

# SAANICH POLICE BOARD AGENDA

**Date:** Tuesday, February 8, 2022

**Time:** 1430 hours

**Place:** Virtual

## Territorial Acknowledgment:

It is appropriate that we begin by acknowledging that the District of Saanich lies within the territories of the ɫəkʷəŋən (lay-kwung-gen) peoples represented by the Songhees and Esquimalt Nations and the ƵSÁNEĆ (weh-saanich) peoples represented by the Tsartlip (Sart-Lip), Pauquachin (Paw-Qua-Chin), Tsawout (Say-Out), Tseycum (Sigh-Come) and Malahat (Mal-a-hat) Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

## Public Meeting Business:

SUBJECT	DISCUSSION INFORMATION APPROVE DECISION	PERSON RESPONSIBLE	ATTACHMENTS
1. <b>Welcome to Newly Promoted Inspector, Darrell Underwood</b>		Mayor Haynes	
2. <b>Territorial Acknowledgement</b>		Ms. Niemi	
3. <b>Presentation of Citizen's Life Saving Awards</b>		Chief Duthie	
4. <b>Approval of Agenda of February 8, 2022</b>	Approve	Mayor Haynes	
5. <b>Adoption of Minutes of January 11, 2022</b>	Approve	Mayor Haynes	✓
6. <b>Correspondence</b> 6.1 PSSG Major Case Management Standards Training Requirements	Information	Chief Duthie	✓
7. <b>New Business Arising</b>			
8. <b>Divisional Updates (as needed)</b>			
9. <b>Committee Reports (as needed)</b>			
9.1 Finance		Ms. Murray	
9.2 Governance and Strategic Planning		Ms. Murray, Ms. Niemi and Mr. Saravanabawan	
9.3 Stakeholder Outreach		Mr. Saravanabawan and Ms. Niemi	
9.4 Human Resources 9.4.1 Draft Terms of Reference 9.4.2 2022 Draft Workplan		Ms. Collins and Ms. King	✓ ✓
9.5 BCAPB		Ms. Collins	

7.5.1 2022 Conference			
9.6 CAPG		Ms. Collins	
10. <b>2022 BC's Top Employers</b>	Information	Chief Duthie	
11. <b>Rescheduling of March 1<sup>st</sup> Meeting to March 8<sup>th</sup>, 2022</b>	Approve	Mayor Haynes	
12. <b>Old Business</b>			
9.1 COVID 19 – Update	Information	Chief Duthie	
13. <b>Adjournment and Date of Next meeting: March 8, 2022</b>	Decision	Mayor Haynes	



**SAANICH POLICE BOARD**  
**Public Meeting Minutes**  
Saanich Police Department · Virtual  
**Tuesday, January 11, 2022**

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**PRESENT:**

- Chair:** Mayor F. Haynes
- Board Members:** M. Collins, L. Murray, J. King, S. Niemi, B. Saravanabawan
- Staff:** Acting Chief G. Schenk, Deputy Chief D. Duthie, Inspectors S. Morgan, D. Harris, T. Dyck, R. Warren, P. Douglas, S. Edwards, Manager of Executive Services J. Ko
- Recording Secretary:** A. De Medeiros

**REGRETS:**

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The meeting was called to order at 1434 hours.

**1. TERRITORIAL ACKNOWLEDGMENT**

Ms. King read the prepared Territorial Acknowledgment.

**2. APPROVAL OF AGENDA OF JANUARY 11, 2022**

**MOVED by Ms. Murray and SECONDED by Ms. Collins: "That the agenda of the January 11<sup>th</sup>, 2022, Police Board Public Meeting be approved as circulated."**

**CARRIED**

**3. ADOPTION OF MINUTES OF DECEMBER 7, 2021**

**MOVED by Ms. King and SECONDED by Ms. Collins: "That that minutes of the Police Board Public Meeting held on December 7<sup>th</sup>, 2021, be adopted as circulated."**

**CARRIED**

**4. CORRESPONDENCE**

No items.

**5. NEW BUSINESS ARISING**

The following statement was made regarding the Chief Constable appointment:

Following Chief Green's notice to the Police Board that he planned to retire at the end of January 2022, the Board commenced a search for a new Chief. They agreed that given the internal strength of possible candidates that they would limit the search to internal candidates. The Department was so advised and interested candidates encouraged to apply. Three candidates emerged, all of whom had extensive experience with SPD. Board members then requested the current Deputies and Inspectors to provide a written response to several questions focused on the priorities of the Department and qualities suggested for the next Chief Constable.

Board members then interviewed the Department's senior leaders – both uniform and civilian including the Police Association representatives, to obtain perspectives on desired qualifications and attributes for a future Chief. References for the three candidates were contacted and provided input and each of the candidates also provided a more detailed written outline of their views on the priorities for the Department.

Interviews with each of the candidates were held with the Board. The Board then came to a unanimous decision on November 18 to appoint Deputy Chief Dean Duthie as the next Chief Constable of SPD. It was then agreed to appoint Rob Warren as a Deputy Chief joining Gary Schenk. A contract was negotiated and then agreed to with Dean for his appointment as Chief Constable for a four-year term of office commencing February 1, 2022. A press conference was held on December 2 to announce the appointments publicly.

## 6. DIVISIONAL UPDATES (AS NEEDED)

No updates were reported.

## 7. COMMITTEE REPORTS (AS NEEDED)

### 7.1 Finance

No updates.

### 7.2 Governance and Strategic Planning

Ms. Murray updated that she is currently working on the annual requirements and the workshop. Further information will be forthcoming.

### 7.3 Stakeholder Outreach

No updates.

### 7.4 Human Resources

Ms. Collins provided a summary of the HR Committee meeting held earlier and advised that Inspector Douglas provided a report with an update on various HR projects and that the document would be shared with the Board for information. She further advised that, the Committee resolved to review the Exempt Compensation Policy as mandated and have directed staff to execute a survey of comparable police departments in the first quarter of 2022 to assist with the review.

### 7.5 BCAPB

Ms. Collins provided an update that the VPD has a completed a Terms of Reference for their Service and Policy Complaint Committee which will be circulated to other Boards. She further advised that, the BCAPB conference is still scheduled for May in Nelson, however final decision has not been made regarding whether it will be held in person or virtually.

**MOVED by Ms. Collins and SECONDED by Ms. Niemi: "That that 2022 BCAPB Membership fees be approved."**

**CARRIED**

### 7.6 CAPG

No updates.

## 8. PUBLIC AWARDS/COMMENDATIONS AND LETTERS (OCTOBER – DECEMBER 2021)

Received for information.

## 9. OLD BUSINESS

### 9.1 COVID 19 UPDATE

Deputy Duthie provided an update on the following:

- The ongoing work by Inspector Edwards and Staff Sergeant Robertson to revise the Patrol Division Contingency Plan to plan for potential impact of our frontline due to covid. The draft plan will be presented to senior officers for discussion and approval.
- The work from home model is currently in effect and is working well.
- Department vaccination status is 100% with only one medical exemption
- Staff Development Division is currently tracking staff positive case numbers daily and reporting to Inspectors so that they are informed.
- Frequent internal communications continue to work well at managing anxieties and opens the communication lines throughout the department.

## 10. ADJOURNMENT AND DATE OF NEXT MEETING

The next Police Board meeting will be held on Tuesday, February 8, 2022, at 1430 hours.

**MOVED by Ms. King and SECONDED by Ms. Collins: "That the Public Meeting is adjourned at 1509 hours and the board move to an in-camera meeting".**

**CARRIED**

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Chair



January 21, 2022

Ref: 627801

Deputy Commissioner, Commanding Officer, RCMP "E" Division  
 Chief Constables of Municipal Police Departments  
 Chairs of Municipal Police Boards  
 Chief Officer, SCBCTA Police Service  
 Chair, SCBCTA Police Services Board  
 Chief Officer, Stl'atl'imx Tribal Police Service  
 Chair, Stl'atl'imx Tribal Police Services Board

Dear Sirs/Madams:

I am writing in regards to the *BC Provincial Policing Standards (BCPPS)* on major case management. As you may be aware, these Standards were approved by the Solicitor General on February 14, 2017 and the majority have been in effect since January 2019. One of the exceptions to the January 2019 effective date relates to command triangle training.

I am writing to update you on recent developments that support bringing the command triangle training requirements in BCPPS 5.2.2 into effect, as well as to request an update from your respective police agencies regarding the reporting requirements set out in BCPPS 5.2.1.

The changes related to command triangle training were discussed with the Advisory Committee on Provincial Policing Standards and benefited from the input of a working group and a contractor with subject matter expertise in Major Case Management. An overview of the changes is as follows:

**BCPPS 5.2.2 (2) to (7) (Attachment 1)**

Effective January 12, 2023, officers newly assigned to Team Commander, File Coordinator, and Primary Investigator roles must have taken Provincially-approved training. This will not apply to officers who have previously been assigned to a command triangle role on a major case investigation and had completed other similar training, prior to January 12, 2023. These officers may continue to be assigned to the same command triangle role without completing a Provincially-approved course.

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**BCPPS 3.2.7 Major Case Management Training for Command Triangle roles (Attachment 2)**

This is a new BCPPS to list the command triangle training that has received Provincial-approval from the Director of Police Services and is acceptable for compliance with BCPPS 5.2.2. The effective date is also January 12, 2023.

These courses were identified through a submission and review process. The submission process and the criteria for Provincial approval were developed with the assistance of subject-matter experts. BCPPS 3.2.7 may be amended from time to time if additional training courses receive Provincial approval.

The new BCPPS 3.2.7 and amended BCPPS 5.2.2 (amended by adding the coming-into-force timeline) will be posted on <https://www2.gov.bc.ca/gov/content/justice/criminal-justice/policing-in-bc/policing-standards>.

**Update request: BCPPS 5.2.1 Threshold and Reporting**

Under existing BCPPS 5.2.1 Standard (7), police agencies are expected to prepare and submit an annual report to the Director of Police Services that includes the following information:

- (a) The number of new major case investigations initiated during the year of the report, including a breakdown of these investigations by:
  - (i) The type of offence or incident involved, using Uniform Crime Reporting rules regarding the most serious offence, and
  - (ii) The status of the investigation (i.e., ongoing/concluded) at the time the report was prepared; and
- (b) The number of investigations referred to a Team Commander, Primary Investigator or File Coordinator for assessment as required by the process referred to under BCPPS 5.2.1 Standard (3).

I am therefore requesting that an annual report summarizing the above information for the period of January 1, 2021 to December 31, 2021 be provided to my office by March 31, 2022.

If you have any questions about the above command triangle training or annual reporting requirements, please contact Lucie Vallieres, Senior Program Manager, Policing and Security Branch ([lucie.vallieres@gov.bc.ca](mailto:lucie.vallieres@gov.bc.ca)).

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Thank you in advance for your attention to these matters.

Regards,



Wayne Rideout  
Assistant Deputy Minister  
And Director of Police Services  
Policing and Security Branch

Pc Deborah Bourne, Officer In Charge, Pacific Regional Training Centre, RCMP  
Jennifer Keyes, Director, Police Academy, Justice Institute of BC

Enclosures Attachment 1 - BCPPS 5.2.2 (amended – effective date applied)  
Attachment 2 - BCPPS 3.2.7 (new standards)



<b>Section 5.0 – Specialized Investigations</b>	<b>Page 1 of 3</b>
<b>Sub Section 5.2 – Major Case Management</b>	<b>Effective:</b>
<b>Subject 5.2.2 – Command Triangle and Investigative Team</b>	<b>Standard (1), (8)-(11):</b> January 1, 2019 <b>Standards (2)-(7):</b> January 12, 2023 <b>Revised:</b> n/a

## Definitions

**“Command Triangle”** – consists of the Team Commander, Primary Investigator and File Coordinator for a major case investigation, who, in addition to their individual responsibilities, are jointly involved in making key decisions about the investigation.

**“File Coordinator”** – a member of the Command Triangle that reports directly to the Team Commander and is responsible for establishing the business rules and system protocols; assessing investigative material and ensuring complete tasking which includes that investigative strategies are completed; and where applicable, disclosure and prosecution support is provided.

**“investigative team”** – police officers and civilian staff assigned to a major case investigation on a permanent or temporary basis, including the Command Triangle.

**“major case”** – for the purpose of these standards, includes:

- (a) The types of investigations listed in Standard (1) of *BCPPS 5.2.1 Threshold*;
- (b) Any other investigation, including a type or category of investigation, or a particular investigation, which the chief constable, chief officer, or commissioner, or a delegate thereof, has determined, with due regard to the factors listed in Standard (3) of *BCPPS 5.2.1 Threshold and Reporting*, requires major case management.

**“Team Commander”** – a member of the Command Triangle and the person to whom overall, responsibility and accountability for an investigation are conferred, including its resources (human and physical) and mandate, and adherence to the principles of major case management.

**“Primary Investigator”** – a member of the Command Triangle that reports directly to the Team Commander and is responsible for controlling the speed, flow and direction of the overall investigative process.

## Standards

The chief constable, chief officer or commissioner must ensure that:

### Command Triangle

- (1) A Command Triangle is formed for all major case investigations, as soon as reasonably possible given the circumstances and the needs of the investigation, with officers assigned to the following roles:
  - (a) Team Commander;
  - (b) Primary Investigator; and
  - (c) File Coordinator.

The chief constable, chief officer, commissioner or chief civilian director must ensure that:

#### Team Commander

- (2) An officer assigned to the role of Team Commander for a major case investigation, or an IIO investigator assigned to the role of Team Commander for the investigation of an incident where a person may have died as a result of the actions of an officer, whether on or off duty:
  - (a) Has experience relevant to the type of investigation; and
  - (b) Meets each of the following criteria:
    - (i) Successful completion of a provincially-approved Team Commander training course;
    - (ii) Previous experience in the role of Primary Investigator or File Coordinator;
    - (iii) Previous investigative experience in a supervisory or management role; and
    - (iv) No disciplinary records of serious misconduct that would affect his/her ability to perform the duties of Team Commander.
- (3) Notwithstanding Standard (2) (b) (i) above, an officer assigned to the role of team commander on a major case investigation prior to the effective date of these Standards, who has completed other Team Commander or major case management training, may continue to be assigned to the role of Team Commander.

#### Primary Investigator

- (4) An officer assigned to the role of Primary Investigator for a major case investigation, or an IIO investigator assigned to the role of Primary Investigator for the investigation of an incident where a person may have died as a result of the actions of an officer, whether on or off duty:
  - (a) Has investigative experience relevant to the type of investigation; and
  - (b) Has successfully completed:
    - (i) A provincially-approved major case management training course; and
    - (ii) Training in major crime investigative techniques.

- (5) Notwithstanding Standard (4) (b) above, an officer assigned to the role of primary investigator prior to the effective date of these Standards, who has completed other major case management and major crime investigative techniques training, may continue to be assigned to the role of primary investigator.

#### File Coordinator

- (6) An officer assigned to the role of File Coordinator for a major case investigation, or an IIO investigator assigned to the role of File Coordinator for the investigation of an incident where a person may have died as a result of the actions of an officer, whether on or off duty:
- (a) Has appropriate experience for the anticipated complexity of the investigation; and
  - (b) Has successfully completed a provincially-approved file coordination training course.
- (7) Notwithstanding Standard (6) (b) above, an officer assigned to the role of file coordinator prior to the effective date of these Standards, who has completed other file coordination training, may continue to be assigned to the role of file coordinator.

The chief constable, chief officer or commissioner must ensure that:

#### Investigative team

- (8) The Team Commander establishes, maintains and adjusts an investigative team commensurate with the needs of the investigation, prosecution and disclosure.
- (9) The Team Commander ensures that all members of the investigative team have the appropriate knowledge, skills and abilities required to undertake their assigned role(s) or function(s).
- (10) All persons participating in the investigation, their role(s) or function(s), and the dates of their involvement are documented.

#### Policies and procedures

- (11) Policies and procedures are consistent with these *BC Provincial Policing Standards*.

Section 3.0 – <b>Training Courses and Development</b>	Page 1 of 2
Sub Section 3.2 – <b>Provincially-Approved Training Courses</b>	Effective: January 12, 2023 Revised: n/a
Subject 3.2.7 – <b>Major Case Management Training for Command Triangle roles</b>	

## Definitions

**“File Coordinator”** – a member of the Command Triangle that reports directly to the Team Commander and is responsible for establishing the business rules and systems protocols; assessing investigative material and ensuring complete tasking which includes that investigative strategies are completed; and where applicable, disclosure and prosecution support is provided.

**“Provincially-approved training”** – training that has been acknowledged by the Director of Police Services as adequate to meet BC requirements pertaining to training on a specific topic or set of topics.

**“Primary Investigator”** – a member of the Command Triangle that reports directly to the Team Commander and is responsible for controlling the speed, flow and direction for the overall investigative process.

**“Team Commander”** – a member of the Command Triangle and the person to whom overall authority, responsibility and accountability for an investigation are conferred, including its resources (human and physical) and mandate, and adherence to the principles of major case management.

## Standards

The Chief Constable, Chief Officer, Commissioner, or Chief Civilian Director of the Independent Investigations Office (“IIO”) must ensure that:

### Provincially-approved training course for Team Commanders

- (1) Consistent with the requirements in Standards 5.2.2 (2)(b)(i), officers or IIO investigators have successfully completed the following provincially-approved training course before being assigned to a Team Commander role:
  - (a) Canadian Police College *Major Case Management: Team Commander* training course.

**Provincially-approved training courses on Major Case Management for Primary Investigators**

- (2) Consistent with the requirements in Standards 5.2.2 (4)(b)(i), officers or IIO investigators have successfully completed one of the following provincially-approved training courses before being assigned to a Primary Investigator role:
- (a) RCMP *Introduction to Major Case Management*; or
  - (b) Vancouver Police Department *Foundational Principles of Major Case Management*.

**Provincially-approved training courses for File Coordinators**

- (3) Consistent with the requirements in Standards 5.2.2 (6)(b), officers or IIO investigators have successfully completed one of the following provincially-approved training courses before being assigned to a File Coordinator role:
- (a) Victoria Police Department *Major Case Management File Coordination* course;
  - (b) Vancouver Police Department *The Fundamentals of File Coordination* course;
  - (c) RCMP *Introduction to File Coordination in BC* course; or
  - (d) Independent Investigations Office *IIO Major Case Management File Coordination* course.

**Training records**

- (4) Written records are maintained of the training required by these standards that has been completed by each police officer in the police force, or each IIO investigator in the case of the IIO.

**Policies and procedures**

- (5) Policies and procedures are consistent with these *BC Provincial Policing Standards*.

## SAANICH POLICE BOARD

### HUMAN RESOURCES STANDING COMMITTEE TERMS OF REFERENCE

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#### 1. PURPOSE

- 1.1 The primary function of the Human Resources Standing Committee (HRC) is to assist the Board in fulfilling its oversight and employer responsibilities under the *Police Act* as related to human resource and compensation matters and to establish a plan of continuity and development of senior management.
- 1.2 It is understood that the primary responsibilities for human resources management, performance management, organizational structure, labour relations, employee health and safety, and career planning within the Saanich Police Department lie with the Chief Constable as overseen by the Board.
- 2.1 The Human Resources Committee shall be composed of two members or more appointed by the Board, with one member designated as Chair by the Board Chair. Appointment of HRC members will be in accordance with relevant sections of the *Saanich Police Board Policy Manual and Procedure Bylaw*.
- 2.2 The HRC shall meet at least four times each year, or by agreement of the HRC at the call of the Chair.
- 2.3 The HRC may invite such Board Members and outside parties, and in consultation with the Chief Constable such employees, as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the HRC.

#### 3. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Committee shall:

- 3.1 Recommend to the Board a performance evaluation process for the Chief Constable and, when approved, lead the implementation of the evaluation process.
- 3.2 Review and recommend to the Board compensation for the Chief Constable, Deputy Chief Constable and, in consultation with the Chief Constable, other exempt employees of the Board.
- 3.3 Review and recommend the organization's compensation philosophy and guidelines.
- 3.4 Obtain from the Chief Constable, or a member of the executive designated by the Chief Constable, and review quarterly staff updates detailing existing management resources and plans, including recruitment and training programs and statistics on progress in attracting and supporting candidates from diverse backgrounds including from racialized and indigenous communities as well as female candidates.
- 3.5 Obtain from the Chief Constable and review annual reports as to the availability of qualified personnel for succession to executive positions at the Department.
- 3.6 Review the Department's Human Resources policies annually with a particular focus on employee mental health and wellness, respectful workplace, trauma informed practice and, develop action plans based upon such reviews as appropriate.
- 3.7 Act as the Board's representative in relation to collective agreement negotiations for both the Saanich Police Association and CUPE.
- 3.8 Review annually, or as needed, grievances and disciplinary matters from both uniform and civilian staff, and determine if there are any issues arising that need attention from the Board

3.9 Develop an annual HR Committee work plan.

**4. ACCOUNTABILITY**

4.1 Generally the HRC Chair shall develop and distribute the agenda, with the assistance of the Chief Constable. No record is required of the meetings, but outcomes must be presented verbally to the Board and recorded in the meeting minutes.

4.2 The HRC shall review the terms of reference for the Committee annually and make changes or recommendations to the Board as needed.

## 9.4.2

Saanich Police Board  
Human Resources Standing Committee  
2022 Work Plan

No.	Item	Progress	Time Frame
1	Maintain watching brief on next round of Collective Bargaining for both officers and CUPE members.		Update June 2022
2	Continue to review policies on Members' welfare including workplace health and safety with specific reference to mental wellness and PTSD as well as work/life balance and harassment and training activities related to these areas as well as in trauma informed practices	To be a continuing topic of meetings of Committee with senior officers, including best practices from other jurisdictions, peer support policies and training programs including developments on Trauma Informed training for all officers.	On going
3	Review anticipated retirement dates of senior officers as well as exempt staff and succession plans	Five-year forecast will be part of overall Departmental review	Ongoing
4	Continue to review makeup of force – gender, cultural diversity, indigenous, length of service, education level, languages	Materials provided to Committee on current numbers, to be provided with alignment to Saanich demographics. Report to Committee twice a year	June 2022
5	Strategic Plan - review progress on issues related to human resources and employee health and wellness as well as metrics to measure changes, improvement	Monitor progress annually-develop metrics where possible and comparators with other police forces. Review progress on planning for new strategic plan with respect to issues related to human resources	Ongoing
6	Future Hiring plans and priority requirements	Special attention to attracting candidates from racialized and indigenous communities. Receive reports on work of RDI committee	June 2022 and ongoing



No.	Item	Progress	Time Frame
7	Develop Chief Constable Annual Evaluation	Discuss with new Chief Constable, review previous approaches and agree on plan for 2022.	TBD
8	Organize and hold at least one in person meetings between Police Board and Saanich Police Association	Awaiting current COVID restrictions on in person meetings to end	Update June 2022
9	Board members participate in ceremonies and special events with SPD e.g. swearing in, staff recognition	Annual calendar of events to be developed by Department and distributed to Board members	Ongoing
10	Monitor grievances or disciplinary matters	Under progress – as needed and reported by Chief Constable	Ongoing
11	Exempt Employee Compensation and Benefit Policy - Oversee ongoing review of the Policy including a review of compensation levels	Manager of Executive Services to arrange for review of compensation levels to be undertaken	Report back on review by end of first quarter of 2022