



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, October 22, 2025 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 October 22, 2025
- d. Adoption of the Regular Meeting Minutes of September 11, 2025
- e. General Service Update – Chief's Report
- f. Operational Update - Deputy Chief's Report
- g. Financial Update –CFO Kristin Tryon
- h. Policy Review
- i. Committee Reporting
- j. Forward Calendar Review

2. NEW BUSINESS

- a. Review of Respectful Workplace Policy
- b. Issues Workflow Presentation – Board Member McKay
- c. Resolution: Coverage of Child Care Costs for Board and Committee Meetings

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

PRESENT:

Board Chair:

Renee Johansson

REGRETS:

Jim Rondeau

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

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 WSÁNEĆ peoples: WJOŁEP (Tsartlip), BOKEĆEN (Pauquachin), SxÁUTW (Tsawout), WSIKEM (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

Cst. Marc Gosselin completed his training at the JIBC and graduated in July. The Chief attended and gave the formal address to the graduating class.

The Chief met with the new Solicitor General Nina Kreiger for an introduction and to discuss bail issues and other topics related to the Service.

The Chief was a guest on the podcast "True Blue", where he was interviewed on his views on the current climate in policing.

f. Operations Update – Deputy Chief's Report

The Deputy Chief presented the most recent stats. Hospital wait times appear to be consistent with previous months but lower than the same period in 2024.

The Deputy Chief met with the Saanich Inlet Protection Society (SIPS) last week to discuss concerns related to the live aboard community in Brentwood Bay. Meetings with this group remain positive and productive. The Deputy also met with the Coast Guard to provide a tour of areas of concerns including the large live aboard community.

The Deputy Chief met with the Vice President of Operations at E-Comm regarding increasing levies and to invite them to present at a future Board meeting. It was indicated that future increases are likely. The Board discussed the benefit of adding a cell phone levy to offset costs for implementing "Next Gen 9-1-1".

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

The Deputy spoke about the success of the recently created CRD ICE team. The pilot project ceases at the end of 2026, and the team will be looking to Police Boards for additional funding once the federal funding stops.

The Deputy Chief and S/Sgt. Smallwood held a very successful leadership meeting for the Sergeants to realign common goals and to set intentions for future successes.

Sgt. Smallwood presented traffic stats and other measurables related to the Service's Strategic Plan. Items of note include attendance at various community events like Music in the Park, the implementation of the ALPR across the fleet, ongoing collaboration with SPOR/IMCRT and Island Health, and the completion of the Service's new recruitment video. The video was shared with the Board and was very well received.



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g. Financial Update and the 2026 Budget Guidelines Report

Manager of Finance Troy Ziegler presented the YTD budget figures. He reported that the Service's budget is currently trending lower than average costs in Patrol and Integrated Units. The Service's overtime spend is nearing 100% at period 8 which is attributed to staffing shortages and can be offset by under used wages. Mr. Ziegler advised the Board that the Service typically see savings in wages in second half of year as employees max out CPP, EI. Mr. Ziegler advised the Board that his team will provide an end of year forecast at the next meeting for their review. He reminded the Board that wages and benefits account for 92% of the Police budget which is fixed. Mr. Ziegler advised that the umbrella funding for the budget is on track for the year and that there are no operational red flags at this time.

CFO Kristin Tryon presented the 2026 Budget Guideline Report. She advised that this budget builds on 2025 services levels and offers several new line items for 2026 which include a Contract Communications position, a part time Civilian Operational Support position, Next Gen 9-1-1 phased in levies, and Police Vessel line items. The financial impact total is forecasted to be 7.64% at this time. Mr. Ziegler explained the budget cycle and important dates to the Board.

It was advised that the Finance Committee plans to meet October 1st to discuss the 2026 Budget and then proposed changes to the Guidelines report, which removed the line items related to the police vessel and added increases to the Board budget for administrative and legal support, conferences and training as well as community engagement and strategic planning by the Board. The Chief advised that the Boat is considered an essential police vehicle, and major outfitting and planning has already taken place. He advised that the Police Vessel is a critical investigative and life saving measure and once operational, will support a whole water-based communities within Central Saanich. The Chief repeated all steps taken by the Service to get the Police Vessel to this point, including major collaboration with the District of Central Saanich and planning discussion with other outside stakeholders. The Deputy Chief advised that liabilities exist if the Service was reliant on outside vessels to transport police members as well as potential volatile persons. It was requested that copies of all boat background material be sent to the Board for their review.

It was requested that the 2026 draft budget be brought to the Finance Committee meeting on Oct 1 for their review. Mr. Ziegler will attempt to meet that timeline.

Board Members stated that the Board supported the Service in the procurement and outfitting of the gifted boat at prior meetings and should continue to support the endeavor.

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



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h. Policy Review

No updates at this time.

i. Committee Reporting and Addition of New Members

Three new Board Members were appointed to the following committees:

- Board Member Hollinshead to the HR Committee
- Board Member Marin to the Governance Committee
- Board Member Fisher to the Finance Committee

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.

The Chief received correspondence from the Central Saanich Community Association to speak to their group about policing costs and operations. He plans to attend with Cpl. Bryant.

It was suggested the Board Chair attend with the Chief. Board Member Marin will attend in the Chair's place.



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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.

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



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CHIEF'S REPORT

TO: Police Board

DATE: October 22nd, 2025

REFERENCE: Chief's Report

FROM: Chief Constable Ian Lawson

General Service Update:

- The current staffing status for the Central Saanich Police Service (CSPS) includes approval for 23 members and 7 civilians. Of these, 17 positions are filled, 3 are off duty, 3 are recruits, and 4 members are currently on secondment to GVERT, IRSU, and CRDICE.
- I attended an evening meeting as a guest speaker with the Central Saanich Community Association at the Lion's Hall. I was joined by Board Member Jordan Marin and Corporal Pat Bryant. Together, we addressed several police-related questions regarding costs, crime trends, and policing challenges.
- This Thursday, I will be participating as a panelist at a Victoria Family Court & Youth Justice Committee meeting. The discussion will focus on the withdrawal from the Regional Domestic Violence Unit (RDVU), the Integrated Mental Health Crisis Team (IMCRT), and the Mobile Youth Support Team (MYST), supported by relevant data. I will be joined by representatives from West Shore RCMP and the Chief of VicPD, who have also fully or partially withdrawn from these programs.
- I attended the unveiling of the Hel, Hilec sign with the W̱SÁNEĆ Leadership School. The event was followed by a celebration involving students, teachers, and school staff.
- I represented the Central Saanich Police Service at the 2025 BC Police Memorial ceremony held at the Legislature.
- In preparation for the 2026 budget, I participated in a Finance Sub-Committee meeting and several District Finance meetings to complete the draft budget for review by the Board.
- I took part in a Board Training session with representatives from the Ministry of Public Safety and Solicitor General (PSSG), including Police Board Governance representatives Katie Charlton and Michelle Trelenberg.
- I attended the annual 2025 Central Saanich Police Service Dining-In dinner event last Saturday. This formal, uniformed event was well-attended by all employees.
- I met with the Chief Administrative Officer (CAO) to discuss the District's interest in developing Service Level Agreements (SLAs) with the police. These agreements aim to formalize service expectations and delivery standards. Any finalized SLA will be presented to the Board for review.



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- I participated in the Area Chiefs meeting. Key highlights included:
 - Police Services Director Matt Brown provided updates on efforts to reduce hospital wait times and plans to establish a satellite Justice Institute of BC (JIBC) training center in the Capital Regional District (CRD) to meet the growing demand for municipal police recruits in BC.
 - ECOMM Board Chair Nancy Kotana addressed concerns regarding costs and service delivery to Island police agencies. As the newly appointed Chair overseeing a 23-member board, she acknowledged the rising costs and frustrations with ECOMM and noted that they are awaiting a final report from the Province to begin addressing these issues.
 - Preparations for the 2026 Police Camp are underway. With support from the Greater Victoria Police Foundation, St. Margaret's School has been secured as the venue for the next three years.

STRATEGIC PLAN REPORTING – OCTOBER 2025

PRIORITY	FUNCTIONAL AREA	NOTES
ROAD SAFETY	Education/Enforcement: Relationships: Technology:	TSO resumed role with adjusted schedule; Continued to respond to areas of concern; Maintained high visibility in school zones/construction zones (Keating O/Pass); Increased traffic education/enforcement – 29% increase Qtr 3 compared to Qtr 2. Continued participation on District Traffic Safety Committee. Continued success with ALPR across front line fleet.
COMMUNITY ENGAGEMENT	Events: Liaison: Presentations:	Participation at Saanich Fair – Educational booth and patrols; Continued “Coffee with a Cop” and engagement with Living Edge Food Bank; Resumption of 2025/2026 school year. Ongoing liaison with Aurora staff; Liaison with District Staff on event planning and Social Media communications; Liaison with Canadian Coast Guard for closer working in Saanich Inlet. Schools: Bike safety presentations; Community: Internet Scam presentation.
CRIME REDUCTION / COMMUNITY SAFETY	Files of Note/Media: Proactive Policing: Liaison:	Proactive operation led to an arrest and recovery of two stolen seadoos. Charges pending. Increased work up on PTEP drug target for future enforcement action; Increased proactive measures/disruption against drug suspects; Brentwood Bay boat patrols with RCMP/CG/TC. Ongoing SPOT/IMCRT/IH liaison – Layered approach; utilizing specialist teams; Ongoing collaboration with Victoria Youth Probation, School District, MYST; Ongoing regular liaison with Aurora staff/management.
ORGANISATIONAL PERFORMANCE	Staffing: Training: Fleet: Technology:	2 Recruits in Block 1 and Block 2; Finalising Recruit for January intake; One further member on extended sick leave/WSBC; Recruitment video released on website and Social Media; Annual Dining in Night. Fall Block Training underway; 5 members undertook basic surveillance training (GGVAF Funded); 1 member on Search and Seizure course; 3 members on PSU training; Hosted half day legal seminar – partners invited (GGVAF Funded). Boat – Contract awarded. Outfitting to be complete by year end. Implementation of online MCFD Non-Emergency reporting; Working with Province on Health IM and Virtual Bail video system.

Central Saanich Police Service



POLICE BOARD MEETING



Central Saanich Police Services

January 1 to September 30, 2025 /Comparison 2024

VIOLENT CRIME		Q1 2025	Q2 2025	Q3 2025	Q4 2025	JAN-SEP 2025	JAN-SEP 2024	CHANGE 2025 VS 2024
	Domestic Violence	4	3	3		10	16	-38%
	Assault	8	9	8		25	20	25%
	Sex Assault	4	5	5		14	3	367%
	Robbery	1	1	0		2	0	#DIV/0!
	Utter Threats	7	9	10		26	15	73%
PROPERTY & FINANCIAL CRIME		Q1 2025	Q2 2025	Q3 2025	Q4 2025			
	B&E Res/Oth	0	4	4		8	7	14%
	B&E Bus	1	1	0		2	7	-71%
	Theft From Vehicle	3	1	11		15	11	36%
	Theft (incl. Shoplifting)	26	31	35		92	86	7%
	Fraud	19	21	13		53	52	2%
	Mischief	21	16	14		51	48	6%
TRAFFIC INCIDENTS		Q1 2025	Q2 2025	Q3 2025	Q4 2025			
	Driving Complaints	44	56	48		148	203	-27%
	Suspensions	9	21	22		52	35	49%
	Impaired Driving	2	9	14		25	17	47%
	MVI Fatal	0	1	0		1	0	#DIV/0!
	MVI Injury	3	5	1		9	9	0%
	MVI Over 10,000	7	4	8		19	21	-10%
NON-CRIMINAL EVENTS		Q1 2025	Q2 2025	Q3 2025	Q4 2025			
	Assist Public	116	101	103		320	381	-16%
	False Alarms	28	52	47		127	136	-7%
	Mental Health Act	15	15	13		43	48	-10%
	Mental Health Related	18	44	34		96	56	71%
	Missing Person	10	7	9		26	31	-16%
	Suspicious Person	33	65	56		154	217	-29%
	Check Well-Being	61	74	67		202	189	7%
	Bylaws	25	29	41		95	99	-4%
	Sudden Death	3	8	6		17	18	-6%
OTHER CRIMINAL CODE		Q1 2025	Q2 2025	Q3 2025	Q4 2025	JAN-SEP 2025	JAN-SEP 2024	
	Drugs	5	2	2		9	1	800%
CALLS FOR SERVICE		855	1066	1110		3031	2885	5%
YTD numbers included unfounded calls for service. All other stat numbers are actual only								
Sparklines Based on each Quarter								

Note: errors may result due to data quality



Central Saanich Police Services – Calls For Service January 1 to September 30, 2025 - Based on Day/Hour

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL/HOUR	%/HR
0001-0100	14	11	14	11	9	22	22	103	3%
0101-0200	7	4	5	6	7	15	8	52	2%
0201-0300	8	2	6	6	8	5	11	46	2%
0301-0400	4	9	6	3	9	13	9	53	2%
0401-0500	6	4	6	3	3	4	3	29	1%
0501-0600	8	2	8	3	3	7	5	36	1%
0601-0700	3	4	6	5	9	6	3	36	1%
0701-0800	8	11	13	10	12	11	9	74	2%
0801-0900	27	23	21	24	19	6	16	136	5%
0901-1000	33	29	41	27	33	20	11	194	6%
1001-1100	35	38	27	34	27	23	13	197	7%
1101-1200	30	25	27	36	34	21	21	194	6%
1201-1300	27	33	30	32	22	33	12	189	6%
1301-1400	31	22	40	24	33	27	10	187	6%
1401-1500	34	35	38	34	37	21	12	211	7%
1501-1600	35	39	41	40	40	24	20	239	8%
1601-1700	28	31	32	21	30	33	16	191	6%
1701-1800	26	24	16	23	19	10	23	141	5%
1801-1900	19	22	19	15	19	22	10	126	4%
1901-2000	11	16	14	20	23	14	26	124	4%
2001-2100	13	27	17	14	16	17	17	121	4%
2101-2200	19	14	10	23	19	28	14	127	4%
2201-2300	14	12	11	13	24	18	19	111	4%
2301-2400	12	13	14	13	15	18	17	102	3%
TOTAL/DA	452	450	462	440	470	418	327		
TOTAL								3019	
Percentage	15%	15%	15%	15%	16%	14%	11%		
Average	18.8	18.8	19.3	18.3	19.6	17.4	13.6		
Min/hr	3	2	5	3	3	4	3		
Std Deviat	11	12	12	12	11	9	6		
Max/hr	35	39	41	40	40	33	26		

Total/Hour Will NOT include Privatized files

Note: Errors may result due to data quality.



Central Saanich Police Services – Calls For Service January 1 to December 31, 2024 - Based on Day/Hour

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL/HOUR	%/HR
0001-0100	15	14	12	10	16	14	18	99	3%
0101-0200	9	8	5	8	12	16	13	71	2%
0201-0300	13	5	10	13	8	11	13	73	2%
0301-0400	11	6	9	5	11	12	9	63	2%
0401-0500	4	0	4	7	9	9	10	43	1%
0501-0600	7	4	7	7	6	7	5	43	1%
0601-0700	6	6	7	4	9	7	8	47	1%
0701-0800	16	16	15	15	18	12	2	94	2%
0801-0900	23	19	24	26	27	17	9	145	4%
0901-1000	33	50	40	34	37	19	14	227	6%
1001-1100	34	35	47	41	42	24	24	247	6%
1101-1200	36	52	48	40	29	20	19	244	6%
1201-1300	40	45	41	39	35	28	28	256	7%
1301-1400	42	45	33	38	36	22	28	244	6%
1401-1500	35	44	38	40	43	37	16	253	7%
1501-1600	44	57	53	50	44	33	23	304	8%
1601-1700	35	38	34	40	30	24	21	222	6%
1701-1800	25	29	29	23	39	29	19	193	5%
1801-1900	30	23	24	29	29	25	21	181	5%
1901-2000	25	24	23	20	26	22	24	164	4%
2001-2100	17	16	20	21	21	27	14	136	4%
2101-2200	15	19	33	28	24	26	25	170	4%
2201-2300	20	18	20	16	27	30	19	150	4%
2301-2400	19	15	20	22	15	20	21	132	3%
TOTAL/DA	554	588	596	576	593	491	403		
TOTAL								3801	
Percentage	15%	15%	16%	15%	16%	13%	11%		
Average	23.1	24.5	24.8	24.0	24.7	20.5	16.8		
Min/hr	4	0	4	4	6	7	2		
Std Deviat	12	17	15	14	12	8	7		
Max/hr	44	57	53	50	44	37	28		

Total/Hour Will NOT include Privatized files

Note: Errors may result due to data quality.



Central Saanich Police Services – Calls For Service January 1 to September 30, 2025 - Highest to Lowest Incident

INCIDENT	#	SPECIAL EVENTS	15	PUBLIC MSCHF	3	FAIL STOP (CCC)	1
ASSIST PUB/UNWNT	310	FRAUD-M/P/S O/	14	LIQ(LCLA)-OTH	3	COLL-FATAL	1
TRF-OTH MOVE	283	CAUSE DISTURB	14	SUSP SUBSTANCE	3	ZFORCE CONFIN	1
CHECK WELL-BEING	188	SEXUAL ASSAULT	14	ASSLT P/O-COMMON	3	MSCHF-ACT/OMMIT	1
ASSIST-RCMP	153	215 ALCOH-3DAY	13	215 ALC FAIL-90	3	ZTRF-OTH MOVE	1
SUSP PER/VEH/OCC	151	THFT FR MV U/	13	ZASSLT-COMMON	3	FARM-UNSEFSTG	1
FALSE ALARMS	130	FARM/AMMO DESTR	13	INTEL-M/C GANG	3	TKE AUTO-W/O O/	1
DRIVING COMPLNT	112	INTEL-PER INTRST	11	B&E-OTHER	3	MSCHF-O/5000	1
ASSIST-MUN POLIC	75	TRESPASS ACT	11	PROP-RELINQUISH	3	POSS-COCAINE	1
PROPERTY-LOST	70	FAIL STOP-PROV	11	FRAUD-IDENTITY	2	THFT AUTO U/5000	1
PROPERTY-FOUND	63	ABAND VEH	10	FARM SZ/PBSFTY	2	INTEL-PROSTITION	1
LCLA-PERMIT ISS	61	HARASSING COMM	10	215 ALCOH-7DAY	2	THFT BIKE O/5000	1
BYLAW-OTH	59	LANDLD/TEN DISP	9	B&E-BUSINESS	2	DRUGS-SEIZURE	1
ANIMAL CALLS	54	MSCHF-ENJOY PROP	9	EXCISE-TOBACCO	2	OBSTRCT P/O	1
MSCHF-5000 OR U	51	215 ALCOH-24HR	9	ROAD BLOCK	2	COMM ENGAGE-YTH	1
THFT-OTH U/5000	47	INTEL-DRUGS	9	INSECURE PREM	2	OTH CC OFFENCES	1
COLL-DMGE<10000	42	BRCH PROB-ADULT	9	ROBBERY-OTH	2	DANG OP-MV	1
ASSIST-PROV AGY	40	CLEAR-VOLUNTEER	9	TRESPASS-NIGHT	2	THFT FROM MV O/	1
CANCELLED FILES	38	MISS PERS	9	THFT M/C O/5000	2	WLDLIFE (PROV)	1
TRF-OTH NON-MOVE	38	PRHB/SUSP-NOT215	8	ASSIST-FEDAGY	2	DRUGS-FOUND	1
911-FALSE/ABAND	36	ASSLT-W/WPN-CBH	8	SEX INTREFERENCE	2	YCJA & BR PROB	1
TRF-OTH MUNICPL	35	DRV DISQ/SUS-PRV	8	DR W/O-PROV	2	THFT OTH VEH O/	1
UNSPEC ASSIST	35	EXCSV SPD-OVR 40	8	POSS-OTH SCH I	2	ZFALSE ALARMS	1
DOM DISP-NO ASLT	35	INTEL-CRIM OTHER	7	215 DRUG	2	THFT TRUK O/5000	1
PARKNG VIOLATN	34	THFT AUTO O/5000	7	LIQ-CNSME/PUBLIC	2	ZMHA-FRM21	1
DIST PER/ATT SUI	34	COLL-NON-FATAL	7	OTH SUSP OBJECT	2	INTEL-PER WANT	1
BYLAW-NOISE	32	CRIM HARASSMENT	7	CHILD PORN MAKE	2	ZSEXUAL ASSAULT	1
ASSLT-COMMON	31	B&E-RESIDENCE	7	IRPA-OTHER	2	POSS PROP O/5000	1
TRF-INS VIOLATN	29	THEFT FROM MAIL	6	CHLD PORN P/A	1	ZVOYEURISM	1
UTTR THRTS-PRSN	28	MHA-FRM4	6	BRCH-RECOG-PROV	1	THFT-SHOP O/5000	1
ASSIST-EHS	27	RECOV'D STOLN MV	6	BYLAW-LITTER	1	POSS PROP U/5000	1
FINGERPRNT-ONLY	26	FLIGHT FROM PO	6	SEX REG-OFFENCES	1		
IMPOP MV(A)	26	LECTURE TO OTHS	5	INTEL-POP/PREM	1		
LIQ-INTOX PUBLIC	25	EXTORTION	5	MHA-FRM21	1		
ASSIST-MUN AGY	25	CIVIL DISPUTE	5	WILDFIRE ACT/REG	1		
FRAUD-M/P/S U/	21	IMPRD OP MVA/D	5	IND ACTS/EXPOSE	1		
BRCH/BAIL VIOL	21	THFT-OTH O/5000	5	ZSEX INTREFERENCE	1		
COLL-DMGE>10000	19	THFT BIKE U/5000	4	CANN CNT LICENS	1		
FRAUD-OTH	18	FAIL/REF DEM ALC	4	TRAFF-OTH CDSA	1		
MISS PERS-HIGH	17	WPNS-POSSN	4	DRWH/PROH-CCC	1		
SUDDEN DEATH	17	LECTURE SCHOOLS	4	PROPERTY CHECK	1		
THFT-SHOP U/5000	17	SHOTS FIRED	4	SUMM/SUBP/OTH CC	1		
		TRAFF-OTH SCH I	3	CANNABIS ACT-OTH	1		
		BREACH OF PEACE	3	SUMM/SUBP/OTH PR	1		

Incident are
Based on UCR 1 Only

Note: Errors may result
due to data quality.



Central Saanich Police Services – Calls For Service January 1 to December 31, 2024 - Highest to Lowest Incident

INCIDENT	# OF CALLS	PRHB/SUSP-NOT215	14	LECTURE SCHOOLS	2	COLL-FATAL	1
ASSIST PUB/UNWNT	503	FRAUD-M/P/S O/	14	PROP FOUND-WPN	2	BREACH OF PEACE	1
TRF-OTH MOVE	296	CLEAR-VOLUNTEER	13	SEX REG-OFFENCES	2	MSCHF-ACT/OMMIT	1
SUSP PER/VEH/OCC	254	ABAND VEH	13	PROP SEIZED-WPN	2	PRISONER ESCORT	1
CHECK WELL-BEING	228	COLL-NON-FATAL	12	PUB COMP-AGENCY	2	TAU-SUSP OCC	1
DRIVING COMPLNT	197	B&E-BUSINESS	11	SHOTS FIRED	2	LECTURE TO OTHS	1
FALSE ALARMS	179	SPECIAL EVENTS	11	ERT OPERATIONS	2	THFT AUTO O/5000	1
ASSIST-RCMP	179	THFT FR MV U/	11	OTH CC OFFENCES	2	UQ(LCLA)-OTH	1
PROPERTY-LOST	103	HARASSING COMM	11	THFT TRUK U/5000	2	THFT AUTO U/5000	1
PROPERTY-FOUND	83	FRAUD-OTH	11	ARSON-PROPERTY	2	ASSLTS-OTH	1
ASSIST-MUN POLIC	81	215 ALCOH-3DAY	11	DR WH/PROH-CCC	2	INTEL-DRUGS	1
BYLAW-OTH	73	BRCH PROB-ADULT	9	SUMM/SUBP/OTH PR	2	VOYEURISM	1
THFT-OTH U/5000	66	TRESPASS ACT	9	TRF PROP U/5000	2	MSCHF-O/5000	1
MSCHF-5000 OR U	66	FARM/AMMO DESTR	9	BYLAW-LITTER	2	DEMO/PROTESTS	1
COLL-DMGE<10000	64	CHLD PORN P/A	8	ADP-PROV	2	THFT FROM MV O/	1
TRF-OTH NON-MOVE	64	B&E-RESIDENCE	8	POSS PROP U/5000	2	ZTRF-OTH MUNICPL	1
LCLA-PERMIT ISS	60	THFT BIKE U/5000	8	FAIL STOP (CCC)	2	NO-CNSNT DST IMG	1
ASSIST-PROV AGY	53	FRAUD-IDENTITY	8	IMPOP MV(DRG)	2	ZZZCHK WELLBEING	1
CANCELLED FILES	49	INTEL-CRIM OTHER	7	INTEL-PER INTRST	2	EXCISE ACT-OTHER	1
BYLAW-NOISE	48	MSCHF-ENJOY PROP	7	MHA-SEC28	2	THFT-OTH O/5000	1
ANIMAL CALLS	48	CIVIL DISPUTE	6	FAIL/REF DEM ALC	2		
DOM DISP-NO ASLT	46	ASSLT-W/WPN-CBH	6	INTEL-M/C GANG	2		
PARKNG VIOLATN	45	CRIM HARASSMENT	6	FARM-CARELESS	1		
ASSIST-MUN AGY	43	215 ALC FAIL-90	6	INTEL-MARINE	1		
ASSIST-EHS	43	B&E-OTHER	6	WARRANT-CCC	1		
911-FALSE/ABAND	39	DRV DISQ/SUS-PRV	6	RADIO COMM ACT	1		
FINGERPRNT-ONLY	39	MHA-FRM4	6	TRESPASS-NIGHT	1		
ASSLT-COMMON	38	215 ALCOH-24HR	5	RECOV'D STOLN MV	1		
DIST PER/ATT SUI	36	215 DRUG	5	UTTR THRT PROP	1		
FRAUD-M/P/S U/	34	UNSPEC ASSIST	4	ROAD BLOCK	1		
UQ-INTOX PUBLIC	31	PUB COMP-MEMBER	4	ZTRF-OTH NON-MVE	1		
COLL-DMGE>10000	31	WPNS-POSSN	4	SAFE ST'S ACT	1		
BRCH/BAIL VIOL	30	INSECURE PREM	4	THFT-UTIL U/5000	1		
TRF-INS VIOLATN	27	THFT TRUK O/5000	4	SEX ASSLT W/WPN	1		
SUDDEN DEATH	26	PROPERTY CHECK	4	TRF-DISP PROV VT	1		
UTTR THRTS-PRSN	23	FRAUD-FORGERY	4	SEX INTRFERENCE	1		
THFT-SHOP U/5000	22	FLIGHT FROM PO	3	UQ ACT INSP	1		
IMPOP MV (A)	20	SEXUAL ASSAULT	3	IMPOP V/B/A (A)	1		
CAUSE DISTURB	19	IMPRD OP MV A/D	3	VI-VEHICLE IMPND	1		
MISS PERS-HIGH	19	ASSLT P/O-COMMON	3	FOIPPA-REQ (PRV)	1		
LANDLD/TEN DISP	19	OTH SUSP OBJECT	3	ZFRAUD-M/P/S U/	1		
EXCSV SPD-OVR 40	17	UQ-CNSME/PUBLIC	3	IMPRD OP MV UNSP	1		
FAIL STOP-PROV	17	DR W/O-PROV	3	MAIL-OBSCENE	1		
MISS PERS	16	EXTORTION	3	IND ACTS/EXPOSE	1		
TRF-OTH MUNICPL	16	ASSIST-FED AGY	3	FAMILY ORDERS	1		
		MHA-FRM21	3	BRCH-RECOG-PROV	1		
		FRAUD-UTTER DOC	3	FARM PROH APP	1		

Incident are
Based on UCR 1 Only

Note: Errors may result
due to data quality.



Central Saanich Police Services – Mental Health Average Hospital Wait Times For Members





Central Saanich Police Services – Strategic Plan Activities January 1 to September 30, 2025





Central Saanich Police Services – Strategic Plan Goals January 1 to September 30, 2025

Organizational Performance		Road Safety	
Technology	14	Road Safety Enforcement	106
Training	25	Road Safety Meetings	8
Forums /SMT /Meetings	31	Road Races Sanctioned	3
Wellness	3	Road Block	2
Fleet Management	2		
Enhance Relationships	18		
Recruitment	14		
Prov Working Group	5		
Promotion Board	1		
Staffing	3		
Finance	2		
Community Engagement		Community Safety	
Youth	14	Intel/Analyst/GIS Meetings	9
Community Event	28	Enhance Relationships	28
Enhance Relationships	27	Employee Training	1
Supportive Housing	12	Provincial Working Group	12
Volunteers/Media/Meetings	51	Technology	6
Block Watch	1		
Bike Patrol	1		



10



Central Saanich Police Board

Central Saanich Police Board Report

For the **Central Saanich Police Board** meeting September 11th, 2025

Re: 2026 Police Service Draft Budget Guidelines

RECOMMENDATION(S):

That the following 2026 Budget Guidelines be approved:

1. *Preliminary 2026 budgets will be based on service levels from the 2025 budget, and non-discretionary increases (contracted services, wage and benefit costs, insurance, fuel, utilities, etc.).*
2. *New service levels be included in the preliminary budget as follows,*
 - a. *Contracted Communications Specialist \$60,000*
 - b. *Civilian Administration Support Position (Aug 2026) \$40,000*
 - c. *Phase in of 2027 NextGen911 \$69,000*
 - d. *Police Vessel Operational costs \$20,000*
 - e. *Annual Reserve contribution increase for police vessel \$7,000*
3. *That this report be referred to the September 29 2025 Central Saanich Council meeting for information.*

PURPOSE:

This report outlines the 2026 budget drivers and provides a preliminary forecast of the expected budget increase. The presentation provides information to establish budget preparation guidelines and expectations for the committee, enabling the committee to give direction to the Chief and support staff.

BACKGROUND:

The annual budget process balances community service expectations with affordable taxation. The Police Service aims to:

- Secure sufficient funding
- Control costs and operate efficiently
- Regularly review service capacity
- Manage risks and contingencies prudently
- Maintain future reserves

Section 27 of the Police Act, estimates and expenditures, governs the Police Board budget as follows,

- 27** (1) On or before November 30 in each year, a municipal police board must prepare and submit to the council for its approval a provisional budget for the following year to provide policing and law enforcement in the municipality.
- (1.1) If a municipality has entered into an agreement referred to in section 66.2 (1.1) (b) with a treaty first nation, or an agreement referred to in section 66.2 (1.11) (b) with the Nisga'a Nation, for the duration of the agreement, the reference in subsection (1) of this section to "municipality" must be read as including the treaty lands of the treaty first nation or Nisga'a Lands, as applicable.
- (1.2) If a municipality is a specialized service provider, the reference in subsection (1) to "municipality" must be read as including areas within the specialized service area that are outside the municipality.
- (2) Any changes to the provisional budget under subsection (1) must be submitted to council on or before March 1 of the year to which the provisional budget relates.
- (3) If a council does not approve an item in the budget, the director, on application by the council or the municipal police board, must
- (a) determine whether the item or amount should be included in the budget, and
 - (b) report the director's findings to the municipal police board, the council and the minister.
- (4) Subject to subsection (3), a council must include in its budget the costs in the provisional budget prepared by the municipal police board.
- (5) On certification by the municipal police board members that an expenditure is within the budget prepared by the municipal police board, the council must pay the amount of the expenditure.
- (6) Unless the council otherwise approves, a municipal police board must not make an expenditure, or enter an agreement to make an expenditure, that is not specified in the board's budget and approved by the council.

The Police Chief works with the District's Administration and Finance Departments to coordinate the 2026 budget and assess property tax impacts on the community. The report and adopted preliminary budget should be provided to Council in December for information, before the District's Draft Financial Plan is published in February.

ANALYSIS:

Overview of Historical Budget Adjustments: Over the past five years, CSPA's budget has grown by an average of \$384,780 annually (6.6%), resulting in a 1.69% property tax increase or \$39 more for the average homeowner. Main cost drivers are salaries, benefits, and contracted services such as integrated units and EComm dispatch. New services include:

- Two casual employee positions for specialty work (2025)
- Elevation of two Sergeant roles to Staff Sergeant (2023)
- Facility video services contract (2023)
- Addition of 1.2 FTE administrative positions (2022)

- Grant reductions have affected Traffic Fine and Small Community Protection funding. Unusual expenses are managed through contingency budgets or annual district surpluses rather than specific budgeting.

Table 1 – Overview of Historical Budget Adjustments

	Budget Increase	% Increase	Tax Increase	\$ to Avg Home
2025	\$526,800	7.6%	1.99%	\$51
2024	\$345,500	5.7%	1.51%	\$37
2023	\$343,000	6.0%	1.41%	\$31
2022	\$364,400	6.8%	1.77%	\$38
2021	\$344,000	6.9%	1.75%	\$38

District Service Support

Historically, The District of Central Saanich (the District) dedicates between 10% and 30% of its administrative resources from Finance, IT, Facilities, Fleet, Human Resources, and Community Engagement to Police Services. Typically, only fleet costs are reflected in the Police Services budget; other support is excluded, following common practice among local governments.

The District and the Police Service are currently evaluating the extent of support provided to Police Services, aiming for a more accurate assessment of needs. Preliminary findings reveal that substantial resource assistance—spanning financial, information technology, communications, facilities, and fleet support—is distributed throughout the year. Many of these contributions, such as fleet and financial services, are not itemized within or allocated to the police budget, but are instead absorbed by the District. As service demands evolve and broaden, so too does the need for increased support from District departments.

DISCUSSION:

EXISTING SERVICE LEVEL COST DRIVERS

Wages, Benefits and Overtime

The most significant cost driver to the Police Services budget are wages and benefits. For the 2025 budget, wages, benefits, and overtime accounted for \$5,824,700 of operating expenses (excluding secondments, fleet, and IT stand-by). Based on the 5 year-plan, the status-quo wage and benefits increase are forecasted to go up by \$296,500 or 5.090% for 2026.

Staffing and Overtime Details

- As of 2025, Police Services is experiencing staffing shortages due to a combination of WSBC leave, long-term disability, and officer suspensions, with no confirmed return dates for the affected individuals.
- Recruitment: In 2025, the Service hired one experienced police officer and two new police recruits. The recruits will become operational after completing studies at the Justice Institute of British Columbia (JIBC) in 2026.

Overtime requirements are budgeted annually for regular policing operations and required service levels. Overtime has increased over the years due to operational needs and long-term absences.

Regular contingencies are included for wage top-ups related to long-term or permanent WSBC claims. Anticipated retirements may further impact staffing and budget stability of overtime levels.

Collective Agreement Impacts

Although the collective agreement was ratified for years 2022 through 2026, the wage rate increase has not been defined. Prior year costs have been accounted for based on an estimate and forecasted increases have been included in the budget for 2026 and future years.

Contracted Services and Integrated Units

The 2025 budget for external contracted services and integrated units accounted for \$890,900.

Contracted services are an area that has seen ongoing budget increases with some being significant. The Service does have control of participation in some services, but little to no input over increasing annual costs. Specific services to note include,

- The budget for EComm Dispatch Services is \$421,000 for 2025, reflecting an increase of \$60,500 over 2024, which includes a phased deficit payment. Service costs are projected to rise to approximately \$462,000 in 2026 (an increase of \$41,000), and further to \$646,200 in 2027 (an increase of \$182,400) due to a new NexGen 911 levy that was previously paid for by the Province.
- To help offset these rising expenses, an additional \$69,000 has been allocated to the 2026 budget to help smooth the tax impact over both 2026 and 2027.
- Victoria Integrated Units – the Service's cost for participating in these units has increased significantly over the last few years. For 2026 the increase is estimated to be \$7,300 the same as 2025. Prior years increases have been \$7,300 in 2025 (after withdrawal from three units), \$6,271 (4.2%) in 2024, \$18,942 (15.0%) in 2023, and \$10,528, (9.1%) in 2022.
- This past year the Service withdrew from three Victoria integrated units in 2025 (Mobile Youth Services Team, Regional Domestic Violence Unit, and Integrated Mobile Crisis Response Team), which saved approximately \$48,500.
- Finally, plans for other regional initiatives remain uncertain at this time such as major crime support, so no budget impacts are anticipated for the Service in the near future.

New Service levels and/or Expenses

The 2026 draft budget will provide a status quo approach for the continuation of services expected by the community, in addition to the following new service levels and expenses being proposed:

1. A civilian operational support position 1.0 FTE, with a half year budget of \$40,000 in 2026 and \$70,000 in 2027, on-going to support Association work.
2. A communications position at 0.5 FTE, with a budget of \$28,000 was scheduled to be hired according to the district's workforce plan to support the Service. In 2026, this position will be transferred under the police services budget and contracted services at a budget of \$60,000 to account for communication support levels required from a contractor.

3. The Service was gifted a police boat in 2025, which will require a significant investment for proper commercial vessel safety outfitting and ongoing annual operation. The cost to outfit the vessel is estimated between \$80,000 and \$90,000, with annual vessel operating expenses projected at around \$20,000, not including additional labour costs related to increased service levels for operations and the vessel program. Although a \$50,000 grant was allocated for outfitting in 2025, total costs for a full vessel outfitting will exceed that amount. An additional \$40,000 in capital funding is needed in 2025 to ensure the boat meets commercial marine standards, in addition to covering yearly operating expenses. District fleet management will be required to incorporate this new asset into its ongoing fleet management plan and additional reserve increase of approximately \$7000 will be required for the capital replacement (motor, canvas, etc) in future years.

Other

2026 Fleet and Equipment Capital Program

The Service has nine vehicles: six in active duty and three inactive. Active-duty vehicles are typically replaced every 3–4 years. In Q1 2025, two Ford Interceptors were replaced, and a vehicle purchased in late 2024 was outfitted; these updates were delayed from 2024 due to ongoing delivery delays. By Q2 2025, all vehicles have been replaced and are up to date. Two Ford F150s will be replaced in 2026 and 2027 as they reach end of service. No new vehicles have been added—only replacements were made.

As part of our ongoing commitment to long-term capital planning and organizational resiliency, a more comprehensive capital inventory is actively being developed in collaboration with both administration and police services. This initiative is crucial for establishing greater foresight around the replacement cycle of essential assets such as weapons, radios, and other office equipment. By identifying potential gaps early, the process helps mitigate the risk of unexpected or emergency replacements, ensuring readiness and financial stability for the Service.

An annual contingency of \$25,000 will continue to be included in the capital plan for unforeseen equipment replacements until a more refined capital plan can be developed in 2026.

2026 Forecast Budget Increase Summary

Existing Service Level Increases

Reduction of Grant Revenues	-3,600
Wages and Benefits	296,500
Contracted Services and Integrated Units	21,200
E-Comm Dispatch	41,000
Fleet Costs (insurance and fuel)	4,000
Increase to Reserve Transfer	5,000
Other expenses/minor increases	15,000
Subtotal	<u>\$379,100</u>

New 2026 Service Levels

Removal of 2025 Integrated Units (Savings)	-48,900
Contracted Communications Specialist	60,000
Civilian Administration Support Position (Aug 2026)	40,000
Phase in 1/2 of 2027 NexGen911	69,000
Police Vessel Operational Costs	20,000

Reserve increase for police vessel	7,000
Subtotal	\$147,100
TOTAL	\$526,200
Forecast budget increase	7.64%
Increase to average residential property (\$60)	2.20%

Staff will review and compile the budget with the Board's and Committee direction while looking for efficiencies, strategies, and a measured approach to balance service levels and taxation impact.

2026 Board Budget Guidelines Proposal

That the following 2026 Budget Guidelines be approved:

1. *Preliminary 2026 budgets will be based on service levels from the 2025 budget, and non-discretionary increases (contracted services, wage and benefit costs, insurance, fuel, utilities, etc.).*
2. *New service levels be included in the preliminary budget as follows,*
 - a. *Contracted Communications Specialist \$60,000*
 - b. *Civilian Administration Support Position (Aug 2026) \$40,000*
 - c. *Phase in of 2027 NextGen911 \$69,000*
 - d. *Police Vessel Operational costs \$20,000*
 - e. *Annual Reserve contribution increases for police vessel \$7,000*
3. *That this report be referred to the September 29 2025 Central Saanich Council meeting for information.*

The Board may also give staff further or alternative instructions.

CONCLUSION:

The 2026 provisional budget provides a status quo approach for the continuation of services expected by the community, with the addition of some new service levels identified above. The budget will be drafted and presented to the Board at the October meeting. Any direction from the Committee and Board will be included in the final draft budget and presented to the Board for adoption in November.

Any changes or adjustments motioned during Board deliberations will be amended and presented in the draft budget.

Respectfully written and submitted by:	Kristin Tryon, Director of Finance and Information Technology
Concurrence by:	Ian Lawson, Police Chief

Central Saanich Police Service						
2025 Operating Budget Report & DRAFT 2026 Financial Plan						
Operating Revenues	2025 Budget	2025 Aug 31 YTD	% Budget	2026 SQ Budget	2026 New Service	2026 Proposed
Sale of service	\$ 16,200	\$ 4,870	30.1%	\$ 14,200		\$ 14,200
Small Community Protection Grant	163,000	81,500	50.0%	164,000		164,000
Traffic Fine Revenue Sharing Grant	173,000	86,500	50.0%	173,000		173,000
G&GVAF Provincial Grant	250,000	250,000				-
Operating Reserves	190,000	-		188,900		188,900
Other Revenue and Grants	211,600	203,612	96.2%	217,700		217,700
Total Revenues	\$ 1,003,800	\$ 626,482	62.4%	\$ 757,800		\$ 757,800
Operating Expenses						
Police Board	\$ 11,000	\$ 9,532	86.7%	\$ 12,500	\$ 52,000	\$ 64,500
General Administration	1,773,900	1,127,479	63.6%	1,788,300	242,600	2,030,900
Integrated and Contract Services	890,900	476,356	53.5%	998,800		998,800
Patrol	3,402,900	1,817,257	53.4%	3,375,600		3,375,600
Detective	391,100	181,843	46.5%	406,400		406,400
Traffic and Community Engagement	696,000	322,047	46.3%	663,100		663,100
Detention and Custody	18,500	11,450	61.9%	20,500		20,500
Fleet Vehicles	145,200	71,478	49.2%	162,400	20,000	182,400
Strategic Projects	240,000	138,635		40,000		40,000
Operations Contingency	150,000	-		100,000	25,000	125,000
Transfer to Reserve - Operating (Grant)	50,000	-		-		-
Transfer to Reserve - Vehicles	100,000	121,663	121.7%	105,000	32,000	137,000
Transfer to Reserve - Equipment	24,000	16,000	66.7%	24,000		24,000
Subtotal before Secondments	\$ 7,893,500	\$ 4,293,740	54.4%	\$ 7,696,600	\$ 371,600	\$ 8,068,200
Secondment recoveries	(878,200)	(508,337)	57.9%	(1,105,200)		(1,105,200)
Secondment Expenses	878,200	508,337	57.9%	1,105,200		1,105,200
Total Operating Expenses	\$ 7,893,500	\$ 4,293,740	54.4%	\$ 7,696,600	\$ 371,600	\$ 8,068,200
Net Property Taxes Required	\$ 6,889,700	\$ 3,667,258	53.2%	\$ 6,938,800	\$ 371,600	\$ 7,310,400
Status Quo budget impact						
Increase/(Decrease) in Net Budget	5.70%			0.71%		6.11%
Cost to the average Homeowner	\$ 737			\$ 742		\$ 782
Average Property Tax Increase	1.51%			0.20%		1.76%

2026 Core Budget Increases over 2025	\$	\$ 49,100	\$ 420,700
Small Community Protection Grant	-1,000		
Bring in 2025 Savings from IU Withdrawal	-48,900		
Contingency funding from Major Crime reserve	50,000		
General Revenue Increase	-4,100		
Increase in Revenue	-4,000		
Wages and Benefits:			
Wage & Benefit Contingencies	-800		
Operations, Status Quo:			
Integrated Units and Contracted Services	102,900		
Saanich Accident Investigation	5,000		
Consulting&Other Services	-33,200	AXON to Contracted services -\$45,000	
Fleet (fuel, maint., Insure)	17,200		
Increase Asset Management Plan Funding	5,000		
Training	3,600		
Operations Contingency	-50,000		
Other Misc.	3,400		
Status Quo Property Taxes Required	49,100		
2026 New Service Requests			
Crime Analysis, Profesional Standards, Increases	46,000	Increase from 540 hours to 1,140 hours	
Casual Front Desk increase	6,500	Increase from 230 to 380 hours	
Phase-in of Ecomm NexGen 911 2027 Levy	70,000		
Boat operations and contingency (Fleet)	20,000		
Communications, contract position	60,000		
Administrative Support Position (January 2026)	60,100	0.6 FTE (January 2026)	
Boat, Asset Management Plan Funding	7,000		
Increase Asset Management Plan Funding	25,000	Fleet replacement cost escalation.	
Annual Operations Contingency	25,000		
Other:			
Board Legal, training, Strat Plan, Public Engagement	50,000		
Board Sharepoint Software/Site	2,000		
New Services Subtotal	371,600		
Total with New Servcies	420,700		

Central Saanich Police Service								
2025 Operating & Capital Budget Report & DRAFT 2026 Five-Year Financial Plan								
Operating funding from Reserves	2025 Budget	2025 Aug 31 YTD	% Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
CSPD Operating Reserves (Grant)	200,000	138,265	69.1%					
CSPD Operating Reserves (General)	40,000	0	0.0%	40,000				
Total Reserves Funding	\$ 240,000	\$ 138,265	57.6%	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Special Projects								
GGVAF (Grant)	200,000	138,265	69.1%	40,000				
Inlet Protection Management Pilot	40,000	0	0.0%					
Total Capital expenditures	\$ 240,000	\$ 138,265	57.6%	\$ 40,000	\$ -	\$ -	\$ -	\$ -

Capital funding from Reserves	2025			2026	2027	2028	2029	2030
CSPD Vehicle & Equip Reserves	368,000	257,850	70.1%	145,000	165,000	275,000	285,000	285,000
Guns and Gangs Violence Action Fund Grant	50,000	8,083		41,917				
District Technology Reserves				110,000	20,000	-	40,000	90,000
Total Reserves Funding	\$ 418,000	\$ 265,933	63.6%	\$ 296,917	\$ 185,000	\$ 275,000	\$ 325,000	\$ 375,000
Capital expenditures								
Unit #120 2019 Dodge Charger *						125,000		
Unit#122 KIA Niro EV SX 5-door								70,000
Unit #123 2017 Chev Tahoe (Electric)	120,000	105,745					130,000	
Unit#126 KIA Soul EV								60,000
Unit #127 2019 Dodge Charger*	120,000	105,745				125,000		
Unit #132 Ford Lightning							130,000	
Unit #133 Ford F150				120,000				130,000
Unit #135 Ford F150 Supercrew					120,000			
Unit #136 Ford Explorer Interceptor	35,000	29,260						
Equipment								
New - Boat Outfitting	50,000	8,083		41,900				
Equipment Contingency	25,000		0.0%	25,000	25,000	25,000	25,000	25,000
Equipment	68,000	17,100	25.1%		20,000	0	0	0
Information Technology								
Network Hardware				110,000	20,000	0	40,000	90,000
Total Capital expenditures	\$ 418,000	\$ 265,933	63.6%	\$ 296,900	\$ 185,000	\$ 275,000	\$ 325,000	\$ 375,000

* Electric replacement options currently not available.



Central Saanich Police Board

REGULAR BOARD REPORT

For the Regular Board meeting on Wednesday, October 22, 2025

Re: 2026 Police Service Draft Budget

PURPOSE:

To present the 2026 Police Service draft budget and allow for deliberation, and any further direction or amendments prior to final budget presentation and adoption at the November Board meeting.

BACKGROUND:

A 2026 budget guidelines report was provided to the Board at the September 11, 2025 meeting (attached). The report details the Board's and Council's budget responsibilities under the Police Act, provided recommended 2026 budget preparation guidelines that were approved, and detailed budget drivers and forecasted increases for the Service.

In addition, a motion was made at the Police Board Finance Committee meeting to provide the board with an updated budget that includes both status quo service levels and projections for increased service levels. This approach will allow for a comprehensive review and comparison, enabling the board to consider the financial implications of maintaining current operations as well as any proposed service enhancements before finalizing the budget for 2026.

DISCUSSION:

A status quo budget for 2026 allows the Police Service to maintain current service levels at \$49,100, or a 0.71% Budget increase, adjusting for inflation, contract increase and projected wage increases. This ensures operational costs remain up to date while keeping services stable.

New Services and Budget Changes for 2026

Wages, Benefits, and Overtime

The most significant cost driver in the Police Service's 2026 budget continues to be wages and benefits, which comprise approximately 82% of operating expenses, not including secondments, fleet, and IT stand-by costs. The collective agreement, recently ratified for the years 2022 through 2025, has established the wage rate increases for 2025, and these adjustments are reflected in the 2026 budget projections.

Wages and benefits are set to increase, with notable adjustments including an additional \$46,000 allocated to Crime Analysis and Professional Standards. This will support an increase in hours from 540 to 1,140. Casual Front Desk positions will also see additional funding of \$6,500, corresponding to an increase in hours from 230 to 380. A new Administrative Support position is planned to commence in January 2026 with a

budgeted cost of \$60,100. In total, these changes result in a combined increase of \$112,600 in wages and benefits for the upcoming year.

Contracted Communications Staff

To enhance public information and outreach, the 2026 budget introduces a new contracted communications staff position. With an allocation of \$60,000, this role is designed to strengthen the Service's capacity in media relations, community engagement, and digital content development. This position was identified in the District Workforce Management Plan.

Fleet and Marine Operations

The budget allocates \$20,000 for boat operations and contingencies within the fleet, ensuring the continued reliability and readiness of marine resources. Additionally, \$7,000 is designated for the Boat Asset Management Plan, supporting the ongoing maintenance and strategic management of marine assets.

Police Board Budget

The Police Board Finance Committee and board have requested a total of \$50,000 for Legal, Training, Strategic Planning, and Public Engagement initiatives. Furthermore, \$2,000 has been earmarked for SharePoint software in the 2026 budget. The increased funding for training and conferences is intended to support the participation of additional board members. The proposed SharePoint solution is currently under review and scoping by staff to ensure it meets the evolving needs of the board, with further recommendations to be presented following the assessment.

Other Budget Considerations

Some items in the 2026 budget are considered more discretionary, but their inclusion is intended to help stabilize property tax rates in future years. These include the phase-in of the Ecomm NexGen 911 2027 Levy (\$70,000), fleet replacement cost escalation (\$25,000), and an operating contingency (\$25,000). By proactively allocating resources for anticipated future expenses and potential unforeseen needs, the budget aims to minimize abrupt increases and provide a smoother financial trajectory for both planned upgrades and unexpected challenges.

The total for new services is \$371,600.

Overall Budget Impact

The total budget increase for 2026 is projected to be \$420,700 (6.11%), resulting in an average property tax rise of 1.76% or about \$782 for homeowners. This is consistent with prior year increase of approximately 2.0% to the average property tax homeowner.

Any further direction or amendments requested by the Board will be included in the Final budget presentation in November.

OPTIONS:

Option 1 :

Approve the draft budget as presented.

Option 2:

Provide staff direction on any Board approved amendment motions, and request an amended budget be brought back to the November Board meeting for consideration and approval.

Option 3:

Provide other direction to Staff.

CONCLUSION:

In conclusion, the 2026 draft budget maintains a status quo approach, ensuring the ongoing delivery of services expected by the community, with several new additions as previously outlined. The projected total budget increase for 2026 is \$420,700 (6.11%), resulting in an average property tax rise of 1.76%, or approximately \$782 for homeowners. This is consistent with the prior year's average property tax increase of about 2.0%. Before finalization, any amendments directed by the Board will be incorporated, and the budget will be updated to reflect finalized payroll deductions and contracted costs. The Final budget will be presented to the Board in November, summarizing all amendments made. Should there be any significant changes to contracted service budgets from the draft, the matter will be returned to the Board for further consideration and decision. Once adopted, the 2026 Police Service budget will be presented to Council for information in December and included in the District's Financial Plan presentation and public engagement process beginning in February 2026.

Report respectfully written and submitted by:	Kristin Tryon, Director of Finance and Information Technology
Concurrence by:	Ian Lawson, Chief Constable

ATTACHMENTS:

Appendix A: 2026 Police Service Budget Forecast and Guidelines

Appendix B: Draft 2026 Police Service Budget

Overtime Rationale

Finance Committee Meeting – October 1, 2025

As reported during the September 11, 2025 open Police Board meeting, the Service's overtime total spend to date is \$307,000 versus the annual budget of \$315,000. This does not take into account the recovery of overtime billed back to integrated units for members time.

The primary drivers for this variance is to critical understaffing caused by the suicide death of a member in December 2024, one member on WorkSafe BC, the suspension of 2 active members, and the loss of two members to other agencies in 2025.

Recruitment in policing has been a challenge that has been widely felt through the local agencies. The Service has managed to hire one exempt (experienced) member and 3 new recruits in 2025. The recruit constables are not operational until they complete their schooling at the JIBC in New Westminster. The Service expects to have the three recruits in operation by Q4 2026. During the 2025 year, CSPA members will act in field training roles to help mentor these new recruits, which takes away from their substantive duties.

The Service has had a high OT demand in 2025, the primary drivers being the operational need for Summer minimum staffing levels, dictated by the Collective Agreement.

At this time, there is no plan to increase Service strength to reduce overtime.

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 (Mar, Jun, Sep, Dec)	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	?	Appointee from Board (Sarah Ridell)

	Policy Name:		Respectful Workplace	
	Policy Number:	AB 100	Last Updated:	June 2024
	Issued By:		Approved By:	Chief Constable Ian Lawson
			Review Frequency:	AS REQUIRED

RELATED POLICIES

Professional Standards AC020

Complaints against Service/Personnel AC140

1.0 PURPOSE

The Central Saanich Police Service (CSPS) is committed to providing a work environment where every employee, volunteer, and/or contractor is treated respectfully and with dignity and the workplace is free from bullying and harassment.

2.0 SCOPE

2.1 This policy applies to all employees, volunteers and contractors of the Central Saanich Police Service.

3.0 POLICY

Every person within the CSPS has the responsibility to maintain a respectful workplace that is supportive, equitable, productive, and fosters the well-being of professional workplace relationships for all persons who are employed, volunteer, or contracted with the CSPS. There is no tolerance for bullying or harassment in the workplace.

This policy does not limit or constrain the reasonable exercise of management functions in the workplace. As such, Bullying and Harassment does not include any reasonable action taken by the employer related to the management and/or provision of work direction.

Definitions

Bullying and Harassment: (a) includes any inappropriate behaviour (conduct or comment) by a person towards an employee, volunteer and/or contractor that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but (b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (ref. WorkSafe BC policy).

Examples may include:

- Verbal or physical aggression or threats;
- Outbursts of anger and/or yelling;
- Humiliating or harmful initiation practices or hazing;
- Spreading malicious or derogatory rumours or gossip;
- Vandalizing personal belongings;

- Sabotaging someone's work;
- Making personal attacks based on someone's private life or personal traits;
- Disrespectful, intimidating, insulting or demeaning written (including emails, texts, social media) or verbal communication or conduct;
- Application of negative stereotypes or generalizations;
- Shunning, purposeful isolation or conduct which is verbal or non-verbal in nature;
- Engaging in horseplay, practical jokes or ridicule;
- Teasing, joking, taunting, insulting or criticizing a person or group of people directly or indirectly, verbally or in writing, based on a protected ground as defined in the *BC Human Rights Code*; and,
- Unnecessary and/or unwelcome physical contact such as touching, patting or pinching.

Please note: intent does not determine whether behaviour is bullying and/or harassment.

Complainant: the person(s) who making a complaint or seeking recourse in relation to this policy.

Parties: the Complainant(s) and Respondent(s).

Respondent: the person(s) who is alleged to have violated this Policy

Witness (sometimes also called bystander): the individual(s) who have direct knowledge of, or involvement in, any matter or incident that potentially relates to a complaint under this policy.

Workplace: for the purposes of this policy, includes but is not limited to:

- a) any location (place or vehicle) where the CSPA employees, volunteers or contractors carry out work-related duties;
- b) any event or gathering that is related to the performance of work-related duties, including conferences and other public events;
- c) any location to which employees, volunteers or contractors travel for a work-related purpose; and
- d) any location where an CSPA-sponsored event occurs (including off duty social events).

Rights and Responsibilities

Every member of the CSPA must take reasonable steps to maintain a respectful workplace.

The Employer has overall responsibility to ensure there is a safe and respectful workplace in compliance with this policy.

Supervisors must ensure their members of staff do not engage in the bullying and harassment of others.

Employees, Volunteers, and contractors will:

- not engage in the bullying and harassment of others;
- Report any unresolved bullying and harassment they experience or observe in the Workplace; and
- Apply and comply with this policy.

Confidentiality

All Parties, and Witnesses involved in a complaint, or in the informal or formal resolution of a complaint, are expected to keep all matters related to a complaint confidential. This includes managers and supervisors who are privy to the complaint or complaint resolution process. The Chief Constable or the Manager, Human Resources will provide direction to the Parties regarding the sharing of information related to the complaint.

A breach of confidentiality regarding a complaint or complaint resolution process will be considered an independent violation of this policy (regardless of the merits or conclusions regarding the complaint) and may result in discipline.

Any allegation or complaint under this policy will be considered personal information pursuant to the *Freedom of Information and Protection of Privacy Act*. The names of those involved in the complaint will not be disclosed to any person except where necessary for the purpose of fairly investigating and determining the outcome of the complaint.

The substance of investigative reports and the substance of meetings held by those in authority to make decisions in relation to a complaint, regardless of whether it is substantiated, will be protected from disclosure to third parties in accordance with the *Freedom of Information and Protection of Privacy Act*.

All files related to any complaints under this policy will be kept with Manager of Executive Services privatized files. Any resulting discipline imposed on a municipal constable or special municipal constable will be recorded and maintained by the Manager of Executive Services on the Worker's Service Record of Discipline.

4.0 PROCEDURES

Resolution Models and Strategies to Maintain a Respectful Workplace

Early resolution of workplace harassment or bullying is the most desirable outcome to maintain a respectful workplace. If a person believes they are the subject of workplace harassment or bullying, they are encouraged to advise the other party, in a reasonable and appropriate manner, that the behaviour is unwelcome and should stop; however, if they are faced with circumstances where interpersonal resolution is not possible or appropriate, one of the following models may be employed.

This policy provides two models to resolve workplace harassment or bullying complaints: Informal Resolution and Formal Investigation. Some factors to consider when deciding to proceed informally or formally are the seriousness of the complaint, any aggravating or mitigating circumstances, and/or the complainant's actions regarding the complaint.

It is recommended that the appropriate Association Representative, Chief Constable and/or the Manager, Human Resources and Organizational Development be consulted as a resource, or for guidance, prior to attempting a resolution of serious, complex or sensitive issues.

Time Limits

Complaints should be filed as soon as possible after the incident, but in any event no later than one year from the incident (or in the case of a series of incidents, from the last incident in the series). However, the CSPS recognizes that some circumstances may, unfortunately, delay the reporting of a Complaint. In these cases, the time limit may be extended if the Chief Constable considers that the severity of the Complaint, and the basis for and the length of the delay are reasonable.

Informal Resolution Models

In this model the Complainant and Respondent move to address the situation and find a mutually agreeable resolution. Although a Complainant may indicate that they prefer the informal process, the CSPS may at any time exercise its discretion to initiate a formal process based upon its overall review and consideration of the circumstances.

The Informal Resolution model includes, but is not limited to, the following approaches:

Generic approach

A Supervisor who becomes aware of workplace harassment or bullying, either by way of a complaint or by personal observation, must implement steps to address the behaviour. These steps may include an individual discussion, or discussions at a meeting or shift briefing wherein it is emphasized that certain behaviours are unacceptable. If there is an indication of workplace harassment or bullying, a resolution plan may be developed and implemented with the assistance of the appropriate Association Representative and/or the Chief Constable.

Informal Conversation

With this strategy, the interaction is person to person. The direct approach may be between a Complainant to Respondent, or a witness to Respondent, and can be done in person or by written correspondence.

Third party facilitation

This is an informal intervention by a third party to find a mutually agreeable resolution. This may be accomplished with the assistance of the following, but not limited to; the Supervisor of a section; an Association Representative; or, the Chief Constable.

Mediation

An impartial third party is appointed by the Chief Constable or designate to assist the Complainant and Respondent in a structured process to find a mutually agreeable resolution. Mediation involves keeping the channels of communication open, helping the parties express their needs, identifying the issues, and if requested, offering remedies to resolve the dispute. The Mediator can make recommendations for resolution.

Alternate Dispute Resolution (ADR)

A resolution process which may include negotiation, mediation and arbitration (optional). It is an alternative method to a formal or structured scheme to arrive at a private and confidential resolution to a dispute between parties.

The Chief Constable, or designate, will oversee the selection of a mediator or arbitrator, if such resolution is requested by both the Complainant and Respondent. The appropriate Association Representative may be consulted during this process.

Formal Investigation Model

Any employee, volunteer, or contractor with the CSPS, who believes that they are being harassed or bullied, may file a formal complaint in writing against the alleged harasser or bully with the Chief Constable or Manager, Human Resources and Organizational Development.

Once a Complaint has been submitted, the Complaint will be reviewed to ascertain whether a *prima facie* case of Bullying and Harassment in the Workplace has been established based on the allegations, if assumed to be true. If a *prima facie* case is not established, no investigation will be conducted.

Even if a *prima facie* case has been established, the filing of a Complaint does not mean that a formal investigation will be automatically conducted. The manner in which a Complaint is resolved will be determined by the CSPS and will depend on a number of factors, including the nature, extent and severity of allegations brought forward by the Complainant and the history of circumstances leading up to the filing of the Complaint.

The Chief Constable or designate will appoint an investigator to conduct an investigation into the complaint.

A Complainant may, at any time, withdraw their formal complaint, allowing the complaint to be informally resolved.

Where the Respondent is a municipal constable or a special municipal constable, the Deputy Chief must be advised as soon as practicable of the Complaint and then, following the investigation, the Manager of Executive Services, or delegate, must be advised of the outcome of the investigation and provided with a copy of the investigation report. The Manager of Executive Services, or delegate, will be responsible for working with Chief Constable and/or HR to ensure that where policy Complaints against Service/Personnel AC140 is engaged, that policy is also complied with.

Appointing an Investigator

Factors to consider in determining whether to retain an internal or external investigator may include:

- (a) the overall complexity of the Complaint;
- (b) the Parties to the Complaint;
- (c) the anticipated length of time necessary to conduct the investigation;
- (d) the potential severity of the outcome(s) of the investigation in relation to the Respondent(s) should the Complaint be substantiated; and
- (e) any other relevant circumstances.

Investigators will have sufficient prior experience and/or training in conducting workplace investigations and will have no previous involvement in the facts/circumstances giving rise to the Complaint.

Formal investigations in response to Complaints filed against the Chief Constable or a Deputy Chief Constable will be conducted by an external investigator.

The Investigation Process

The investigator will take a reasonable amount of time to conduct the investigation by interviewing the Parties and Witnesses and obtaining and reviewing any potentially relevant documents.

The investigator will prepare an investigative report outlining findings and conclusions and will submit the report to the Manager of Executive Services.

The findings and conclusions may relate to both the conduct at issue and the impact of the conduct on those involved.

The investigator may include recommendations in the investigative report in relation to remedies and outcomes where applicable, and if requested by CSPS.

The Chief Constable or designate will advise both the Complainant and Respondent of the findings and conclusions of the investigation and any recommendations related to their conduct, through a written summary of the report. Other parties involved in the complaint (Witnesses and others) will be advised that the investigation has been concluded but will not be provided with any further information.

Notwithstanding anything in this policy, the employer retains the right to, or may have a legal obligation to, initiate or continue any investigation into an incident of workplace harassment or bullying, where the employer believes it is in ensure the well-being of employees.

Mediation within the Formal Investigation Model

With the consent of the Complainant and Respondent, as well as the Chief Constable, an assigned investigator may mediate the complaint. If the complaint is resolved, the investigator shall prepare a settlement agreement in writing describing the terms of the resolution. All parties involved in the dispute shall sign the resolution, a copy of which will be provided to the Complainant, the Respondent and the Deputy Chief Constable. Subject to FOI requirements, a copy will be placed in the personnel files of both the Complainant and the Respondent. The Chief Constable or designate shall monitor and oversee the implementation of the resolution.

VIOLATION OF THIS POLICY

Any employee who violates this policy is subject to disciplinary action and/or corrective action up to and including termination. Any volunteer or contractor who violates this policy may have their services or contract terminated.

MALICIOUS/VEXATIOUS/FRIVOLOUS COMPLAINTS OR COMPLAINTS FILED IN BAD FAITH

In circumstances where a complaint or concern is found to have been made in bad faith or determined to be malicious, vexatious or frivolous, the Complainant may face discipline. This section of the policy may apply to filed complaints (at the informal or formal stage) as well as any circumstances in which individuals repeatedly threaten to file complaints against others. A complaint or threatened complaint will be deemed to have been made in bad faith when, considering all of the circumstances surrounding the complaint, including its timing and context, the filing of the complaint was determined to be a misuse of this policy, including, but not limited to, where the complaint was found to have been filed made primarily in an attempt to:

- a) influence, resist or overturn decisions of the CSPA related to the Complainant's employment;
- b) intimidate, threaten or purposefully cause problems for the Respondent;
- c) create a hostile or intimidating Workplace environment for others, including the Respondent; or
- d) create a potential personal benefit or entitlement to the Complainant unrelated to fulfillment of the purposes of this policy. The unreasonable, repetitive filing of complaints or concerns that are consistently found to be unsubstantiated will likely lead to a finding the Complainant has filed complaints in bad faith, or maliciously, vexatiously or frivolously.

UNSUBSTANTIATED COMPLAINTS

If the investigator finds insufficient evidence to support the Complainant's allegations, the Complaint will be dismissed as unsubstantiated. No action will be taken against the Complainant, unless the investigator has made a finding that the Complaint was malicious, vexatious, frivolous or filed in bad faith. If a Complaint is dismissed, there will be no record of the complaint on the Respondent's file.

Retaliation as a Result of Filing a Complaint

Retaliation is considered a serious disciplinary breach. No person shall be subject to retaliation, or reprisal, indirect or direct as the result of filing a complaint made in good faith.

Retaliation includes but is not limited to any negative conduct, comment, decision or communication that reasonably appears to have been made:

- In response to a filed complaint;
- In response to an employees' participation in a complaint resolution process; or,
- In an attempt to dissuade, influence or otherwise coerce individuals into taking specific action, or refraining for taking action in relation to this policy.

Any retaliation against any individual involved in an informal or formal resolution process under this policy will be considered an independent violation of this policy, regardless of the merits or outcome of the initial concern/complaint and will result in discipline.

MULTIPLE PROCEEDINGS

This policy is in addition to, and not in substitution for, any rights an individual may have to pursue action, whether under a collective agreement, or pursuant to any applicable legislation, including the Human Rights Code and Workers Compensation Act. If at any time an employee, volunteer or contractor elects to initiate other legal proceedings, or if they takes any steps outside of those contemplated under this policy, the CSPS may consider discontinuing or suspending proceedings under this policy, depending on a consideration of all of the circumstances. Potentially criminal behavior such as assault, sexual assault, criminal threats, criminal harassment or attempts at extortion will be dealt with through the criminal complaint and investigative process.

References:

BC Human Rights Code
WorkSafe BC

APPENDIX A: HISTORY

DATE	CONTRIBUTOR	ACTION
2008.04.10		Effective Date
2008.01.30		Review Date
2008.01.30	R Cottingham	Developed and Reviewed
2008.01.30	Vermeer	Forwarded to D/C Pecknold for Admin Review
2008.01.30	Vermeer	Forwarded to A Harcombe for Board Member review
2008.04.04	A Harcombe	Approved by Board Member
2008.04.04	Vermeer	Memo to Police Board
2008.04.10	Police Board	Approved by Motion 18-08
2008.04.10	Vermeer	Entered into Policy Manual
2008.06.11	Vermeer	Posted on "What's New"
2010.08.18	Vermeer	Amended to reflect new title (from Workplace Harassment) as requested by D/C Pecknold, for review
2010.08.18	Vermeer	Forwarded to A Harcombe for Board Member review
2010.08.31	Harcombe	Approved by Board Member
2010.10.28	Vermeer	Memo to Police Board
2010.11.10	Police Board	Approved by Motion 36-10
2010.12.01	Vermeer	Installed in Policy Manual
2011.01.04	Vermeer	Submitted to Police Services
2013.10.16	Vermeer	Major re-write to comply with amended Worksafe BC policy
2013.10.16	Vermeer	Forwarded to D/C Sylven for review

2014.03.05	D/C Sylven	Approved with amendments
2014.03.05	B Vermeer	Forwarded to D Elgersma for review
2014.05.24	D Elgersma	Approved by Police Board member
2014.05.28	B Vermeer	Memo to Police Board
2014.06.12	Police Board	Approved by Motion 26-14
2014.06.26	B Vermeer	Posted on What's New
2014.06.26	B Vermeer	e-Mail to Police Services

Resolution: Coverage of Child Care Costs for Board and Committee Meetings

WHEREAS the Board recognizes that participation in governance is strengthened by diverse perspectives and equitable access for all members; and

WHEREAS the Board acknowledges that child care responsibilities may create barriers for some members to fully participate in Board and committee meetings;

THEREFORE BE IT RESOLVED THAT the Board approve reimbursement for reasonable child care expenses incurred by Board and committee members while attending official Board and committee meetings; and
BE IT FURTHER RESOLVED THAT eligible expenses include costs for licensed or registered child care providers, or other appropriate care arrangements, during the time required to attend meetings; and
BE IT FURTHER RESOLVED THAT staff develop clear guidelines for reimbursement, including required documentation and maximum allowable rates, to be approved by the Finance Committee.

October 22, 2025

Director of Police Services
Ministry of Public Safety and Solicitor General
[Address]
Victoria, BC

Dear Director,

***Re: Request for Implementation of a Provincial Cell Phone Levy to Support
Next Generation 911 (NG911)***

On behalf of the Central Saanich Police Board, I am writing to respectfully request that the Province consider implementing a cell phone levy to support the funding of Next Generation 911 (NG911) services in British Columbia.

Currently, a levy is applied to landline telephone services to support 911 operations. However, with the majority of emergency calls now originating from cellular devices, the existing fee structure no longer reflects the way British Columbians access emergency services. The absence of a corresponding levy on wireless phones places a disproportionate financial burden on municipal governments, who are now being asked to fund substantial NG911 implementation costs.

These new costs are significant. For many municipalities, the added financial responsibility has a direct impact on local tax rates and the ability to maintain essential service levels. Without a broader, equitable funding model that includes all users of emergency services, local governments will face growing challenges sustaining this vital public safety infrastructure.

A province-wide cell phone levy consistent with the long-standing landline fee would provide a fair and sustainable mechanism to fund NG911, ensuring municipalities can continue to provide reliable and modern emergency communications services without compromising other local priorities.

We respectfully ask that the Ministry explore and advance this policy change in consultation with local governments, public safety agencies, and telecommunications providers as part of British Columbia's NG911 implementation strategy.

Thank you for your consideration of this important matter. We would welcome the opportunity to discuss this further or provide additional information to support this initiative.

Sincerely,

Rene Johansson
Chair, Central Saanich Police Board

Cc: Mayor and Council, District of Central Saanich