



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, July 9, 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 July 9, 2026
- d. Adoption of the Regular Meeting Minutes of June 11, 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

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



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CENTRAL SAANICH POLICE BOARD REGULAR MEETING MINUTES

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

PRESENT:

A/Board Chair: Blair Fisher

Board Members: Sarah Riddell
Mike McKay
Diane Hollinshead
Jordan Marin
Mark Kaercher

Chief Constable: Ian Lawson

Deputy Chief: Paul Douglas

Board Administrator: Emmalee Gray

Guest: S/Sgt. Kyle Sims

REGRETS:

Renee Johansson
Jim Rondeau

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 W̱SÁNEĆ peoples: W̱JOŁEŁP (Tsartlip), BOŖĖĆEN (Pauquachin), S̱ÁUTW (Tsawout), W̱SIŖEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.

b. Declaration of Conflicts of Interest

No conflicts declared.

c. Approval: Regular Meeting Agenda of June 11, 2026

60.26 **MOVED AND SECONDED**
That the agenda be approved as presented.
CARRIED UNANIMOUSLY

d. Approval: Regular Meeting Minutes of May 7, 2026

61.26 **MOVED AND SECONDED**
That the minutes of the Police Board Meeting held May 7, 2026 be approved as presented.
CARRIED UNANIMOUSLY



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e. General Service Update – Chief Report

- See report as attached.
- Chief Lawson will advise the Board if their attendance is required at the upcoming retirement function.

f. Operations Update – Deputy Chief Report

- See report as attached.
- The Deputy Chief will incorporate some additional Human Resource metrics going forward.

g. Policy Review

- No updates at this time.

68.26 MOVED AND SECONDED

That the Board approve the Employee Election and Political Conduct policy with the changes recommended by the Governance Committee.

CARRIED UNANIMOUSLY

h. Committee Reporting

1. Governance Committee

- Looks to create a strategy around community outreach, policy review and updates and maintenance of the governance manual.

2. Finance Committee

- Finance Committee met with the Chief and Staff to discuss the 2025 budget and budget cycle expectations for the 2027 budget.
- Discussion related to the creation of a contingency line item for future budget years.

3. HR Committee

- The Committee met with the Chief to discuss two LOAs that are before the Board.

62.26 MOVED AND SECONDED

That the Board approve the Letter of Agreement 13 as presented to the Board

CARRIED UNANIMOUSLY

63.26 MOVED AND SECONDED

That the Board approve the Letter of Agreement 15 as presented to the Board

CARRIED UNANIMOUSLY

4. Victoria Youth and Family Justice Committee

- No meetings as of late, open house for service providers was held recently for information purposes.
- Next meeting is June 25th. The details will be sent out to the Board Members for attendance.

i. Forward Calendar Review

- No updates at this time.



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j. Risk Register Review

- No updates at this time.

k. Board Training Day Discussion

- Board Member Rondeau will conduct the compulsory training in early September.

64.26

MOVED AND SECONDED

That the Board Administrator utilize a Doodle Poll to identify a date for the Board training day in early September.

CARRIED UNANIMOUSLY

l. Business Repository Update (SharePoint)

- Training for the SharePoint system will be scheduled for the Board in the coming weeks.

2. NEW BUSINESS

a. BCAPB Discussion and Discussion of Resolutions

- Discussion related to resolutions made during the most recent BCAPB Conference and AGM.

b. Committee Structures/Membership Discussion

65.26

MOVED AND SECONDED

That the Board express its gratitude to the outgoing Chair Rene Johansson and Board Member Jim Rondeau.

CARRIED UNANIMOUSLY

66.26

MOVED AND SECONDED

That the Board reduce the existing committees to two members for the term of the summer.

CARRIED UNANIMOUSLY

c. Orientation Package for New Board Members

- The Board Chair is putting together a new Board Member orientation package over the Summer.

d. Review of Council-Police Motions 2024-2026

- The Board reviewed all outstanding motions.

67.26

MOVED AND SECONDED

That the Board forward the attached letter related to posting videos of Police Board meetings to Mayor and Council.

CARRIED UNANIMOUSLY



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3. CORRESPONDENCE

- Discussion related to correspondence received regarding Police presence in schools.

69.26

MOVED AND SECONDED

That the Board receive and file the correspondence from the BC Civil Liberties Association.

CARRIED UNANIMOUSLY

4. CLOSED MEETING

Meeting closed 6:01pm

70.26

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 6:33pm

ADJOURNMENT

71.26

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 JUNE 11, 2026.

BLAIR FISHER
A/CHAIR OF THE POLICE BOARD

EMMALEE GRAY
BOARD ADMINISTRATOR



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CHIEF REPORT

TO: Police Board

DATE: July 7, 2026

REFERENCE: Chief's Report

FROM: Chief Constable Ian Lawson

General Service Update:

- Attended the Association sponsored CSPS retirement celebration recognizing the dedicated service and contributions of five police officers and two civilian staff members who retired from the organization since January 1, 2026. The event was well attended by current and former employees, family members, and retired CSPS personnel, providing an opportunity to acknowledge the retirees' years of service, reflect on their accomplishments, and celebrate their lasting impact on the organization and community.
- CSPS hosted the June meeting of the BC Association of Municipal Chiefs of Police, which is typically held at the Delta Police Department. Hosting the meeting provided an opportunity to showcase the Central Saanich community and CSPS operations while facilitating valuable collaboration, information sharing, and discussion among municipal police leaders from across the province.
- The approved 2026 half-time civilian support position has been successfully filled through the CSPS casual employee pool. Filling the role internally allowed the organization to leverage existing experience and organizational knowledge while supporting operational continuity and service delivery needs.
- FIFA-related planning and operational impacts continue to be monitored through ongoing communication with policing partners and provincial stakeholders. To date, there have been no noticeable impacts on CSPS operations, staffing levels, or calls for service within the jurisdiction.
- Participated alongside District representatives and staff in the annual Pride flag-raising ceremony. The event was well attended and demonstrated the organization's continued support for diversity, inclusion, and respectful community engagement. Strong participation from staff reflected CSPS's commitment to fostering an inclusive workplace and welcoming community.



Central Saanich Police Service

Deputy Chief / Police Board Update

DATE: July 9, 2026

TO: Police Board

FROM: Deputy Chief Paul Douglas

Patrol Updates	
	Patrol operations continue to remain stable, with officers responding proactively to community concerns while maintaining high levels of service and visibility throughout Central Saanich. Leadership continues to monitor workload, staffing pressures, and deployment needs to ensure operational effectiveness and community confidence. Formalized patrol briefings implemented under the direction of Staff Sergeant Sims have now become an established component of daily operations. These briefings continue to improve information sharing, reinforce expectations, and strengthen alignment between front-line activities and the Service's Strategic Plan. Patrol members provided additional support during significant incidents, community events, and increased seasonal activity associated with the summer months. Members have continued to demonstrate professionalism and strong partnerships with external agencies, including the Central Saanich Fire Department and regional policing partners. We currently have a member off work for the next several weeks due to injuries sustained during an arrest when they were attacked by a family dog. The member received treatment at Saanich Peninsula Hospital and was released later that night.

Training

•	Annual firearms and Use of Force qualifications have now been substantially completed, ensuring continued compliance with provincial standards and operational readiness requirements. The Articulate training platform has progressed from implementation into course development, with CSPS beginning to build internally developed learning content focused on privacy awareness, respectful workplace expectations, supervisory development, and policy compliance. Combined with Canadian Police Knowledge Network resources, the platform will significantly expand training opportunities while minimizing costs. CSPS continues participating in regional discussions regarding long-term police training infrastructure and regional training capacity planning.
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Recruiting

•	Recruitment efforts continue to advance for the September Justice Institute intake. The position was reposted when a suitable candidate was not identified. The reposting has resulted in more than 24 applicants in the first two weeks which will be shortlisted to a maximum of 6 for interviews intake. The experienced officer hired earlier in June has successfully completed onboarding requirements and is transitioning into full operational duties. The Service continues to evaluate future recruitment needs in anticipation of upcoming retirements and workforce transitions expected over the next 12–18 months.
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HR Initiatives

•	Workforce planning remains a significant organizational priority. In addition to the previously announced retirement of Staff Sergeant Smallwood and other anticipated retirements, management continues to evaluate succession planning opportunities to ensure operational resilience. The Service recently established a pilot project to evaluate the conversion of the Traffic Constable position into an Operational Support Sergeant role. The pilot is intended to improve organizational consistency, oversight, workload management, policy review, and supervisory support across operational areas. Staff engagement and feedback will form a key component of the pilot evaluation process. This will not lead to a reduction in traffic safety but rather an increased focus on an intelligence-led deployment model targeting high crash areas and areas of public safety concerns. The partnership with Wounded Warriors Canada continues to provide wellness resources and support for staff and their families. Leadership remains committed to ensuring employee wellness remains an organizational priority. This partnership will be formally
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	announced on July 14 at 13:00 hours in the council chambers. Municipal staff, our staff and the Police Board are invited to the announcement with Dr. Tim Black from Wounded Warriors Canada. WorkSafe enhancements are being implemented through a new program called WIM (Workplace Injury Management). This program is designed to streamline injury reporting processes and reduce the need for follow-up inquiries and administrative delays, helping to minimize costs and impacts for both employees and the employer. Municipal Hall has been consulted and is supportive of the initiative. WIM kits have been developed and consist of envelopes containing clear instructions for staff, along with all required forms for employees, supervisors, and other involved parties. By ensuring the necessary documentation is completed promptly and accurately, the kits help expedite the claims process and improve overall reporting efficiency.
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Other Initiatives

•	The organizational workload review preparation continues and is nearing its launch. Information gathered from all sections of the Service will be analyzed to assist with future budget planning, staffing decisions, and organizational priorities. The newly developed SharePoint environment has continued to expand and now supports improved document management, governance, collaboration, and organizational information sharing. Training and user onboarding activities are ongoing. Management has also begun exploring opportunities to modernize service delivery through the potential introduction of a Community Safety Officer / Bylaw Officer model. Preliminary analysis suggests this approach could improve response efficiency for lower-risk community concerns while allowing sworn officers to focus on proactive enforcement and higher-priority public safety matters. Regional collaboration remains a priority, with ongoing participation in regional policing forums focused on intelligence sharing, public safety, and collaborative service delivery. Police Analytics Dashboard Initiative: In response to a Board request for enhanced reporting, CSPS is exploring the development of a high-level analytics dashboard to provide meaningful insight into community demand, public safety trends, operational workload, and organizational performance. Proposed metrics include calls for service, crime and traffic trends, mental health and intimate partner violence files, investigative workload indicators, and case outcomes. To support this work, Crime Analyst Laura Manning is meeting with Saanich Police Department staff on July 9 to better understand the existing dashboard framework, data sources, and reporting processes. The goal is to develop a sustainable, strategically focused reporting tool that provides the Board with valuable operational insights while remaining practical to maintain and produce on a regular basis.
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	Additionally, CSPS has leveraged our relationship with ECOMM who have developed a dashboard that provides greater insights into call loads, types of calls and a variety of other data to better inform deployments and increases board awareness. The dashboard is live however, our IT section is working to allow us access through an app that is currently blocked by our security settings.
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Detective files

•	CSPS detectives have continued working closely with Central Saanich Fire investigators regarding both significant commercial structure fires at the Garden Fork and Truffles Catering on Benvenuto Road. These investigations remain active and are focused on determining origin and cause. Investigative Services continues to support patrol operations through ongoing file management, evidence review, and coordination with external partners where required.
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Community Engagement and Public Trust Initiatives

•	Recognizing the importance of transparency and accountability, CSPS has continued to enhance its public communication efforts through regular operational updates, community education messaging, and social media engagement. A renewed social media strategy has been developed focusing on transparency, public education, community partnerships, and demonstrating the work being undertaken by officers and staff. This initiative is intended to improve community understanding of policing services while reinforcing public confidence in the organization. In the past month we have increased 586 % in views, 832% increase in engagement and 764 % in follows. We meet weekly to discuss social media strategy including stories of public interest, education, public safety and pre planned responses to evolving issues.
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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)