



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, May 7, 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 May 7, 2026
- d. Adoption of the Regular Meeting Minutes of April 9, 2026
- e. Finance Update
- f. Policy Review
- g. Committee Reporting
- h. Adoption of Updated Governance Manual
- i. Board Chair Election

2. NEW BUSINESS

- a. Business Repository Update (SharePoint)
- b. CAPG AGM
- c. Appointment of BCAPB Representative
- d. Summary of Council Motions

3. CORRESPONDENCE

- a. Letter from CS Council re: April 13th Resolution
- b. Letter from VFCYJC re: MYST
- c. Letter from CS Council re: SPAAC Invitation
- d. Email from Police Governance Unit re: Board Reporting Requirements

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, April 9, 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 W̱SÁNEĆ peoples: W̱JŌŁEŁP (Tsartlip), BOŶĶĚĈEN (Pauquachin), S̶ĀŬTŬ (Tsawout), W̶SIŶEM (Tseycum) and M̶ÁLEXEŁ (Malahat) Nations.

b. Declaration of Conflicts of Interest

No conflicts declared.

c. Approval: Regular Meeting Agenda of April 9, 2026

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

d. Approval: Regular Meeting Minutes of February 12, 2026 and March 12, 2026

38.26 **MOVED AND SECONDED**
That the minutes of the Police Board Meeting held February 12, 2026 and March 12, 2026 be approved as presented.
CARRIED UNANIMOUSLY



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*Amendment to be made to the March 12th minutes:

Item 2.b: to add that a discussion was had in the open meeting and the Governance committee found no conflict to be occurring.

e. General Service Update – Chief’s Report

- As attached.
- Chief Constable met with the CAO to review the matters related to shared services. The Board will be informed of any updates.

f. Finance Update

- The Board discussed the motion made by Council related to the Police budget and a Council member’s desire to reduce the 2026 Police budget by \$82,000.
- Both the Chief and Deputy Chief will attend the Council meeting on April 13th to provide education to members of Council to inform their decision.
- The Board discussed options for their response.

39.26

MOVED AND SECONDED

That the Police Board’s regular scheduled meeting on May 14th take place on May 7th 2026.

CARRIED UNANIMOUSLY

g. Policy Review

- The final draft of the Service and Policy review policy is complete and will be disseminated for feedback at the May 7th meeting.

h. Committee Reporting

1. Governance Committee

- No updates.

2. Finance Committee

- The Committee will begin review the 2025 budget results in the next month.

3. HR Committee

- The Committee will bring a draft report regarding the Chief’s Performance review at the May meeting after it is shared with the Chief.

i. Forward Calendar Review

- No updates.

j. Risk Register Review

- Discussion regarding the comprehensiveness of the Risk Register.
- The Risk Register will be managed by the Chief and Deputy Chief.

k. Review of Updated Governance Manual and Board Training

- The Board discussed the updates made to the manual based on feedback from Board Members.



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40.26

MOVED AND SECONDED

That the Governance Committee add a "pathway to Chair" section into the Board Manual which outlines a succession plan for Board Members who aspire to be Board Chair.

CARRIED UNANIMOUSLY

I. Board Chair Evaluation and Process

- The Governance Committee has collected all feedback and will present to the Chair.

m. Review of Outstanding Board Motions

- No updates.

2. NEW BUSINESS

a. Community Engagement Briefing Note Discussion

- As attached.
- The Board discussed aspects of the briefing note as relayed in the memo prepared by the Governance Committee.

b. Board Discussion: National Police Week Recognition May 10 – 16

41.26

MOVED AND SECONDED

That the Board provide each shift with a token of appreciation in the form of a healthy food option during National Police Week Recognition Week.

CARRIED UNANIMOUSLY

c. Board Discussion: Board Chair Election Process

- The Board will send nominatons for a Chair and Vice Chair to the Board Administrator.

42.26

MOVED AND SECONDED

That the Board will hold a vote for Chair and Vice Chair at the May 7th meeting based on the nominations received by the Board Administrator.

CARRIED UNANIMOUSLY

d. Board Discussion: Business Repository

- Deputy Chief Douglas has assumed lead on the Board SharePoint project.
- Board Member Fisher will act as a liaison with Deputy Chief Douglas for this project.

3. CORRESPONDENCE

a. Response Letter to Council related to Upcoming Projects

- The Board supports the letter as prepared.



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4. CLOSED MEETING

Meeting closed 18:25

43.26 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 19:49

ADJOURNMENT

44.26 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 APRIL 9, 2026.

RENEE JOHANSSON
CHAIR OF THE POLICE BOARD

EMMALEE GRAY
BOARD ADMINISTRATOR

April 15, 2026

File No. 0360-30/2026

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

Via email: rene.johansson@cspolice.ca

Re: Council Resolutions – Referral to Central Saanich Police Board

At their Council meeting of April 13, 2026, the District of Central Saanich Council passed the following resolutions to be referred to the Central Saanich Police Board:

1. *That the Police Board review what would be required to post records of Police Board meetings, following what Council currently does, and report back to Council at a future date.*
2. *That Council request that the Police Board coordinate a presentation from E-Comm to Council and the Police Board.*
3. *That Council refers the Policy No. 24-ADMIN to the Central Saanich Police Board for their consideration of similar policy for their administration. Please find attached Policy No. 24-ADMIN for the Police Board's consideration.*

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

Cc:
Chief Ian Lawson
Emmalee Gray, Manager of Executive Services



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

COUNCIL POLICY

Effective Date April 13, 2026 Amendment Date(s):	POLICY NO. 24.ADMN
SUBJECT: Employee Election and Political Conduct Policy	
Category: Administration	

PURPOSE

The District of Central Saanich (District) recognizes that employees, as citizens, have the right to participate in the democratic process, including voting, expressing political views, and engaging in political activities on their own time.

At the same time, the District has a duty to ensure that municipal services, programs, and advice are delivered in a manner that is, and is perceived to be, politically impartial.

The right of District employees to participate in political activities must be balanced with the requirement for an impartial and effective public service.

This policy establishes clear expectations and limits regarding employee participation in political and election-related activities to protect public confidence in the neutrality, integrity, and professionalism of the District’s public service.

Officers of the Organization, including the Chief Administrative Officer (CAO), Corporate Officer, Chief Financial Officer and Approving Officer, may have a higher standard due to the higher risk of potential conflicts of interest.

APPLICATION

This policy applies to all District of Central Saanich employees, including permanent, temporary, and casual employees including auxiliary firefighters. Contractors and volunteers are subject to the political neutrality and resource-use provisions of this policy where applicable.

DEFINITIONS

Employee: Any person employed by the District.

Political Activity includes:

- Publicly supporting or opposing a political party or candidate (i.e. through social media posts, lawn signs, campaigning emails);
- Seeking nomination or being a candidate in an election;
- Canvassing or campaigning on a District referendum question; and,

- Seeking appointment or election to a municipal, regional, or school board.

POLICY

1. Public Service Impartiality

- a. Employees must conduct themselves in a politically neutral manner.
- b. Participation in private political activity must not impair, or be perceived to impair, the employee's ability to perform their duties impartially.

2. Prohibited Activities

- a. Employees must not:
 - i. Use District resources (including facilities, equipment or supplies) for political purposes;
 - ii. Engage in political activity at the workplace or during work hours including on call hours (except voting);
 - iii. Engage in political activity while wearing District-branded clothing;
 - iv. Wear clothing or buttons that advertise/promote any candidate, political party or referendum issue while at work; and,
 - v. Use their title or position within the District in a way that would lead a member of the public to infer that the District is endorsing or not endorsing a candidate, political party or a particular response to a referendum question.

3. Running For Election

- a. Employees seeking election to Central Saanich Council must take an unpaid leave of absence beginning on the date nomination papers are filed and ending on voting day.
- b. Requests for leave must be made in writing and submitted to the Department Director and copied to the Corporate Officer.
- c. Access to District resources, systems and facilities will be suspended during the leave.

4. Holding Elected Office

- a. Employees elected to Central Saanich Council or the CRD (regional government) must resign.
- b. Employees elected to other public bodies (i.e. Islands Trust, Provincial or Federal, School Board, and other municipalities) may be granted leave or duty modifications subject to operational requirements and conflict-of-interest provisions. Requests would be reviewed and subject to the Chief Administrators approval.
- c. The duties of elected office must not affect the employee's normal working hours and there must not be a conflict of interest between the employee's duties as an elected official and their duties as a District of Central Saanich employee.

5. Enforcement

- a. Failure to comply with this policy may result in disciplinary action up to and including dismissal.
- b. Complaints brought forward under this policy will be reviewed and adjudicated by the Corporate Officer.
- c. Where the complaint involves the Corporate Officer, the CAO will be the adjudicator.
- d. Where a District employee is uncertain of whether political activity may impair or be perceived to impair their ability to perform their duties in a politically impartial manner, they are required to disclose such political activity and seek guidance from the District's Corporate Officer.

RESPONSIBILITIES

Council

Council is responsible for adopting this policy and any amendments, and for maintaining the separation between governance and administration by referring matters of employee conduct to the Chief Administrative Officer (CAO).

Chief Administrative Officer (CAO)

The CAO is responsible for the overall administration and enforcement of this policy, including addressing significant or systemic breaches and ensuring political neutrality is maintained.

Corporate Officer

The Corporate Officer is responsible for providing interpretation and guidance on political activity, and reviewing leave requests related to candidacy in consultation with the Department Director.

Department Directors

Department Directors are responsible for ensuring employee awareness of and compliance with this policy, monitoring conduct within their departments, and addressing or escalating potential breaches as appropriate.

Human Resources

Human Resources is responsible for supporting consistent application of this policy, advising on employment implications, and supporting disciplinary processes where required.

Employees

Employees are responsible for complying with this policy, including maintaining political neutrality, refraining from the use of District resources for political purposes, and seeking guidance where uncertainty exists.

Related Documents:

- [Code of Ethics](#)
- [Social Media Policy](#)

POLITICAL ACTIVITIES

AC 100

Effective Date: 2009.07.09

Review Date: 2009.02.15

By: Cst Ruth Cottingham

Last Update:

[INDEX](#)

[TABLE OF CONTENTS](#)

[POLICY HISTORY](#)

1.0 POLICY

- 1.1 Members of the Central Saanich Police Service shall not become involved in any political activities while on duty.
- 1.2 Members of the Central Saanich Police Service shall not wear, display, or present badges, insignias, buttons or written documents affiliating themselves with any political party while in uniform or while on duty.
- 1.3 Members of the Central Saanich Police Service shall not express to members of the public verbally or in any other way an affiliation with any political party while in uniform or while on duty.

2.0 REASON FOR POLICY

- 2.1 To clearly state the neutrality of members in political affairs while on duty.

3.0 PROCEDURES

- 3.1 If a member of the Central Saanich Police Service is nominated as a candidate for a Federal or Provincial election, the member may be granted leave without pay to engage in the election campaign;
 - If the member on leave without pay mentioned in Section 3.1 is not elected to Federal or Provincial office, the member will be

returned to their former position, or such position within the organization agreed upon by the member and management.

- If the member on leave without pay mentioned in Section 3.1 is elected to Federal or Provincial officer, the member shall resign from the Central Saanich Police Service in order to serve in the new, elected capacity.
- Personnel must be cognizant of the policy on [Public Speaking, AC 060.](#)

POLICY HISTORY

DATE	CONTRIBUTOR	SUBJECT
09.02.26	R Cottingham	Created
09.03.04	D/C Pecknold	Administrative Review completed
09.03.04	Vermeer	Forwarded to Mr Harcomb for Board review
09.05.13	A Harcomb	Approved by Board Member
09.06.03	Vermeer	Memo to police board
09.07.09	Police Board	Approved by Motion 28-09
09.09.10	Vermeer	Placed in Policy manual
09.09.10	Vermeer	Posted on "What's New"
09.09.10	Vermeer	E-Mail to Police Services



April 17, 2026

Attention: Rene Johansson, Chair, Central Saanich Police Board

Dear Ms. Johnansson,

On the recommendation of committee member Sarah Riddell, Councillor with the District of Central Saanich, I'm writing today to share our thanks for the participation of Chief Constable Ian Lawson in our Oct. 23, 2025 panel discussion regarding the future of three critical Greater Victoria Integrated Police Units – namely the Integrated Mobile Crisis Response Team, the Mobile Youth Services Team and the Regional Domestic Violence Unit.

Chief Lawson and our other participants provided context and details on their respective work and plotted the myriad connection points that link health-care professionals and police as they support vulnerable youth and adults throughout our region.

Among much else, we learned that funding decisions have led to new localized police initiatives in Central Saanich and the West Shore along with regional innovation and contingencies by all parties to maintain critical services in the face of multiple and growing social crises here on the South Island.

We also learned that service delivery challenges remain and have been exacerbated in a region where young people freely cross municipal boundaries and enter jurisdictions where response teams are limited due to these funding decisions.

As you'll read in the panel discussion transcript ([available online here](#)), all agree that continuing and enhanced coordination, information sharing and collaboration is essential.

We look forward to further close, evidence-based consideration of how best to deliver essential services to vulnerable youth and their families locally and throughout the Capital region.

Sincerely,
Marie-Terese Little,

Chair, Victoria Family Court and Youth Justice Committee
Vice-Chair, Capital Regional District Board of Directors
Mayor, District of Metchosin

cc Chief Constable Ian Lawson, Central Saanich Police Service
cc Central Saanich Council



April 27, 2026

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

Dear Central Saanich Police Board,

Re: Invitation to Participate on the Saanich Peninsula Accessibility Advisory Committee (SPAAC)

The District of Central Saanich, Town of Sidney, and District of North Saanich continue to work collaboratively to improve accessibility, safety, and inclusion across the Saanich Peninsula through the Saanich Peninsula Accessibility Advisory Committee (SPAAC).

Given the important role that policing plays in community safety and equitable access, the perspectives of the Central Saanich Police would be a valuable contribution to SPAAC. Your experience and oversight in matters of public safety, community needs, and policy governance would help inform discussions on accessibility challenges and opportunities throughout the Peninsula.

Provincial requirements call for police boards to participate in accessibility advisory processes. In recognition of this, SPAAC's Terms of Reference have been updated to enable police board participation through SPAAC, in lieu of establishing a separate police accessibility committee. The Central Saanich Police Board has endorsed the SPAAC Terms of Reference.

We are therefore inviting the Police Board to appoint a representative to serve on SPAAC. A designated vacancy is available, and participation would support both legislative requirements and regional collaboration.

SPAAC appointments are for a two-year term. Meetings are held every second month, on the fourth Thursday, from 10:00 a.m. to 12:00 p.m. Meetings are currently hosted at the District of North Saanich, with the host municipality rotating annually each July.

A copy of the Committee's Terms of Reference is enclosed for your information. Please feel free to contact us at your convenience if you have questions or would like to discuss participation further.

Thank you for your consideration. We value our ongoing relationship with the Central Saanich Police Department and Board and look forward to continued collaboration in support of accessibility and safety across the Saanich Peninsula.

If you have any questions, please do not hesitate to contact Emilie Gorman at emilie.gorman@csaanich.ca



Yours truly,

A handwritten signature in black ink, appearing to read "Emilie Gorman".

Emilie Gorman
Director of Corporate Services/ Corporate Officer – District of Central Saanich

A handwritten signature in black ink, appearing to read "Sandi Nelson".

Sandi Nelson
Corporate Officer – Town of Sidney

A handwritten signature in black ink, appearing to read "Lyndsay Alexander".

Lyndsay Alexander
Manager of Legislative Services/Deputy Corporate Officer – District of North Saanich

Reporting Requirements for Police Boards

Police Board Reporting Requirements

Required Report	Responsibility	Report Recipient
<p>POLICE ACT s. 26 (5) Annual Report on the implementation of the programs and strategies to achieve Priorities, Goals and Objectives.</p> <p>Police Act</p>	The Chief Constable, Chief Officer	The Board Annually
<p>BCPPS 1.3.3 (9) Annual Internal Conducted Energy Weapons Controls and Monitoring. Aggregate counts of CEW displays and operational discharges; and a summary of the annual review conducted as per the monitoring and review under section (8) of this standard.</p> <p>Internal CEW Controls and Monitoring - Province of British Columbia</p>	The Chief Constable, Chief Officer	Minister of PSSG (send through the Director of Policing and Law Enforcement Services) and the Board Annually
<p>BCPPS 2.1.1 (6) Annual Recruit and Advanced Training, Experienced Applicants report.</p> <p>Recruit and Advanced Training - Province of British Columbia</p>	The Board	Director of Policing and Law Enforcement Services Annually
<p>BCPPS 5.2.1 (6) Annual Major Case Investigations report.</p> <p>Threshold and Reporting for Major Case Management - Province of British Columbia</p>	The Chief Constable, Chief Officer	Approved by the Board and filed with Director of Policing and Law Enforcement Services. Annually
<p>BCPPS 6.1.1(17) Annual audit to examine compliance with departmental policies/procedures related to at least one of the topics listed in 6.1.1(17) of the standards.</p> <p>Promoting Unbiased Policing - Province of British Columbia</p>	The Chief Constable, Chief Officer	The Board who must provide a copy to the Director of Policing and Law Enforcement Services within 60 days of receipt. 6.1.1 (19) BCPPS
<p>BCPPS 6.1.1(18) Annual analysis of records listed in 6.1.1 (18) of the standards to monitor systemic inequities in service delivery, disaggregated by ethnicity, gender or sex subjects.</p> <p>Promoting Unbiased Policing - Province of British Columbia</p>	The Chief Constable, Chief Officer	The Board who must provide a copy to the Director of Policing and Law Enforcement Services within 60 days of receipt. 6.1.1 (20) BCPPS

This document is intended as a resource to support board with reporting requirements as of April 2026 and is subject to change with the approval of new or amended provincial policing priorities and any amendments to the *Police Act*. It is the responsibility of the Board to read the *Police Act* and the BC Provincial Policing Standards in full and understand all legislated requirements outlined.

Reporting Requirements for Police Boards

As Required Reporting Requirements

Required Report	Responsibility	Report Recipient
<p>BCPPS 2.1.6 Training and Recruitment – Registered within 30 days of the commencement of employment.</p> <p>Recruit and Advanced Training - Province of British Columbia</p>	The Board	Police Academy
<p>BCPPS 6.1.2 Community Engagement, Community Awareness and Outreach, and Community Satisfaction.</p> <p>Information made available to Officers and the Board and a survey of citizen satisfaction and attitudes toward police at least once every 3 years.</p> <p>Community Engagement for Equitable Policing - Province of British Columbia</p>	The Board	Made available as required and used in the manner in which is stated in the standard.
<p>POLICE ACT s. 173.1(4) Service and Policy Complaints Policy. The Board must review the policy, amend where required and seek community input where required every 4 years.</p> <p>Police Act</p>	The Board	The citizens of the community through a publicly accessible website maintained by or on behalf of the Board.

Additional Reporting Requirements for Board Awareness

<p>BCPPS 1.1.1 (5) Firearms and Ammunition. Submit a report on all special Firearms and Ammunition issued and the reason for issuing them if authorization is made under standard 3.</p> <p>Firearms and Ammunition - Province of British Columbia</p>	The Chief Constable, Chief Officer	Director of Policing and Law Enforcement Services Upon Request
<p>BCPPS 1.4.3 (3) Reporting, Data and Review re: Police Dogs.</p> <p>Reporting, Data and Review for Police Service Dogs - Province of British Columbia</p>	The Chief Constable, Chief Officer	Director of Policing and Law Enforcement Services Annually

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Reporting Requirements for Police Boards

Additional Reporting Requirements for Board Awareness - Continued		
Required Report	Responsibility	Report Recipient
<p>BCPPS 5.2.5 (9) Internal Audit, Oversight and Accountability for Major Case Management. Oversight and Accountability for Major Case Management - Province of British Columbia</p>	The Chief Constable, Chief Officer	Director of Policing and Law Enforcement Services Conducted annually, available upon request.
<p>BCPPS 5.2.9 (2) Multi-jurisdictional Major Case Investigations. Written protocol concerning Multi-Jurisdictional Major Cases with all BC police services. Multi-jurisdictional Major Case Investigations - Province of British Columbia</p>	The Chief Constable, Chief Officer	Director of Policing and Law Enforcement Services Protocols require approval.
<p>BCPPS 6.2.1 (14) Police Stops. Policies and Procedures. Police Stops - Province of British Columbia</p>	The Chief Constable, Chief Officer	Director of Policing and Law Enforcement Services (14) Posted online
Other Considerations (may or may not apply)		
<ul style="list-style-type: none"> • Reporting requirements on any Grant Funding (i.e.: Naloxone kits) • Annual Police Board Report - submitted to Director of Policing and Law Enforcement Services, shared with funder and community. 		

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