

SAANICH POLICE BOARD AGENDA

Date: Tuesday, January 7th, 2025

Time: 1430 hours

Place: Kirby Room

Territorial Acknowledgment:

It is appropriate that we begin by acknowledging that the District of Saanich lies within the territories of the ləkʷəŋən (lay-kwung-gen) peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ (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. Territorial Acknowledgement		Shelley Allan	
2. Approval of Agenda of January 7, 2025	Approve	Mayor Murdock	
3. Adoption of Minutes of December 3, 2024	Approve	Mayor Murdock	✓
4. Correspondence			
5. New Business Arising			
6. Divisional Updates			
6.1 Deputy Chief Promotion: Underwood February 1, 2025	Information	Chief Duthie	
6.2 Notice of Retirement: Inspector Edwards March 1, 2025			
6.3 Inspector Promotions: Staff Sergeant Andy Stuart (Feb.1) Staff Sergeant Jason Bland (March 3 rd)			
7. Committee Reports (as needed)			
7.1 Finance		Mr. Morton	
7.2 Governance and Strategic Planning 7.2.1 Board Evaluation 7.2.2 Workshop		Ms. Murray	✓
7.3 Stakeholder Outreach		Ms. Beckett	
7.4 Human Resources		Mr. Cambridge	
7.5 BCAPB 7.5.1 2025 Membership Fees	Approve	Mr. Cambridge	✓

7.6 CAPG 7.6.1 2025 Membership Fees		Mr. Cambridge	✓
8. Old Business 8.1 2025 Meeting Dates – Amendments 8.2 Board Calendar	Decision Information	Mayor Murdock	✓ ✓
9. Adjournment and Date of Next meeting: Tuesday February 4, 2025	Decision	Mayor Murdock	



SAANICH POLICE BOARD
Public Meeting Minutes
Saanich Police Department • Virtual Meeting
Tuesday December 3, 2024

PRESENT:

Chair:	Mayor Murdock
Board Members:	L. Murray, J. Cambridge, C. Morton, S. Allan
Staff:	Chief Constable D. Duthie, Deputy Chiefs R. Warren and P. Douglas, Inspectors, S. Edwards, D. Underwood, T. Stevens, P. Smith, and D. Kowalewich and J. Ko
Recording Secretary:	A. De Medeiros
Regrets:	G. Beckett and D. Robertson

The meeting was called to order at 1433 hours.

1. TERRITORIAL ACKNOWLEDGEMENT

Mr. Morton read the Territorial Acknowledgment.

2. MOTION TO CONVENE IN A CLOSED IN CAMERA MEETING

MOVED by Ms. Murray and SECONDED by Mr. Morton: "That the Board recess the public meeting and convene in a closed double in camera meeting."

CARRIED

THE PUBLIC MEETING WAS RECESSED AT 1435 HOURS AND RECONVENED AT 1507 HOURS.

3. APPROVAL OF AGENDA OF DECEMBER 3, 2024

MOVED by Mr. Morton and SECONDED by Ms. Allan: "That the agenda of the December 3, 2024, Police Board Public Meeting be approved as circulated."

CARRIED

4. ADOPTION OF MINUTES OF NOVEMBER 5, 2024

MOVED by Mr. Morton and SECONDED by Ms. Allan: "That the minutes of the November 5, 2024, Police Board Public meeting be adopted as circulated."

CARRIED

For the Board's awareness, Chief Duthie introduced Constable Nick Murray, informing them that Constable Murray has been newly appointed as the Public Information and Communications Officer, a position that has been vacant since Constable Anastasiades resigned. The Board welcomed Constable Murray to the role.

5. CORRESPONDENCE

No items.

6. NEW BUSINESS ARISING

No items.

7. DIVISIONAL UPDATES

7.1 Patrol Division

Inspector Edwards provided a comprehensive overview of the Patrol Division's organizational structure and responsibilities, highlighting various initiatives and staff achievements over the past year. She emphasized the positive impacts of the patrol enhancement initiative implemented in March, which has significantly supported members' mental health and well-being. She also expressed gratitude to the Board for their unwavering support, concern for the Department, and interest in its activities.

The Board, in turn, thanked Inspector Edwards for the detailed update, which provided valuable context for some of their decisions. They extended their gratitude to the Patrol Division for their continued excellent service to the community of Saanich

8. COMMITTEE REPORTS (AS NEEDED)

8.1 Finance

No updates.

8.2 Governance and Strategic Planning

No updates.

8.3 Stakeholder Outreach

No updates.

8.4 Human Resources

No updates.

8.5 BCAPB

Mr. Cambridge provided a summary of the November meeting and highlighted the following:

- the Board met and approved the constitution, expressing gratitude to Linda for her efforts.
- The meeting included ministry staff and focused on key topics related to reforming the Police Act such as:
 - Ensuring diversity that represents the community and meets competencies.
 - Appointment distribution, considering a different model with less provincial and more municipal involvement, while keeping the association the same.
 - Discussing the extension of appointment terms.
 - Debating whether to standardize hiring and performance reviews or use a template for boards to consider, acknowledging that one solution may not work for all.

- Considering the roles of in camera versus public meetings.
- Clarifying whether Board staff are employees of the Board or the department.

9. 2025 PROPOSED MEETING DATES

MOVED by Mr. Morton and SECONDED by Ms. Murray: "That the 2025 Proposed Meeting Dates be approved as amended by changing the April 1st date to April 8th, 2025.

CARRIED

10. OLD BUSINESS

10.1 Board Calendar of Events

Received for information.

11. ADJOURNMENT AND DATE OF THE NEXT MEETING: DECEMBER 3, 2024

MOVED by Mr. Morton and SECONDED by Ms. Allan: "That the December 3rd, 2024, Police Board Public Meeting is adjourned at 1540 hours and that the Board move to an in-camera meeting.

CARRIED

Chair



December 24, 2024
Ref: 674033

Chairs of Municipal Police Boards

Dear Chairs of Municipal Police Boards:

Re: Board Evaluation and Needs Assessments – 2025

Governance and oversight of municipal police agencies is a significant responsibility, and I am grateful to each of you for sharing your skills, abilities and experiences to serve as police board members. I write to you advise that the Board Evaluation and Needs Assessment process is one of the ways my staff will be supporting you in your role in 2025. I would like to thank those who participated in the 2023 Board Evaluation and Needs Assessment Survey.

The Survey results along with continued efforts by the Police Governance Unit to connect with board members and identify areas for additional support and resources has culminated in a more comprehensive and robust Board Evaluation and Needs Assessment framework.

As the Director of Police Services, I am responsible for superintending policing and law enforcement functions in British Columbia. As part of fulfilling my responsibility to superintend policing in the province, I am committed to providing police boards with the best support possible, including access to information and training. The Police Governance Unit will be reaching out to each board to collect various documents, if not already on file or available online, such as:

- Governance Manuals
- Board rules, processes, and policies
- Board priorities, goals, and objectives
- Annual Reports
- Meeting Minutes

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These documents will allow the Police Governance Unit to review compliance with legislated responsibilities within the *Police Act*, including the BC Provincial Policing Standards. The Police Governance Unit will connect with board members to provide any further information not provided in the documents requested.

The purpose of this assessment is to identify any gaps in compliance and provide support toward compliance through a report of findings that will be presented to each board. Information collected will also be used to update the BC Police Board Training Program content, to support effective practices for police boards across BC, and to inform new strategies and initiatives.

I thank you in advance for your participation in this process, and for your continued efforts toward public safety in BC.

Regards,



Glen Lewis
Assistant Deputy Minister
and Director of Police Services
Policing and Security Branch

From: [BCA Police Boards](#)
To: [Board Secretary](#)
Cc: [James Cambridge](#); [Delta \(Lara Victoria\)](#)
Subject: BCAPB 2025 Membership Renewal
Date: Thursday, December 12, 2024 2:54:25 PM
Attachments: [Saanich.pdf](#)

Notice: This email came from an external source. Use caution if this message is unexpected or the sender is not known to you.

Sending on behalf of Lara Victoria, President, BCAPB

Dear Mayor Murdock, Saanich Police Board Chair,

On behalf of the BCAPB Executive Board, please find enclosed the BC Association of Police Boards membership renewal for 2025.

BCAPB, once again, was extremely active throughout 2024. In May 2024, BCAPB held its annual Conference/AGM in Vancouver. The conference was well-received and informative. Thank you once again to the Vancouver Police Board for hosting the conference.

We have continued to be active in discussions with the Provincial Government as issues evolve and actively participate in various stakeholder meetings. We continue to liaise with the Municipal Chiefs, the BC Police Association, the Canadian Association of Police Governance and Police and the Ministry of Public Safety and Solicitor General.

In early 2024, BCAPB conducted a strategic session with the Watson Group. Following the insights and recommendations outlined in the report from Watson, BCAPB undertook a revision of its Constitution, Bylaws, and Mission Statement.

In the coming year we will continue to focus on:

- BCAPB strategic planning;
- Working with Police Services and the BC Municipal Chiefs;
- To support and follow the resolutions that shall be adopted at the 2025 AGM.

Stay tuned for information regarding our 2025 Conference to be held on May 7, 8 and 9, 2025, in Delta that will be hosted by the Delta Police Board.

Lara Victoria
President, BCAPB

British Columbia Association of Police Boards

Invoice

2025 Annual Membership Fee

BC Association of Police Boards

Amount Due: \$1,070.00

Date: December 12, 2024

To: Mayor Dean Murdock
Chair, Saanich Police Board
770 Vernon Avenue
Victoria BC V8X 2W7

Please make cheque payable to:

British Columbia Association of Police Boards

And forward to:

Attn: Veronica Bandet
BC Association of Police Boards
PO Box 33012, Victoria RPO Colwood Corners, BC, V9B 6K3

If you have any questions regarding this invoice, please contact Veronica Bandet at 250-216-1205.

Thank you.

Telephone: 250-216-1205 Email: bcapbs@gmail.com
Address: PO Box 33012, Victoria RPO Colwood Corners, BC, V9B 6K3
Tel: 250-216-1205
Email: bcapbs@gmail.com

Canadian Association of Police
Governance
78 GEORGE STREET, SUITE 204
Ottawa ON K1N 5W1
GST/HST Registration No.: 87551 3467
RT0001



BILL TO

INVOICE 4352

DATE 01-08-2024 TERMS Net 30

DUE DATE 01-04-2024

ACTIVITY	AMOUNT
Membership dues Received after April 2024 Membership Dues - Service Size: 101-250	1,599.62
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Police Boards & RCMP/Municipal Advisory Committees	
Saanich Police Board - CAPG Membership 2024	
SUBTOTAL	1,599.62
TOTAL	1,599.62
TOTAL DUE	\$1,599.62



SAANICH POLICE BOARD

Saanich Police Department · Kirby Room · 1430 hours

2025 Meeting Dates

January 7

February 4

March 4 – move to 11th ?

April 8

May 6 (conflict BCAPB travel day)

June 3

July 8 *(at the Board's discretion)*

August 5 *(at the Board's discretion)*

September 9

October 7

November 4 (teams or reschedule)

December 2

CALENDAR OF EVENTS

SAANICH POLICE BOARD

JANUARY 2025		
7 th	1000 Hours	Swearing in Ceremony <input type="checkbox"/> SPD Kirby Room
7 th	1430 Hours	Police Board Meeting <input type="checkbox"/> SPD Kirby Room
FEBRUARY 2025		
3 rd	1000 Hours	Promotion Ceremony <input type="checkbox"/> tbd
4 th	1300 Hours	SPA and Police Board Meeting <input type="checkbox"/> SPD Kirby Room
4 th	1430 Hours	Police Board Meeting <input type="checkbox"/> SPD Kirby Room
7 th	1800 Hours	Retirement Event <input type="checkbox"/> tbd
MARCH 2025		
4 th	1430 Hours	Police Board Meeting <input type="checkbox"/> SPD Kirby Room
APRIL 2025		
1 st	1430 Hours	Police Board Meeting <input type="checkbox"/> SPD Kirby Room
28 th	1000 Hours	Swearing in Ceremony <input type="checkbox"/> SPD Kirby Room
MAY 2025		
6 th	1430 Hours	Police Board Meeting <input type="checkbox"/> SPD Kirby Room
7 th – 9 th	All day	BCAPB Conference Delta, BC
JUNE 2025		
3 rd	1300 Hours	SPA and Police Board Meeting <input type="checkbox"/> SPD Kirby Room
3 rd	1430 Hours	Police Board Meeting <input type="checkbox"/> SPD Kirby Room
JULY 8 th , 2025 – TBD		
AUGUST 5 th , 2025 - TBD		
SEPTEMBER 2025		
9 th	1430 Hours	Police Board Meeting <input type="checkbox"/> SPD Kirby Room
OCTOBER 2025		
7 th	1430 Hours	Police Board Meeting <input type="checkbox"/> SPD Kirby Room
NOVEMBER 2025		
4 th	1430 Hours	Police Board Meeting <input type="checkbox"/> SPD Kirby Room
DECEMBER 2025		
2 nd	1430 Hours	Police Board Meeting <input type="checkbox"/> SPD Kirby Room