



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, December 11, 2025 at 4:30pm
Council Chambers

1. STANDING ITEMS

- a. Territorial Acknowledgment
- b. Declaration of Conflicts of Interest
- c. Adoption of the Regular Meeting Agenda of December 11, 2025
- d. Adoption of the Regular Meeting Minutes of November 13, 2025 and Special Meeting Minutes of November 24, 2025
- e. General Service Update – Chief’s Report
- f. Financial Update
- g. Committee Reporting
 - i. Motion re: Administrative Position – HR Committee
 - ii. Proposal for Policy Review Process – Governance Committee

2. NEW BUSINESS

- a. Tabling of Motion for report on Jail Guard to January

3. CORRESPONDENCE

- a. Council Motion to Police Board re: Finance Items
- b. Response from Province re: Cell Phone Levies
- c. Correspondence from Province: Updates on CID Training and amendments to BC Provincial Policing Standards

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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Tel: 250.652.4441 | Fax: 250.652.0354

CENTRAL SAANICH POLICE BOARD REGULAR MEETING MINUTES

Thursday, November 13, 2025 at 4:30pm
Central Saanich Council Chambers

PRESENT:

Board Chair: Renee Johansson

Board Members:

Mike McKay
Sarah Riddell
Blair Fisher
Jordan Marin
Jim Rondeau
Diane Hollinshead

Chief Constable:

Ian Lawson

Deputy Chief:

Kevin Hackett

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: WJÓŁÉP (Tsartlip), BOKÉĆEN (Pauquachin), SÁÚTW (Tsawout), WSIKEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.

b. Declaration of Conflicts of Interest

No conflicts declared.

c. Approval: Regular Meeting Agenda of November 13, 2025

47.25

MOVED AND SECONDED

That the agenda be approved as presented.

CARRIED UNANIMOUSLY

d. Approval: Regular Meeting Minutes of September 11, 2025 and October 22, 2025

48.25

MOVED AND SECONDED

That the minutes of the Police Board Meeting held September 11 and October 22 be approved as presented

CARRIED UNANIMOUSLY



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e. General Service Update – Chief’s Report

- See report as attached.
- The Chief attended the Police Foundations breakfast and recommended that the Police Board Chair attend future meet ups.
- CTV has requested an interview related to police staffing levels. The interviewer has also asked to speak with the Board however the Board has agreed that the Chief should be the sole respondent to the request.

f. Operations Update – Deputy Chief’s Report

- See report as attached.
- S/Sgt. Smallwood presented recent strategic plan activities and general updates on the Service, including changes to the mandate for Jail Guards resulting in a higher level of personal responsibility.

51.25 **MOVED AND SECONDED**

That the Chief prepare a report regarding changes to the mandate of Jail Guards and detailing the issues at hand and potential solutions to be presented at the December Board meeting.

CARRIED UNANIMOUSLY

g. Finance Update

- The Board engaged in a general discussion regarding the Finance Committee’s recommendations for the 2026 budget approval.
- The CFO presented adjustments to the 2026 budget that reflected a decrease to the overall percentage.
- The Board discussed an intended refresh of the Strategic Plan.
- Board Member Fisher will present the Budget to Council on November 24th.
- See 2026 Budget reports as attached.

49.25 **MOVED AND SECONDED**

That the Board approve the Finance Committee’s 2026 Budget recommendation.

CARRIED UNANIMOUSLY

50.25 **MOVED AND SECONDED**

That point 4 of the Finance Committee’s recommendations be referred to the HR Committee for their consideration.

CARRIED UNANIMOUSLY

h. Policy Review

- Board Member Marin will begin reviewing and prioritizing policy updates.



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i. Committee Reporting

- Each Committee presented updates related to their work.

j. Forward Calendar Review

- No updates.

2. NEW BUSINESS

a. Election of Vice-Chair

- The Chair announced that they are stepping away from the Board in June 2026.

52.25 **MOVED AND SECONDED**

That Board Member Blair Fisher be appointed as the Board Vice Chair for the term of two (2) years.

CARRIED UNANIMOUSLY

b. Appointment to HR Committee

53.25 **MOVED AND SECONDED**

That Board Member Jordan Marin be appointed to the HR Committee for a term of two (2) years.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE

- A letter was received via email to the Chair from Island Health in response to the Board's letter regarding hospital wait times.

4. CLOSED MEETING

Meeting closed.

54.25 **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



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ADJOURNMENT

55.25 **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 NOVEMBER 13, 2025.

RENEE JOHANSSON
CHAIR OF THE POLICE BOARD

EMMALEE GRAY
BOARD ADMINISTRATOR



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CENTRAL SAANICH POLICE BOARD REGULAR MEETING MINUTES

Thursday, November 24, 2025 at 3:30pm
MS Teams

PRESENT:

Board Chair:

Renee Johansson

REGRETS:

Jim Rondeau

Board Members:

Mike McKay
Sarah Riddell
Blair Fisher
Jordan Marin
Diane Hollinshead

Chief Constable:

Ian Lawson

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: WJÓŁEŁP (Tsartlip), BOKÉĆEN (Pauquachin), SxÁUTW (Tsawout), WSIKEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.

b. Declaration of Conflicts of Interest

No conflicts declared.

c. Approval: Regular Meeting Agenda of November 24, 2025

56.25

MOVED AND SECONDED

That the agenda be approved as presented.

CARRIED UNANIMOUSLY

2. NEW BUSINESS

a. Update on Ministerial Correspondence & Regionalization Discussions

- The Board engaged in a discussion related to regionalization.

b. Chief Update

- Covered In Camera



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c. Next Steps

- Covered In Camera

d. HR Committee Discussion

- The HR Committee will meet outside of this meeting with the Chief to get a full understanding of the request.

3. CLOSED MEETING

Meeting closed.

57.25 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

ADJOURNMENT

58.25 **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 NOVEMBER 24, 2025.

RENEE JOHANSSON
CHAIR OF THE POLICE BOARD

EMMALEE GRAY
BOARD ADMINISTRATOR



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CHIEF'S REPORT

TO: Police Board

DATE: December 11th, 2025

REFERENCE: Chief's Report

FROM: Chief Constable Ian Lawson

General Service Update:

- CTV Vancouver Island has been producing news segments on regional policing in the CRD. Recent developments in Greater Victoria have seen the mayors of Victoria and Esquimalt publicly initiate discussions on regional policing. Mayors of Victoria, Esquimalt, Oak Bay and Saanich met with BC Solicitor General to discuss a Regional Policing model for the Capital Region. Their stated goal is to explore efficiencies and improved service delivery through amalgamation of municipal police services. These discussions have not formally included Central Saanich, despite its proximity and shared regional policing challenges. CTV News reported that Central Saanich has been left out of these talks and interviewed the Chief Constable who emphasized research, cost, governance and community-specific policing priorities.
- The Chief with the CSPA team participated in ball hockey games at Keating Elementary and Brentwood Elementary. Great engagement with the kids, which included a number of fully uniformed officers.
- The job posting for a new Deputy Chief started this month to search for the replacement of DC Hackett who is retiring.
- A Staff Sergeant promotion process completed this month in anticipation of a vacancy for 2026.

Central Saanich Police Service
November 30, 2025 Operating & Capital Budget Report
Forecast to December 31, 2025 Operating & Capital Budget Report

Operating Revenues	2025 Budget	2025 YTD Actual	% of Budget	YTD Budget Variance	2025 Forecast	% of Budget	YE Variance Forecast
Sale of service	\$ 16,200	14,665	91%	(1,535)	15,999	99%	(201)
Small Community Protection Grant	163,000	166,400	102%	3,400	166,400	102%	3,400
Traffic Fine Revenue Sharing Grant	173,000	161,000	93%	(12,000)	161,000	93%	(12,000)
G&GVAF Provincial Grant	250,000	250,000	100%	-	250,000	100%	-
Other Revenue	211,600	390,172	184%	178,572	425,643	201%	214,043
District Operating Reserve Funding	40,000	-	0%	(40,000)	-	0%	(40,000)
Total Revenue	\$ 853,800	\$ 982,237	115%	\$ 128,437	\$ 1,019,042	119%	\$ 165,242

Operating Expenses							
Police Board	\$ 11,000	12,685	115%	(1,685)	12,685	115%	(1,685)
General Administration	1,773,900	1,716,220	97%	57,680	1,909,693	108%	(135,793)
Integrated and Contract Services	890,900	863,701	97%	27,199	889,197	100%	1,703
Patrol	3,402,900	3,217,843	95%	185,057	3,625,739	107%	(222,839)
Detectives	391,100	348,120	89%	42,980	400,111	102%	(9,011)
Youth and Community Services	696,000	599,739	86%	96,261	706,658	102%	(10,658)
Detention and Custody	18,500	21,461	116%	(2,961)	23,645	128%	(5,145)
Fleet	145,200	107,236	74%	37,964	116,917	81%	28,283
Strategic Projects	240,000	138,635	58%	101,365	160,000	67%	80,000
Transfer to Reserve - Vehicles & Equipment	174,000	224,663	129%	(50,663)	224,663	129%	(50,663)
Subtotal before Secondments	\$ 7,743,500	\$ 7,250,302	94%	\$ 493,198	\$ 8,069,307	104%	\$ (325,807)
Secondment Remuneration	878,200	891,917	102%	(13,717)	1,022,246	116%	(144,046)
Secondment Expenses	878,200	891,917	102%	(13,717)	1,022,246	116%	(144,046)
Total Net Operating Expenses	\$ 6,889,700	\$ 6,268,065	91%	\$ (621,635)	\$ 7,050,265	102%	\$ (160,565)

Capital funding from Reserves							
Transfer from G&GVAF Provincial Grant	50,000	8,083	16%	41,917	8,083	84%	41,917
CSPD Vehicle & Equipment Reserves	368,000	280,899	76%	87,101	293,779	24%	74,221
Total Reserves Funding	\$ 418,000	\$ 288,982	69%	\$ 129,018	\$ 301,862	31%	\$ 116,138
Capital expenditures							
CSPD Vehicles	275,000	239,474	87%	(35,526)	239,474	-13%	35,526
CSPS Boat	50,000	8,083		(41,917)	8,083	-84%	41,917
CSPD Equipment	93,000	41,425	45%	(51,575)	54,305	-55%	38,695
Total Capital expenditures	\$ 418,000	\$ 288,982	69%	\$ (129,018)	\$ 301,862	-31%	\$ 116,138

Central Saanich Police Board

Briefing Note

Subject: Police Board Policy Review Process and Assessment Framework

Purpose:

To outline the structured process the Board and Police Service will use to review the 250+ prioritized administrative and operational policies, ensuring compliance with BC Policing Standards, the Police Act, CSPS strategy, and modern policing practices.

Background:

Policies have been prioritized based on years since last review, risk level, operational criticality, and whether they are required under BC Policing Standards. A consistent review method is needed to ensure quality, defensibility, and transparency.

Discussion:

Each policy will undergo a standardized assessment including:

1. Category & Priority Confirmation (administrative/operational).
2. Compliance Review (Police Act, Regulations, BC Policing Standards, bylaws).
3. Operational Accuracy Review (current practice, organizational structure).
4. Risk Assessment (public/officer safety, legal, compliance, reputational).
5. Cross-Policy Consistency Check (redundancies, conflicts, consolidation).
6. Clarity & Accessibility Review (readability, terminology, template alignment).

A policy disposition will be assigned: no change required, change recommended, requires SME review, consolidate, or retire. Findings will be documented using a standardized assessment template and reviewed with command staff, HR, legal, or other SMEs as required.

Revised policies will proceed through the Board's Governance Sub-Committee, then to the full Board for approval. A policy tracker will record review status, revisions, and next scheduled review dates.

Recommendation:

That the Board endorse the policy review process as outlined, and begin assessments using the standardized framework and template.



Central Saanich Police Board Policy Review Process





Central Saanich Police Service

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Rationale for 2026 Budget Increases

Executive Summary

This business case outlines the rationale for key budgetary allocations in the 2026 fiscal year, focusing on Communications, Administrative Support, Contract Analytics, and Contract Professional Standards. Each item is aligned with the organization's strategic plan and addresses operational risks, efficiency, and public confidence.

1. Communications

Budget Request

- District Funding: \$45,000 (already allocated)

Rationale

A Board motion supported the Chief Constable in his exploration of a dedicated communications contract position to enhance our outreach efforts. Currently, communications, including social media and public messaging, are managed alongside other responsibilities by untrained staff, which can lead to inefficiencies and inconsistent messaging. Strengthening our communications capacity is essential to effectively highlight organizational initiatives and achievements that align with our strategic plan. With this role, there is significant potential to enhance staff recruitment efforts across exempt, cadet, and civilian roles, through targeted communications. In today's highly competitive recruitment landscape, our organization faces challenges in matching the capabilities of agencies equipped with dedicated communications and recruitment units. Establishing a focused communications function would allow us to remain competitive in a cost-effective and efficient manner. Additionally, the position would offer guidance and strategic support in managing potential challenges related to media coverage, helping to mitigate any negative impacts. Progress on this initiative has been delayed due to pending feedback from the Governance Committee.

Strategic Alignment

This initiative supports greater transparency and fosters meaningful public engagement. By strengthening our communications approach, we can more effectively share key achievements and progress that reflect our strategic priorities.

Risks if Not Supported

- Communications will remain diminished, impacting public confidence and stakeholder engagement.
- Lack of formal approach for managing and responding to potentially adverse media communications.
- Increased burden on inexperienced staff performing communications duties outside their core responsibilities.
- May diverge from previous Board direction and discussions emphasizing the importance of maintaining professional communications standards.
- The \$45,000 allocated by the District would be returned, resulting in lost opportunity.

2. Part-Time Administrative Support

Budget Request

- Net Cost: \$50,000 in savings from withdrawing from integrated units



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Rationale

The need for additional administrative support for the Ops NCO was highlighted as a key concern in the recent Workplace Review as a result of growing administrative demands and the increasing complexity of managing technical solutions. Much of the increased administrative workload has stemmed from external requirements, including oversight and compliance obligations related to Police Standards, the Independent Investigations Office (IIO), the Office of the Police Complaint Commissioner (OPCC), and Freedom of Information (FOI) requests. Cost savings from ECOMM reductions have created some budgetary flexibility to address this issue. Limited administrative resources continue to affect both employee wellness and overall operational efficiency.

Strategic Alignment

This initiative contributes to effective operational oversight and supports the well-being of staff. It aligns with the organization's strategic objectives of enhancing efficiency, leveraging technology and fostering a sustainable, resilient workforce.

Risks if Not Supported

- Operations NCO workload will increase, reducing oversight capacity as highlighted in the Workplace Review
- Police officers may be required to perform administrative tasks, detracting from core policing duties.
- May necessitate service reductions in non-risk areas, including public front counter services.
- Would not align with the recommendations outlined in the Workplace Review regarding the need for professional supervision.

3. Contract Analytics

Budget Request

- Status Quo: No increase requested

Rationale

This role provides critical support through comprehensive reporting of operational statistics and deliverables as well as supporting operations in providing criminal analysis. It plays an important part in identifying priorities for Provincial Targeting Enforcement and is instrumental in the preparation of major grant applications, including those valued at approximately \$250,000.

Strategic Alignment

Strengthening this function supports informed, data-driven decision-making across the organization. It also contributes to the advancement of strategic initiatives through consistent performance tracking and operational reporting.

Risks if Not Supported

- Reduced capacity to prepare and submit grant applications
- Negative impact on operational planning and police-directed activities.
- Loss of detective support for analytical tasks.



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4. Contract Professional Standards

Budget Request

- Increase: \$20,000 (reduced from initial request due to cost containment)

Rationale

The need for this role has emerged from a series of unique and recent case files requiring specialized attention. Engaging a dedicated contractor has enabled timely, high-quality investigations without the need for overtime. In recent years, there has been a noticeable increase in admissible complaints, resulting in a higher volume of investigations. These cases are often complex and require the expertise of trained Professional Standards investigators. In the absence of a dedicated internal unit, contracting this function remains a practical and cost-effective solution to mitigate associated risks while balancing public expectations and the rights of members. The expertise and thoroughness demonstrated by the current Professional Standards contractor have been positively acknowledged by both legal counsel and the OPCC.

Strategic Alignment

This role strengthens organizational accountability and promotes a culture of integrity. It also helps reinforce public trust and ensures continued alignment with the expectations of oversight bodies.

Risks if Not Supported

- Delays in investigations and reduced quality due to lack of expertise.
- Diminished confidence from OPCC and legal stakeholders.
- Reallocation of files to Service NCOs, with limited experience in Professional Standards investigations, in addition to their core police functions.

Conclusion

The proposed budget items are essential to maintaining operational effectiveness, public trust, and alignment with the strategic plan. With the exception of the small increase for the Contract Professional Standards position, each request is either cost-neutral or offset by savings, and failure to support these items would result in diminished service quality, increased risk, and reduced organizational capacity.



November 28, 2025

Ref: 684057

Rene Johansson
Central Saanich Police Board
1903 Mt Newton Cross Rd.
Saanichton BC, V8M 2A9

Email: rene.johansson@cspolice.ca

Dear Rene Johansson:

I am writing in response to your October 22, 2025 letter, addressed to Executive Director Matt Brown, regarding the implementation of a provincial cell-phone levy to support Next Generation 911 (NG911). As 911 and NG911 are part of my portfolio, I am happy to respond.

The Province recognizes the financial pressures that the transition to NG911 places on local governments. To address these concerns, we recently commissioned two independent reports: one examining E-Comm 911's governance, operational efficiencies, and financial controls, and another reviewing the Province's role in 911 service governance, including potential models for service delivery and supplemental funding.

To read the Independent Review of E-Comm report, visit:
<https://news.gov.bc.ca/files/ECommIndependentReview.pdf>

To read the Emergency Communications Service Delivery Model in B.C. report, visit:
<https://news.gov.bc.ca/files/ECommServiceDeliveryReport.pdf>

The Province is currently reviewing the recommendations from both reports. As part of this process, we are considering a range of options to supplement local government funding. One potential solution is a call-answer levy (CAL) on wireless services. We will consult with local governments, public safety agencies, and telecommunications providers to ensure that any policy changes are informed by broad stakeholder input and best practices.

Thank you for your advocacy and for representing the Central Saanich Police Board's commitment to public safety. The Province remains committed to working with our partners to develop a funding model that supports reliable, modern emergency communications infrastructure for all British Columbians

Sincerely,



Megan Harris
Assistant Deputy Minister
Corporate Strategic Initiatives and the Office of the Fire Commissioner
Ministry of Public Safety and Solicitor General

November 28, 2025

File No. 0360-30/2025

Central Saanich Police Board
1903 Mount Newton Cross Road
Saanichton, BC V8M 2A9

Via email: Emmalee.Gummer@csaanich.ca

Re: Early Budget Approvals

At their Council meeting of November 24, 2025, the District of Central Saanich Council received the 2026 Budget for the Central Saanich Police Service.

Council also passed the following motion related to the request for early approvals for two positions:

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.

Should you have any questions with respect to the above, please do not hesitate to contact the undersigned by phone at 250.544.4202 or by email at Emilie.Gorman@csaanich.ca.

Regards,



Emilie Gorman
Director of Corporate Services/Corporate Officer