



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, September 11, 2025 at 3:00pm
Central Saanich Council Chambers

PRESENT:

Board Chair: Renee Johansson

Board Members:

Mike McKay
Sarah Riddell
Blair Fisher
Jordan Marin
Diane Hollinshead
John Wilson

Chief Constable:

Ian Lawson

Deputy Chief:

Kevin Hackett

Board Administrator:

Emmalee Gray

Guest:

S/Sgt. Nigel Smallwood
CFO Kristin Tryon
Manager of Finance Troy Ziegler

REGRETS:

Jim Rondeau

1. STANDING ITEMS

Corporate Officer Emilie Gorman swore in three new Board Members, Blair Fisher, Diane Hollinshead and Jordan Marin.

a. Territorial Land Acknowledgment

We gratefully acknowledge that the ancestral land on which we work are within the traditional territories of the W̱SÁNEĆ peoples: W̱JOLEŁP (Tsartlip), BOKÉĆEN (Pauquachin), S̱ÁUTW̱ (Tsawout), W̱SIKEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.

b. Declaration of Conflicts of Interest

No conflicts declared.

c. Approval: Regular Meeting Agenda of September 11, 2025

28.25

MOVED AND SECONDED

That the agenda be approved as presented.

CARRIED UNANIMOUSLY



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d. Approval: Regular Meeting Minutes of June 19, 2025

- 29.25 **MOVED AND SECONDED**
That the minutes of the Police Board Meeting held June 19, be approved as presented.
CARRIED UNANIMOUSLY

e. General Service Update – Chief’s Report

- See report as attached.

f. Operations Update – Deputy Chief’s Report

- The Deputy Chief updated the Board on the most recent stats and operation highlights over the summer.
- See report as attached.

- 30.25 **MOVED AND SECONDED**
That a letter be drafted addressed to the Director of Police Services regarding financial hardships incurred by consistently increasing levies from E-Comm, with a CC to the E-Comm leadership team.
CARRIED UNANIMOUSLY

g. Financial Update and the 2026 Budget Guidelines Report

- The Manager of Finance, Troy Ziegler presented the year-to-date budget figures.
- CFO Kristin Tryon presented the 2026 Budget Guidelines Report for the Board’s considerations.
- See reports as attached.

- 31.25 **MOVED AND SECONDED**
That the Budget Guideline amendment report be referred to the Finance Committee for their review on October 1, 2025 prior to the approval of the 2026 Budget Guideline Report.
CARRIED UNANIMOUSLY

- 32.25 **MOVED AND SECONDED**
That the Central Saanich Police Board request that the District of Central Saanich authorize the reallocation of \$40,000 currently budgeted for the police boat from an operating expense to a capital expense, for the purpose of outfitting the vessel.
CARRIED UNANIMOUSLY

h. Policy Review

- No updates at this time.

i. Committee Reporting and Addition of New Members

- Three new Board Members were appointed to committees.
- Board Member Hollinshead to the HR Committee
- Board Member Marin to the Governance Committee
- Board Member Fisher to the Finance Committee



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j. Forward Calendar Review

- The Board Chair reviewed the forward calendar with the Members to ensure its correctness and ownership of items.

k. Shared Drive Discussion

- The Board was provided a recap of options explored for a shared drive where Board specific materials can be accessed securely.

33.25 MOVED AND SECONDED

That the Board seek a quote and scope of work for the implementation of a SharePoint system.

CARRIED UNANIMOUSLY

l. Follow Up – Letter to Island Health

- The draft was approved as presented. The Board Administrator will address and send to Island Health as directed.

2. NEW BUSINESS

a. Approval of Finance Committee Terms of Reference

34.25 MOVED AND SECONDED

That the Board approve the draft Terms of Reference with the amendment proposed by the Board Chair.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE

a. Correspondence to Chief from the Central Saanich Community Assoc.

35.25 MOVED AND SECONDED

That the Board will send a representative to meet with the Central Saanich Community Association along side the Chief Constable.

CARRIED UNANIMOUSLY

b. Correspondence to Chief from the Victoria Family Court and Youth Justice Comm.

- The Chief Constable will attend alongside other Chiefs from the region to discuss their decision to withdraw from the Mobile Youth Services Team (MYST) at the end of 2024.



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4. CLOSED MEETING

Meeting closed at 7:13pm.

36.25 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 7:35pm

ADJOURNMENT

37.25 **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 SEPTEMBER 11, 2025.



RENEE JOHANSSON
CHAIR OF THE POLICE BOARD



EMMALEE GRAY
BOARD ADMINISTRATOR