule "A". In lieu of benefits, SMCs shall receive an additional eleven percent (11%) of gross earnings. This amount will remain consistent with any changes to the collective agreement increases. SMCs shall not accrue seniority or benefits.

8. HOURS OF WORK

SMCs shall be scheduled in accordance with operational requirements of patrol.

9. OVERTIME AND EXTRA DUTY

SMCs can sign up for special duties but shall only be assigned overtime or extra duty shifts where such assignments cannot be filled by regular Members.

SMC's will not be eligible for OT compensation until they have worked the equivalent of fulltime hours for each pay period.

10. ELIGIBILITY

Applicants must be recently retired Canadian police officers and meet all required provincial and organizational standards.



Letter of Agreement No. 13



11. OPERATIONAL INTEGRATION

SMCs shall be subject to all policies and direction of the Central Saanich Police Service and operate under the authority of the Chief Constable.

12. PROGRAM REVIEW

The program will be reviewed through the Labour/Management Committee, including staffing levels, overtime usage, and vacancy rates.

13. DURATION

This Letter of Agreement shall remain in force for the duration of the Collective Agreement unless otherwise amended by mutual agreement.

14. GENERAL

This Letter of Agreement forms part of the Collective Agreement and is in full effect for two (2) years from date of signature. Any amendments must be made by mutual written agreement.

In witness whereof the parties hereto have caused this agreement to be executed this ____ day of _____, in the Municipal District of Central Saanich, Province of British Columbia.

For the Board:

Board Chair

For the Association:



President



Letter of Agreement No. 15

BETWEEN: **THE POLICE BOARD OF THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH**

(Hereinafter referred to as the "Board" or the "Employer")

AND: **CENTRAL SAANICH POLICE ASSOCIATION**

(Hereinafter referred to as the "Association" or the "Union")

Objective:

The purpose of this Letter of Agreement is to establish a temporary standby compensation model for Patrol Members. This Letter of Agreement supplements and temporarily modifies Article 6(9)(a) (Standby Pay) and works in conjunction with Article 7(3)(b) and 7(3)(c) (Call Out provisions) of the Collective Agreement. This Letter of Agreement is without prejudice and shall not establish past practice or precedent. Except as expressly modified herein, all provisions of the Collective Agreement remain in full force and effect.

PURPOSE:

This LOA aims to address minimum staffing for the summer of three (3) officers by ensuring that 2 officers are operationally deployed on the road with a third member on standby through the summer months as defined below.

DURATION:

This Letter of Agreement shall be in effect from June 26, 2026 to September 8, 2026 unless otherwise extended by mutual agreement of the parties.

STANDBY REQUIREMENTS:

Members assigned to standby shall be required to remain reachable, fit for duty, and able to be operational within thirty (30) minutes in order to be eligible for standby compensation.

STANDBY COMPENSATION:

In lieu of Article 6(9)(a) of the Collective Agreement, Members shall receive one (1) hour of pay at their regular rate for every four (4) hours on standby. Standby time shall be recorded in minimum four (4) hour blocks and prorated where applicable.



Letter of Agreement No. 15



CALLOUT PROVISIONS:

All callouts shall be compensated in accordance with Article 7(3)(b) and 7(3)(c) of the Collective Agreement. Standby compensation shall be separate from and in addition to callout compensation.

ADMINISTRATION:

Shift Sergeants shall administer this Letter of Agreement, including assigning standby members, authorizing callouts, and approving all time submissions.

In witness whereof the parties hereto have caused this agreement to be executed this ____ day of _____, in the Municipal District of Central Saanich, Province of British Columbia.

For the Board:

Board Chair

For the Association:



President

Police Board Forward Calendar (Draft)

Fall (September – November)

Focus: Year-end review, policy updates, and governance preparation

- Quarterly Financial Statement review
- Budget Review & Approval
- Board Presentation to Council – TBD annually
- Governance Committee: Review Chair & Vice-Chair Evaluation
- Review Respectful Workplace Policy annually
- HR Committee: Chief Evaluation
- Housekeeping Items: Confirm meeting schedule for upcoming year, Review and confirm committee membership
- Strategic Plan Update – Fall review (unless issues arise)
- Crime Statistics Update – Fall report (semi-annual)

Winter (December – February)

Focus: Planning, provincial resolutions, and policy maintenance

- Preparation and Submission of BCAPB Resolutions – January–February
- Governance Committee: Policy Review (as scheduled or as issues arise)
- Strategic Plan Update – Winter review (if required)
- Housekeeping: Confirm committee mandates and annual work plans

Spring (March – May)

Focus: Year-end reporting, strategic planning, and community engagement

- Finance Committee: Review Final Financial Statements (Mar-May)
- Finance Committee: Begin Preliminary Budget Discussions for next fiscal year
- Governance Committee: Review Board Manual for updates
- Board Discussion: National Police Week Recognition (April meeting, for May observance)
- Strategic Plan Update – Spring review (unless issues arise)

Summer (June – August)

Focus: Reflection, mid-year review, and strategic direction

- Finance Committee: Continue Preliminary Budget Development
- Governance Committee: Follow-up on any outstanding policy updates

Recurring / Ongoing Items

<i>Item</i>	<i>Frequency</i>	<i>Responsible Party</i>
Quarterly Financial Statements	Quarterly (April, July, October, January)	Finance Committee
Budget Review / Approval	Fall	Finance Committee
Policy Review	As scheduled or as issues arise	Governance Committee
BCAPB Resolution Preparation	Winter (Jan–Feb)	Governance Committee
Crime Statistics Update	Twice annually	Chief / Staff
Strategic Plan Update	Twice annually	Chief/Staff/Board
Presentation to Council	Annually	Board Appointee
Chief Evaluation	Annually	Board
Chair/Vice Chair Evaluation	Annually	Board
LMC Meetings	Bi-monthly	Chief/Staff/HR Committee
BCAPB Meetings	Bi-monthly	Chair/Vice Chair
Victoria Family Court and Youth Justice Committee	Bi-monthly	Appointee from Board (Sarah Ridell)

Motions regarding Police Services in the past 2 years

OPEN

March 11, 2024

10.1.1 From the March 4, 2024 Committee of the Whole

MOVED AND SECONDED

Beginning in 2025, the Central Saanich Police Services review the District's Strategic Plan to look at opportunities to align with the District's strategic objectives and measures where possible, and report out once a year ahead of the budget presentations.

CARRIED UNANIMOUSLY

September 9, 2024

15.13 Corr Moore, J re Aurora-Pacific Housing - July 30, 2024

MOVED AND SECONDED

That an operational update from police services be provided at future closed meeting regarding the Aurora-Pacific Housing.

CARRIED UNANIMOUSLY

September 23, 2024

11.1 2025 Police Fleet Budget Early Approval

MOVED AND SECONDED

That early approval of the 2025 Fleet Capital Budget – Police Vehicles of \$120,000 included in the 2024 Financial Plan be approved.

Opposed (1): Councillor King

CARRIED (5 to 1)

December 11, 2024

5.6 Police Board Budget

MOVED AND SECONDED

That the District write the two MLA's who represent the District of Central Saanich, advising of the District's concerns with the costs of EComm and request an expedited review given the municipal budget deadlines of May 15, 2025 and that a copy of the letter be provided to the Central Saanich Police Board.

CARRIED UNANIMOUSLY

MOVED AND SECONDED

That beginning in 2025, the District of Central Saanich Council invite the Central Saanich Police Board, in totality or by representatives, to participate in the budget deliberations pertaining to the police budget on an bi-annual basis.

CARRIED UNANIMOUSLY

February 10, 2025

9.1 Victoria Family Court + Youth Justice Committee re Mobile Youth Services Team - January 20, 2025

MOVED AND SECONDED

That the correspondence be referred to the Police Board for discussion.

CARRIED UNANIMOUSLY

May 26, 2025

13.1 Notice of Motion Submitted by Councillor Riddell - May 3, 2025

MOVED AND SECONDED

WHEREAS the Saanich Peninsula Outreach Team (SPOT) provides vital, relationship-based, trauma-informed, culturally sensitive primary care to complex and underserved populations on the Saanich Peninsula, with a focus on the WSÁNEĆ communities and others experiencing multiple barriers to accessing health services;

AND WHEREAS SPOT has already attached over 400 high-needs patients and provides walk-in care to many more through its interim arrangement at the Peninsula Health Unit, including ongoing support for individuals receiving addictions treatment and those living with complex mental health challenges, in a region with no dedicated addictions medicine clinic, and very limited access to community psychiatric services;

AND WHEREAS proactive, community-based care for complex patients has been shown to reduce emergency room visits, hospital admissions, and reliance on emergency services by addressing issues earlier and in a coordinated fashion;

AND WHEREAS the Central Saanich Police Service has withdrawn from the regional Integrated Mobile Crisis Response Team and has identified SPOT as a promising and needed service to help fill this gap in local mental health response;

AND WHEREAS over the past year, Central Saanich Police officers have spent between 67 and 232 hours per month waiting at Royal Jubilee Hospital while residents are assessed under the Mental Health Act—a costly and operationally challenging burden for a small police service;

THEREFORE BE IT RESOLVED THAT the District of Central Saanich Council direct the Mayor to write a letter to the Honourable Josie Osborne, Minister of Health advocating for:

- 1. The implementation of the promised alternative payment arrangements for SPOT physicians;*
- 2. Immediate funding for the required allied health professionals;*
- 3. Continued and expanded access to unoccupied clinic space at the Peninsula Health Unit to support service delivery;*

AND BE IT FURTHER RESOLVED THAT the Mayor's letter be copied to Rob Botterell, M.L.A., the Honourable Lana Popham, M.L.A. Minister of Food and Agriculture, the Mayors and Councils of Sidney and North Saanich, the Central Saanich Police Board and Chief of Police, and the Sidney and North Saanich RCMP.

CARRIED UNANIMOUSLY

April 7, 2025

5.1 Motions from Committee of the Whole

MOVED AND SECONDED

That the following motions from the Committee of the Whole be approved, and included in the consideration of the Financial Plan Bylaw at a future Regular Council Meeting:

- *That the 2025 Draft Financial Plan be amended to include the non-market BC Assessment change (0.6%) reduction to offset the tax increase for this year.*
- *That staff report back on savings on at least one (1) police or light and medium duty vehicle, prior to budget ratification.*
- *That staff consider the feasibility of market/non-market healthcare as an inclusion into the scope of the civic development site.*
- *That the amendment regarding the Inlet Protection Management Pilot (\$40k) be referred to the Police Board prior to budget ratification.*
- *That the amendment regarding the Inlet Protection Management Pilot (\$40k) be referred to the North Saanich/Sidney and Willis Point RCMPs to determine if there is an interest in partnering on the pilot/service.*
- *That the budget amendment regarding Wayfinding Signage (WSANEC Place Naming and Interpretation Board) (\$50K) be approved.*

Opposed (1): Councillor King

CARRIED (6 to 1)

November 25, 2025

8.2 Early Budget Approvals for Central Saanich Police Service

MOVED AND SECONDED

That the motion be referred back to the Police Board with concerns regarding the wage band for the New Administrative Support position, requesting a review and justification for the current wage band as well as a request for justification on the need for a new Communication position.

CARRIED UNANIMOUSLY

January 12, 2026

11.3 Animal Control Contract with CRD Animal Control Services

MOVED AND SECONDED

That staff seek an extension for the Animal Control contract with the CRD Animal Control Services while maintaining current services, and ask that the CRD Animal Control Services provide a presentation to Council on the service, and that Central Saanich Police Services and Board be asked to provide input on the Animal Control contract.

CARRIED UNANIMOUSLY

February 9, 2026

13.1 Notice of Motion Submitted by Councillor Paltiel - December 16, 2025

MOVED AND SECONDED

WHEREAS the Corporation of the District of Central Saanich is committed to maintaining public confidence in the impartiality, integrity, and professionalism of its municipal administration and governance;

WHEREAS municipal employees and contractors occupy positions of trust and authority, and the use—or perceived use—of those positions in support of political campaigns or electoral activities may undermine public confidence in local government;

WHEREAS the Local Government Act and principles of administrative fairness recognize the importance of a clear distinction between elected officials and municipal staff, particularly during election periods;

AND WHEREAS other local governments in British Columbia have adopted policies to provide clarity and guidance regarding permissible and prohibited conduct by employees and contractors during local elections;

THEREFORE BE IT RESOLVED THAT Council direct staff to prepare and present for Council consideration a policy governing the participation of municipal employees and contractors in local election activities, including individuals under the purview of the Central Saanich Police Board, with particular emphasis on:

- 1. Prohibiting the use of municipal positions, authority, resources, confidential information, or influence—whether real or perceived—to benefit any candidate, slate, or political initiative in a local election;*
- 2. Clarifying expectations and limitations regarding political activity during working hours, while in uniform, or while otherwise representing the municipality;*
- 3. Providing guidance to ensure compliance with applicable legislation, collective agreements, and principles of freedom of expression, while protecting the municipality's obligation to remain politically neutral;*
- 4. Establishing clear consequences and accountability mechanisms for breaches of the policy; and*
- 5. Ensuring the policy is communicated effectively to all employees, contractors, and affected boards.*

AND BE IT FURTHER RESOLVED THAT staff consult, as appropriate, with legal counsel, human resources, and relevant boards or commissions in the development of the proposed policy, and report back to Council within a reasonable timeframe.

CARRIED UNANIMOUSLY

14.2 Notice of Motion Submitted by Councillor Riddell - February 4, 2026

MOVED AND SECONDED

WHEREAS local police and RCMP services are increasingly being required to detain individuals for extended periods due to limited court transport availability, expanded use of virtual bail, and restricted intake at correctional facilities, resulting in the downloading of court- and correction-related custodial responsibilities onto local police and RCMP services, causing operational strain, staffing pressures, costs, and legal risk; and

WHEREAS local police and RCMP detention facilities are not designed, resourced, or governed to meet correctional standards, and there is currently no provincially legislated framework for

police detention facilities or jail guard functions, despite growing Charter, safety, and liability risks and the Province's increasing reliance on police detention as part of the justice system continuum;

THEREFORE BE IT RESOLVED that AVICC request the Province of British Columbia to:

- 1. Support timely transfer of detained individuals to the BC Sheriff Service or BC Corrections, consistent with their statutory mandates;*
- 2. Establish clear provincial standards for police detention facilities and jail guard functions, including infrastructure, staffing, training, health, safety, and oversight requirements;*
- 3. Provide sustainable provincial funding to municipalities and police boards for any downloaded and/or formally expanded detention and court-related responsibilities; and*
- 4. In collaboration with local governments, police boards, RCMP, and police services, explore and evaluate the feasibility of a regional or centralized police detention facility model for southern Vancouver Island to improve detainee safety, operational efficiency, staffing stability, legal compliance, and system resilience.*

CARRIED UNANIMOUSLY



Central Saanich Police Board

1903 Mount Newton Cross Road, Saanichton, B.C. V8M 2A9
Tel: 250.652.4441 | Fax: 250.652.0354

Mayor Ryan Windsor
Council of the District of Central Saanich
1903 Mount Newton Cross Road
Saanichton, BC V8M 2A9

June 11, 2026

Via email to emilie.gorman@csaanich.ca

Dear Mayor Windsor and Members of Council,

Re: Review of Posting Records of Police Board Meetings

At its May 7th meeting, the Central Saanich Police Board considered Council's motion requesting a review of what would be required to post records of Police Board meetings, consistent with Council's current practices.

The Board notes that it already provides a high level of public accessibility and transparency with respect to its meetings, including the following:

- Meeting notices are publicly available on the Central Saanich Police Service website and include links to attend.
- Board meetings are open to the public for attendance either in person or remotely via electronic access.
- Approved meeting minutes are publicly available on the website.
- In-camera items are addressed only after all public agenda items have been completed and are excluded from public observance in accordance with applicable governance requirements.

The Board also discussed the implications of posting video recordings of meetings. Some Board members expressed concerns regarding this practice, including privacy considerations, the potential use and misuse of recordings (including emerging AI-related risks), and the distinction that Board members are appointed volunteers rather than elected officials. There are also concerns about potential impacts on members' professional roles outside of their Board responsibilities.

The Board passed the following resolution:

MOVED AND SECONDED

That the Board respond to Council's request to review the Board's policy for posting records of Police Board meetings and allow for further input.

CARRIED UNANIMOUSLY

The Board will continue to consider this matter and welcomes further input as part of its review.

Sincerely,

A handwritten signature in black ink, appearing to read "Blair Fisher".

Blair Fisher – Board Chair
Central Saanich Police Board