



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 REGULAR MEETING MINUTES

Thursday, June 20, 2024 at 4:30pm
Central Saanich Council Chambers

PRESENT:

Board Chair:

Jen Klein

REGRETS:

Renee Johansson

Board Members:

Ryan Windsor
Joanne Taylor
Jim Rondeau
John Wilson

Chief Constable:

Ian Lawson

Deputy Chief:

Kevin Hackett

Police Board Admin:

Emmalee Gray

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: WJOLÉP (Tsartlip), BOKEĆEN (Pauquachin), SÁUTW (Tsaywout), WSIKEM (Tseycum) and MÁLEXE (Malahat) Nations.

b. Declaration of Conflicts of Interest

No conflicts declared.

c. Approval: Regular Meeting Agenda of June 20, 2024

20.24

MOVED AND SECONDED

That the agenda be approved as presented.

CARRIED UNANIMOUSLY

d. Approval: Regular Meeting Minutes of May 9, 2024

21.24

MOVED AND SECONDED

That the minutes of the Police Board Meeting held May 9, 2024 be approved as presented.

CARRIED UNANIMOUSLY



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e. General Service Update

Chief Lawson introduced Michelle Trelenberg from the Police Governance Unit. She will be speaking with the Board privately following the meeting.

The new recruits hired in September in 2023 will be graduating from the JIBC on July 5th. The Chief will be travelling to the mainland to present them with their badges.

The Service is hiring a new recruit for a September 2024 class, executive interviews begin tomorrow.

The Service is also looking to hire an Exempt member, but have not received any applicants to date.

Three Reserve Constables are going through training and graduating from the Reserve program on July 6th.

The Service has extended Cpl. Pat Bryant's employment term an additional year past his 60th birthday.

The Butchart Gardens has advised that they anticipate a higher than average year for traffic for their public events and Fireworks nights.

Two new Board Members will be sworn in in September.

Deputy Chief Hackett presented the May 2024 stats. He asked for the Boards feedback whether they would prefer month-to-month stat presentation vs. quarterly. He advised the Board of the mitigation strategies currently used to deter prolific shoplifting within the community.

Board Member Taylor asked to see statistics on the website. Chief Lawson advised that a template is in the works with the District of Central Saanich Communications department to arrange that.

f. Financial Update

Chief Lawson updated the Board on the current Finances for the Service. He advised that while the Service remains on track, there are some high items where Fleet Fuel costs, overtime and training are concerned. The Chief advised that there are incoming recoveries that will offset some of the overages in the budget.

The Board asked that the amount the Board authorized to cover the legal indemnification be moved to the Service's General Legal budget rather than the Board's budget.

Board Member Rondeau asked for the schedule for 2025 Budget preparation so that the Finance Committee can meet for planning purposes. A meeting with the Finance Director should be set for September.

It was suggested that the Board convert to a Committee of the Whole model rather than individual committees.



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The Deputy Chief advised that he spoke with the Province and was given a verbal commitment that funding has been secured for a CRD ICE team through to 2027.

g. Policy Review

The Board was presented with the Respectful Workplace and Workplace Accommodation policy.

22.24

MOVED AND SECONDED

That the Board approves the Respectful Workplace and Workplace Accommodation policies as presented.

CARRIED UNANIMOUSLY

h. Committee Reporting

The Governance Committee would like to coordinate a refresher for current members and new members in the fall. The Committee would also like to have a Strategic Plan discussion, with possible community engagement.

There was a suggestion that the Committees meet 45 minutes prior to the regular meeting each month.

23.24

MOVED AND SECONDED

That the Board determine a structure and schedule for Committee Meetings going forward.

CARRIED UNANIMOUSLY

i. Exclusive use of Board Email Addresses

The Board directed Staff to create a policy stating that Board only use Board issued email address for correspondence.

j. Electronic Agendas

24.24

MOVED AND SECONDED

That the Board ask the District to adapt the current e-scribe licence to support use by the Board.

CARRIED UNANIMOUSLY

k. Board Self-Evaluation Questionnaire

Remove from Agenda – to be discussed further in October.



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I. Review of Cybersecurity Threats

General discussion regarding preplanning for business continuity/contingencies in the event of a Cybersecurity threat. Deputy Chief Hackett suggested following up with S/Sgt. Smallwood who sits on a Risk Management committee.

25.24

MOVED AND SECONDED

That Staff prepare an annual risk analysis for presentation to the Board.

CARRIED UNANIMOUSLY

2. NEW BUSINESS

a. FOIPPA Follow Up

Board Member Taylor asked for clarification on processing FOI requests received by the Service.

3. CORRESPONDENCE

4. CLOSED MEETING

Meeting closed at 5:49pm.

25.24

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 at 6:48pm.



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ADJOURNMENT

26.24

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 20, 2024.



RYAN WINDSOR
CHAIR OF THE POLICE BOARD

Jen Klein



EMMALEE GRAY
RECORDING SECRETARY