

# SAANICH POLICE BOARD

## OPEN MEETING AGENDA



**Date:** Tuesday, June 9, 2026

**Time:** 1430 hours

**Place:** Kirby Room

		Assigned	Attach
<b>A. CALL TO ORDER</b>	<b>Territorial Acknowledgement:</b> 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 WSÁNEĆ (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.	Mr. Gandhi	
<b>B. PRESENTATIONS</b>	1. No Presentations	Chair	
<b>C. ADOPTIONS</b>	1. Adoption of the Open Agenda of June 9, 2026		
	2. Adoption of the Open Minutes of: <ul style="list-style-type: none"> <li>• May 12 2026</li> <li>• April 14, 2026</li> </ul>	Chair	✓ ✓
<b>D. CONSENT AGENDA</b>	1. CACP 2026 Lifetime Achievement Award – Constable Jennifer Allen		✓
	2. Letter from Royal Oak Middle School Principal		✓
	3. Chief Constable Updates		✓
	4. E-Comm May 2026 Partner Update		✓
<b>E. NEW BUSINESS</b>	1. <u>OPCC Systemic Review</u> <ul style="list-style-type: none"> <li>1.1 SPD HR Policies</li> <li>1.2 OPCC Invitation to present to the Board</li> </ul>	Ms. Theobald Chair	
<b>F. REPORTS</b>	1. <b>COMMITTEES OF THE BOARD:</b>		
	1.1 <u>Governance and Strategic Planning</u>	Ms. Taylor	
	1.2 <u>Finance</u>		
	1.2.1 Terms of Reference	Mr. Morton	✓
	<b>RECOMMENDATION:</b> That the SPB Finance Committee Terms of Reference be approved as circulated.		
	1.3 <u>Stakeholder Outreach</u>	Ms. Beckett	
	1.4 <u>Human Resources</u>	Mr. Gandhi	
	1.5 <u>BCAPB</u>	Chair	
	1.6 <u>CAPG</u>	Chair	
	1.6.1 Conference Sponsorship		✓
	2. <b>DIVISIONAL UPDATES:</b>		
	2.1 Community Engagement: SD61 Board of Trustees Reinstated	Chief Duthie	

<b>G. SUMMER MEETINGS</b>	1. Discussion and decision regarding the July 14 and August 11, 2026, meetings.	Chair	
<b>H. CONTINUE MEETING IN PRIVATE</b>	<p>In accordance with <i>Police Act</i> (S.69(2)), a portion of a meeting may be held in private if any of the following are expected to arise:</p> <ul style="list-style-type: none"> <li>a) matter concerning public security, the disclosure of which could reasonably be expected to seriously impair effective policing or law enforcement;</li> <li>b) a matter concerning a person's financial or personal affairs, if the person's interest in the matter outweighs the public's interest in the matter</li> <li>c) a matter concerning labour contract discussions, labour management relations, layoffs or another personnel matter;</li> </ul> <p><b>RECOMMENDATION:</b> That the Saanich Police Board adjourn the public meeting in accordance with S. 69 of the <i>Police Act</i> and continue in a closed meeting.</p>	Chair	
<b>I. ADJOURNMENT</b>		Chair	

# SAANICH POLICE BOARD

OPEN MEETING MINUTES  
May 12, 2026 – Kirby Room



## PRESENT:

**Chair:** J. Cambridge

**Board Members:** C. Morton, S. Allan, G. Beckett, J. Theobald, R. Gandhi, Mayor Murdock, S. Dhillon, J. Taylor (virtual)

**Staff:** Chief Constable D. Duthie, Deputy Chiefs Underwood and Kowalewich, Inspectors, P. Smith, A. Stuart, J. Bland, D. Robertson, Director of Finance and Procurement J. Ko

**Recorder:** A. De Medeiros

**REGRETS:** T. Stevens

**THE MEETING WAS CALLED TO ORDER AT 1433 HOURS.**

### 1. TERRITORIAL ACKNOWLEDGEMENT

Ms. Beckett delivered the Territorial Acknowledgment.

### 2. APPROVAL OF AGENDA OF MAY 12, 2026

**MOVED** by Ms. Allan and **SECONDED** by Ms. Theobald: "That the agenda for the May 12, 2026, Police Board Public Meeting be approved."

**CARRIED**

### 3. NEW BUSINESS ARISING

No items.

### 4. CORRESPONDENCE

#### 4.1 Reporting Requirements for Police Boards

The Board agreed to refer the correspondence to the Governance Committee for further review and consideration, noting that some items fall within the Chief Constable's responsibility and that others may already have been completed. The Board also recommended a formal review and response.

#### 4.2 Firearms Violence Prevention Act Updates

The Board received an update on the Firearm Violence Prevention General Regulation, including the BCAPB's participation in the review process, key provisions related to replica firearms and exemptions, and plans for further departmental review, with follow-up communication on relevant implications.

Received for information.

## 5. DIVISIONAL UPDATES

### 5.1 Professional Standards Division Report

Deputy Chief Kowalewich provided the Board with an overview of the Professional Standards Division report included in the agenda package, including updates on divisional structure, policy development, data and analytics, officer wellness supports, and the use of AI and inter-agency collaboration in policy work. Discussion also addressed staffing continuity and the long-term plan to add civilian policy support.

## 6. COMMITTEE REPORTS (AS NEEDED)

### 6.1 Finance

Mr. Morton confirmed the committee is updating its terms of reference to incorporate a risk register component, with ongoing discussions and a finalized version expected for board approval at the next meeting. Ms. Ko confirmed that the budget was approved by Council and property taxes will be issued shortly.

### 6.2 Governance and Strategic Planning

Mr. Dhillon reported on branding efforts, including collaboration with local businesses used by the department, to produce samples for pins and challenge coins, with plans to present options to the board for selection and budgeting.

### 6.3 Stakeholder Outreach

Ms. Beckett advised that the committee met recently and highlighted changes to the Stakeholder Outreach Committee's terms of reference and work plan. She also noted the public feedback page on the website, which will be monitored for six months before results are reported to the Board.

### 6.4 Human Resources

No updates.

### 6.5 BCAPB

#### 6.5.1 BCAPB Conference 2027

The Board discussed the possibility of co-hosting the 2027 conference, as it has done previously, and expressed consensus in support of hosting. Chair Cambridge advised that he would convey Saanich's interest to the BCAPB Executive.

### 6.6 CAPG

No updates.

## 7. CHIEF CONSTABLE UPDATES

No updates.

## 8. OLD BUSINESS

No updates.

**9. ADJOURNMENT AND DATE OF THE NEXT MEETING: JUNE 9, 2026**

**MOVED by Mr. Morton and SECONDED by Mr. Dhillon: "That the Saanich Police Board adjourn the May 12, 2026, Public Meeting in accordance with section 69 of the *Police Act* and continue in a closed meeting."**

**CARRIED**

The meeting adjourned at 1503 hours.

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Chair

DRAFT

# SAANICH POLICE BOARD

OPEN MEETING MINUTES  
April 14, 2026 – Kirby Room



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## PRESENT:

**Chair:** J. Cambridge

**Board Members:** C. Morton, S. Allan, G. Beckett, R. Gandhi, Mayor Murdock, S. Dhillon, J. Taylor, J. Theobald (virtual)

**Staff:** Deputy Chiefs Underwood and Kowalewich, Inspectors, T. Stevens, A. Stuart, J. Bland, D. Robertson, Director of Finance and Procurement J. Ko

**Recorder:** A. De Medeiros

**REGRETS:** Chief Duthie, P. Smith

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## THE MEETING WAS CALLED TO ORDER AT 1432 HOURS.

### 1. TERRITORIAL ACKNOWLEDGEMENT

Ms. Beckett delivered the Territorial Acknowledgment.

Ms. Theobald expressed condolences to the Songhees Nation for the passing of Dr. Skip and marked the 10-year anniversary since Dr. Perry Kendall declared a public health emergency due to the opioid crisis, noting over 18,000 deaths and the ongoing impact on families and frontline workers.

### 2. CHIEF CONSTABLE'S COMMENDATION PRESENTATION & ALEXA AWARDS PRESENTATION

Deputy Underwood, on behalf of Chief Duthie, presented the Chief Constable's Citizen Life Saving Award to Mr. David McDonald in recognition of his courageous intervention during an aggravated assault at the Beaver Lake parking lot. His actions helped prevent further harm and assisted police in their response.

Deputy Underwood also recognized officers who received Alexa Awards for impaired driving enforcement, including "All Stars" who removed 50 or more impaired drivers in a year, and outlined the purpose of the awards and their nomination criteria.

### 3. APPROVAL OF AGENDA OF APRIL 14, 2026

**MOVED** by Ms. Taylor and **SECONDED** by Mr. Morton: "That the agenda of the April 14, 2026, Police Board Public Meeting be approved."

**CARRIED**

### 4. ADOPTION OF MINUTES OF MARCH 10, 2026

**MOVED** by Mr. Morton and **SECONDED** by Ms. Beckett: "That the minutes of the March 10, 2026, Police Board Public Meetings be adopted as circulated."

**CARRIED**

**5. NEW BUSINESS ARISING**

No items.

**6. CORRESPONDENCE**

- 6.1** OPCC News Release re: Systemic Review  
Received for information.

**7. DIVISIONAL UPDATES**

**7.1** Detective Division

Inspector Robertson provided an overview of the Detective Division report as circulated, including its structure, recent restructuring, and current activities across integrated units, forensic identification, intelligence, special investigations, major crime, and street crime. He also noted ongoing challenges related to staff turnover and training and responded to Board questions regarding unit roles and workload trends.

He advised that the greatest workload increase has been within special investigations, particularly sexual assault and child abuse files, due in part to improved resourcing and specialized investigators. He clarified that the street crime unit is a proactive plainclothes team focused on drug and property crime, separate from patrol, and emphasized the importance of specialized investigative skills when supporting vulnerable victims and families.

**Mayor Murdock joined the meeting at 1454 hours.**

**7.2** Patrol Division

**7.2.1** Retail Business: Shoplifting Symposium

Inspector Stuart reported that the retail business shoplifting symposium, supported by a provincial grant, combined enforcement and community engagement initiatives and was well received by retailers and community partners. He also advised that an online shoplifting reporting portal will launch shortly to improve data collection and resource deployment, with additional grant funding to be sought for future symposiums.

**8. COMMITTEE REPORTS (AS NEEDED)**

**8.1** Finance

**8.1.1** April 13<sup>th</sup> Committee Meeting Summary

Mr. Morton reported on the committee's revision of terms of reference (TOR) to include the risk register with an amended TOR to come for board approval in May or June.

**8.2** Governance and Strategic Planning

**8.2.1** Committee Meeting Summary

Ms. Taylor provided an overview of the work currently underway as well as recommendations brought to the Board for approval.

#### 8.2.2 SPB Remuneration Policy Amendment

**Main Motion:**

**MOVED by Ms. Taylor and SECONDED by Ms. Allan: "That the Saanich Police Board Remuneration and Honorarium Policy 1.7.1, as circulated and endorsed by the Governance Committee, be adopted".**

**Amendment:**

**MOVED Mr. Morton and SECONDED by Mr. Dhillon: "That Item 3.3 of the policy be amended to state that the maximums and meeting rates be indexed annually to the Victoria CPI".**

During discussion on the amendment, Mayor Murdock noted the importance of comparing remuneration with other boards and expressed concern that the Board should not drive broader increases. Ms. Allan noted support for considering CPI-related changes, but not for an automatic increase.

**The amendment was defeated. The main motion was then put and carried unanimously.**

#### 8.2.3 Updated Board Agendas and Meeting Format

Ms. De Medeiros advised that the proposed agenda template was developed in consultation with the province, aligns with police board training, and reflects established municipal practices. She noted that the updated format is intended to modernize procedures, improve efficiency through a consent agenda, and strengthen governance consistency and accountability.

**MOVED by Ms. Taylor and SECONDED by Ms. Theobald:" That the Saanich Police Board adopt the updated Board agenda and meeting format, as recommended by the Governance Committee."**

**CARRIED**

#### 8.2.4 Management of Bring Forward Items and Board's Legislative Requirements

Ms. Taylor noted that the committee recognized the increased workload arising from legislative changes and Board workplans and identified a need for expanded executive support to ensure compliance with legislative requirements.

**MOVED by Ms. Taylor and SECONDED by Mr. Dhillon:" That the Saanich Police Board, in support of its overall governance mandate, seek expanded administrative support to manage and coordinate its compliance with legislative requirements and bring-**

**forward items, in accordance with provincial regulations and the Board’s policies and procedures”.**

**CARRIED**

**8.2.5 Strategic Planning Update**

The Board discussed the status of the strategic planning process. Deputy Underwood advised that the RFQ had been issued, with award of contract expected following the May 14 review, after which a more detailed timeline would be developed.

He noted that the contractor would support data collection through a combined community and strategic planning survey, Board consultation, and internal staff outreach, with the role focused on gathering and analysing input rather than drafting the strategic plan itself, based on lessons learned from the previous process. While the goal had been to report back on the community survey by the end of July, timelines are now expected to extend into the fall, with the new strategic plan anticipated to come into effect following Board approval, likely in 2027.

**8.3 Stakeholder Outreach**

No updates.

**8.4 Human Resources**

No updates.

**8.5 BCAPB**

No updates.

**8.6 CAPG**

**8.6.1** 2026 Conference in Edmonton Aug. 12-14

**MOVED by Ms. Beckett and SECONDED by Mr. Gandhi:” That the Saanich Police Board approve up to three board members to attend the 2026 CAPG Conference in Edmonton.”**

**CARRIED**

**9. CHIEF CONSTABLE UPDATES**

No items.

**10. OLD BUSINESS**

No items.

**11. ADJOURNMENT AND DATE OF THE NEXT MEETING: MAY 12<sup>TH</sup>, 2026**

**MOVED by Ms. Taylor and SECONDED by Mr. Gandhi: "That the Saanich Police Board adjourn the April 14, 2026, public meeting in accordance with S. 69 of the *Police Act* and continue in a closed meeting."**

**CARRIED**

The meeting adjourned at 1545 hours.

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Chair

DRAFT



May 19th, 2026

Inspector Andy Stuart  
Saanich Police Department  
760 Vernon Avenue  
Victoria, British Columbia, V8X 2W6

**Subject: 2026 CACP Road Safety Lifetime Achievement Award**

Dear Inspector Stuart,

On behalf of the President of the Canadian Association of Chiefs of Police, Commissioner Thomas Carrique, the CACP Board of Directors, and the CACP Traffic Safety Committee, I wish to extend to you the Association's appreciation for your application to the CACP Road Safety Lifetime Achievement Award, sponsored by Accident Support Services International Ltd.

Your nomination was reviewed amongst several other high-quality submissions from across Canada and evaluated by a defined set of criteria. It is my pleasure to advise that the evaluators have chosen *Ms. Jennifer Allen* of the *Saanich Police Department* to be awarded the 2026 CACP Road Safety Lifetime Achievement Award.

The award will be issued at the CACP Annual Summit on August 17, 2026, in Edmonton, Alberta, at the Edmonton Convention Centre. We would ask that you communicate with the CACP Event Coordinator, Ms. Taylor Piovesan at 613-595-1101 or by email, [taylor@cacp.ca](mailto:taylor@cacp.ca), as soon as possible to discuss the details of the presentation.

Our sponsor of the Award, Accident Support Services International Ltd., has graciously offered to cover the cost of travel and one night's accommodation for Ms. Allen to attend and accept the award. Please note that it is the responsibility of your agency to cover any additional costs for any members who wish to attend as part of the Award presentation.

Once again, congratulations on your achievement and I look forward to meeting you in Edmonton.

Sincerely,

Ms. Aviva Rotenberg  
Chief Executive Officer

**From:** Karen Macewan <[kmacewan@saanichschools.ca](mailto:kmacewan@saanichschools.ca)>  
**Sent:** Wednesday, May 27, 2026 11:03:29 PM  
**To:** Community Engagement <[communityengagement@saanichpolice.ca](mailto:communityengagement@saanichpolice.ca)>; Jason Bland <[JBLAND@saanichpolice.ca](mailto:JBLAND@saanichpolice.ca)>; Laura Blain <[LBLAIN@saanichpolice.ca](mailto:LBLAIN@saanichpolice.ca)>; Aaron Grewal <[AGREWAL@saanichpolice.ca](mailto:AGREWAL@saanichpolice.ca)>; Alex Omoding <[AOModing@saanichpolice.ca](mailto:AOModing@saanichpolice.ca)>; Patrick Mangan <[PMANGAN@saanichpolice.ca](mailto:PMANGAN@saanichpolice.ca)>; Ryley Swanson <[RSWANSON@saanichpolice.ca](mailto:RSWANSON@saanichpolice.ca)>  
**Subject:** Liason officers at ROMS doing Drug Awareness presentations

Good evening,

Today Constables Omoding, Blain and Grewal spent the afternoon at Royal Oak presenting to 230 Gr 8 students on the topic of drug awareness. These presentations, led by Laura and Aaron, were very well received by both students and teachers. The Saanich officers worked collaboratively with Roger Young, our Community Outreach Counsellor in SD63, in order to discuss the different types drugs, their effects on teenage brain development, as well as the legal consequences of drug use. Their presentation included videos, informative slides and a Q/A, all delivered with an engaging presentation style that was appropriate for 13/14 year olds.

Constable Blain and Constable Grewal delivered the material in an age-appropriate manner and used real life examples as well as humour to connect with students. The officers were knowledgeable about the topic and the information was presented factually with an intent to inform and help students make good decisions based on the facts rather than scaring them. I was very impressed with their skill in connecting with the students and delivering lot of information in a way that resonated with youth. Having being an educator myself for the past 36 years, I recognize that not every officer has the skill to be a teacher. These two young officers have these skills in abundance, delivering the content in an engaging way that students wanted to listen to.

I have worked with these officers regularly at ROMS and they have worked hard to develop a positive working relationship with me and my vice-principal, as well as connecting with many staff and students. Although I am retiring in a few weeks, I am glad that ROMS is in good hands for next year with these officers.

Karen

**Karen Macewan (she/her)**

*Principal, Royal Oak Middle*

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751 Travino Lane, Victoria, BC V8Z 3G4

📞 250-479-7128 🐦 @SD63RoyalOak 🌐 <https://royaloak.saanichschools.ca>

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We acknowledge and thank the WSÁNEĆ people on whose traditional territory we live, learn, and teach. The WSÁNEĆ people have lived and worked on this land since time immemorial.



# SAANICH POLICE DEPARTMENT

## Chief Constable Updates



**PREPARED BY:** Chief Constable Duthie

**DATE:** May 28, 2026

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### OPEN MEETING

#### STRATEGIC INITIATIVES / PRIORITIES

- The Senior Leadership Team met off-site for their Spring Strategic Planning Meeting. The Organizational Review Report guided discussions, which led to nine priorities being identified for action.
- The Senior Leadership Team will be meeting with all middle managers (Staff Sergeants) on June 10<sup>th</sup> for a biannual leadership meeting to identify any emerging issues, new ideas, and initiatives that align with our core commitments.

#### HUMAN RESOURCES & STAFFING

- RCMP International Peace Operations program. Two SPD officers have completed training in Ottawa and will advance to mission selection stage. These officers may be eligible to assume international missions by summer 2026 for a one year duration.

#### COMMUNITY ENGAGEMENT & PARTNERSHIPS

- Chief Duthie attended the Blenkinsop Community Association meeting on May 26, 2026 to provide an update on SPD and to answer any questions. Board member Sean Dhillon attended, as did Cllr. Karen Harper. The meeting went very well, with considerable support voiced from the public.
- Chief Duthie also attended the North Quadra Community Association meeting on May 28, 2026. Board member Ray Gandhi attended. The meeting was well received and the audience asked many good questions and expressed strong support for SPD.

## MAY UPDATE FOR E-COMM'S SERVICE PARTNERS

We are writing to share with you our monthly update on key activities at E-Comm to strengthen and improve our services on behalf of our partners and the public we serve.

### SERVICE LEVELS TO APRIL 30, 2026

- **Exceeding service level targets for 9-1-1, police call-taking:** 9-1-1 service saw **97%** of calls answered in 5 seconds or less (target: 95%). Emergency police call-taking reached **92%** in the Lower Mainland, and **90%** on Vancouver Island (target: **88%** of calls answered in 10 seconds). Non-emergency call-taking met the **80%** service-level target of calls answered in 3 minutes for the Lower Mainland and reached **85%** for Vancouver Island.
- **Fire service levels remain strong:** Fire call-taking reached **96%** (target: 90% of calls answered in 15 seconds), continuing the trend of strong service delivery for fire agency partners.
- **Continued reliability of radio network:** **4,810,781** radio transmissions were made with **16,445** radios on E-Comm's network in April with no disruptions.
- **Call volumes continue to increase:** 9-1-1 (**+2.2%**), police emergency (**+1.6%**) and non-emergency call volumes (**+6.3%**) were all up from the same period last year.

### ACTION PLAN

E-Comm continues to implement the [Action Plan](#) in response to the independent provincial review. Below are some key recommendations we advanced this month:

- **Stakeholder Trust:** Engagement initiatives across police agencies, municipalities, and regional partners have been completed ahead of the May 20 board meeting. Feedback gathered throughout these discussions will help guide next steps, and the addition of Inspector Jason High from the Vancouver Police Department is helping strengthen police and stakeholder collaboration.
- **Financial Management:** Work on E-Comm's new financial model is continuing, including reviewing service costs and developing a more transparent approach to cost sharing. Improvements to financial reporting are also underway to help support clearer decision-making at the Board level and link E-Comm's costs with services for our partners and funders.
- **Operational Resiliency:** Operational improvements are progressing across several areas, including a new quality review process, completion of the core service catalogue, and ongoing work with stakeholders on service level options.

## **COLLECTIVE BARGAINING UPDATE**

- E-Comm is continuing [bargaining discussions](#) with CUPE 8911 following their recent strike vote (95% vote in favour, with a 90% turnout). Our top priority remains the continuity of the vital services E-Comm provides to British Columbians. An approved essential services plan from the Labour Relations Board must be in place before any job action can occur; meetings with the LRB are scheduled this week. Staffing needs for FIFA events and associated call volumes are a key factor in E-Comm's essential services submission.

## **OTHER UPDATES**

- **National Police Week** – E-Comm staff members prepared a [social media video](#) thanking police officers and engaged with the public at two Police Week events in Maple Ridge and North Vancouver.
- **9-1-1 Educational Video** – E-Comm partnered with Abbotsford Police to share a behind-the-scenes look of the 9-1-1 process. The educational video and news release posted to social media and [our website](#) shows how call takers, dispatchers, and first responders work together to quickly get the help people need during an emergency.
- **NG9-1-1:** Progress continues on the federally mandated transition to NG9-1-1. User Acceptance Testing began in mid-May to validate system performance and functionality, with technical readiness currently targeted for early June. E-Comm's implementation of NG9-1-1 is on track to take place ahead of the CRTC's deadline, with the goal of completion by the end of 2026.

**MAY 2026 UPDATE**

**LOWER MAINLAND YEAR-TO-APRIL 30**

	Target	2022	2023	2024	2025	2026
<b>9-1-1</b>	95%/5s	97%	99%	98%	98%	97%
<b>Police Emergency</b>	88%/10s	83%	91%	93%	92%	92%
<b>Police Non-Emergency</b>	75%/180s	46%	68%	87%	87%	80%
<b>Fire Emergency</b>	90%/15s	90%	95%	94%	97%	96%

**VANCOUVER ISLAND YEAR-TO-APRIL 30**

	Target	2022	2023	2024	2025	2026
<b>9-1-1</b>	95%/5s	97%	99%	98%	98%	97%
<b>Police Emergency</b>	88%/10s	91%	89%	91%	91%	90%
<b>Police Non-Emergency</b>	80%/180s	86%	81%	81%	85%	85%

**ACTION PLAN & OPERATIONAL UPDATES**



Engagement with police and regional partners continues; insights will shape next steps



Testing is underway for NG9-1-1, with technical readiness targeted for early June

**RECOGNIZING NATIONAL POLICE WEEK**

E-Comm staff created a social media video thanking officers for their service, attended community events, and partnered with Abbotsford Police on a behind-the-scenes 9-1-1 educational video.



## SAANICH POLICE BOARD FINANCE STANDING COMMITTEE TERMS OF REFERENCE

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### 1. PURPOSE

The primary function of the Saanich Police Board (SPB) Finance Standing Committee (FSC) is to assist the Board in fulfilling its oversight responsibilities under the *Police Act* including:

- Budget development processes and financial planning;
- Financial information that will be provided and presented to the Board, Council and other parties;
- Systems of internal controls established by management and the Board; *and*
- Any audit processes outside of the annual District audit.

Operational responsibility for budget development, financial reporting, information systems, risk management and internal controls of the Saanich Police Department are vested in Management and are overseen by the Board.

### 2. COMPOSITION AND OPERATIONS

- 2.1 The FSC shall be composed of two or more members appointed by the Board, with the Committee Chair being appointed by the Board Chair.
- 2.2 The FSC shall operate in a manner consistent with provisions of the *Saanich Police Board Policy Manual and Procedure Bylaw*.
- 2.3 Where possible, FSC members should be “financially literate”<sup>1</sup> and at least one member should have “accounting or related financial expertise.”
- 2.4 In the event of a *Police Department specific* financial audit, the Committee shall meet with the auditors, as deemed appropriate to consider any matter that the FSC or auditors determined should be brought to the attention of the Board.
- 2.5 The FSC shall meet at least four times each year; or with the agreement of the Committee; or at the call of the Chair.
- 2.6 The FSC Chair shall, with the assistance of the Chief Constable, develop and distribute meeting agendas.

A summary record of each meeting shall be maintained to support effective governance oversight and accountability. Such records are not required to be verbatim minutes but shall document:

- Key matters discussed, including significant financial, risk, and control-related topics;
- Decisions made and recommendations to the Board;
- Any follow-up actions, including assigned responsibilities and timelines;
- Any material risks, issues, or concerns identified during the meeting.

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<sup>1</sup> The Board has defined “financially literate” as the ability to understand Local Government fund accounting and how to read a balance sheet, income statement and cash flow statement. The background of a financially literate board member is someone having general accounting experience in the private or public sectors, and/or someone who has experience as a manager with some financial responsibility.

These records shall be retained in accordance with applicable records management practices and made available to the Board as appropriate.

The FSC Chair shall report on Committee discussions, decisions, and recommendations to the Board, and such matters shall be reflected in the official Board minutes.

- 2.7 The FSC 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 FSC.

### **3. DUTIES AND RESPONSIBILITIES**

Subject to the powers and duties of the Board, the FSC shall perform the following duties:

#### **3.1 Financial Policy Development**

- 3.1.1 SPB Financial policies generally follow those of the District of Saanich. The Committee will review significant, unique financial policies developed by the SPD.

#### **3.2 Budget Development and Financial Planning**

- 3.2.1 The FSC shall review with the Chief Constable the budget development process and guidelines for the Department and make recommendations to the Board for revisions as required.
- 3.2.2 The Committee, with the assistance of the Chief Constable, should assemble and present to the Board during budget briefings the most current financial budget and expenditure records, including officer and civilian FTE numbers.
- 3.2.3 Identify inconsistencies between the Department and District budget processes that require resolution in order for the Board to comply with its statutory obligations, and make recommendations accordingly to the Board.
- 3.2.4 The Board shall make every effort to control its annual budget requests that are presented to Council.
- 3.2.5 As defined by the *Police Act*, Council determines the annual budget funding allocation and the Board is responsible to provide the Police Department with the resources needed to adequately carry out its statutory responsibilities. The Board must develop and nurture its relationship with Council by supporting its budget requests with justification.
- 3.2.6 The FSC shall rigorously review any new 5-Year Strategic Plan, or any updates to an existing plan, to determine its full cost implications over its life span and whether such costs are justifiable, reasonable and supportable. It shall make recommendations to the Board prior to the Strategic Plan, or an update being adopted.
- 3.2.7 The Board shall ensure that it is made aware in a timely manner, in writing, of an over expenditure on the annual global Police budget. Upon Board review, it shall be forwarded to the District Director of Finance.

#### **3.3 Financial Statements and other Financial Reporting**

- 3.3.1 The FSC shall review and recommend for approval to the Board, financial information that will be forwarded to the District of Saanich or made publicly available, including:

- 3.3.1.1 The financial content of the annual report and any reports required by the Board, District of Saanich, or Provincial Government;
    - 3.3.1.2 Any management report that accompanies published financial statements for consistency of disclosure with financial statements themselves.
  - 3.3.2 Review normal periodic internal financial information provided to the Board, including:
    - 3.3.2.1 Trimester financial operating and capital statements;
    - 3.3.2.2 Any audited financial statements.
  - 3.3.3 Ensure that:
    - 3.3.3.1 The Board receives timely, meaningful reports that keep it properly informed of the Department's financial situation and that provide the information needed for decision making;
    - 3.3.3.2 All financial reports to the Board clearly display the financial results of each principal area of activity and include actual-to-budget variance and year-to-date results; and reflect events to date and known factors which may influence either revenue or expense components.
    - 3.3.3.3 The SPB WebPages contain Police Department financial information as approved by the Board.
  - 3.3.4 Review and advise the Board of:
    - 3.3.4.1 Appropriateness of financial management policies and financial reporting practices used by the Department;
    - 3.3.4.2 Any significant proposed changes in financial reporting and financial management policies and practices to be adopted by the Department;
    - 3.3.4.3 Any new or pending developments in accounting and reporting standards that may affect the Department.
  - 3.3.5 With the assistance of the Chief Constable be responsible for preparing the proposed SPB annual Operating and Capital budgets to the Board for its approval. Participate in presenting the Board approved budget to Municipal Council for ratification.
- 3.4 Authorities & Level of Spending
  - 3.4.1 The FSC shall develop with management a comprehensive statement of authorities for operating and capital expenditures and present those authorities to the Board for its approval.
  - 3.4.2 Monitor compliance through the annual Municipal and any *Police Department specific* audit process, and other identified mechanisms, and recommend to the Board any changes, which may be necessary from time to time.
  - 3.4.3 Oversee the capital plans and expenditures to provide sufficient facilities and equipment for the Department.
- 3.5 Risk Management, Internal Control and Information Systems
  - 3.5.1 The FSC shall obtain reasonable assurance that the financial risk management, internal control systems, and information systems are operating effectively to produce accurate, appropriate and timely management and financial information. This includes:

- 3.5.1.1 Establishing and maintaining a consolidated risk register documenting financial, operational, strategic, and reputational risks, including assigned risk owners, assessment of likelihood and impact, and defined mitigation strategies, to be reviewed and updated by the Chair of the Finance Committee and presented to the Board through the FSC, on a tri-annual basis.
- 3.5.1.2 Periodically reviewing the Department's risk management controls and policies.
- 3.5.1.3 Receiving regular reports from the Chief Constable on existing and emergent material hazard, operational, strategic and financial risks to the Department, and reporting the same to the Board.
- 3.5.1.4 Receiving regular reports from the Chief Constable on mitigation strategies of those risks to the Board.
- 3.5.1.5 Seeking to identify, with the Chief Constable, and advising the Board with respect to any reputational risks the Board, Executive Management or the Department may be faced with.
- 3.5.1.6 Reviewing any litigation, claims, or contingencies that could have material reputation or financial effect on the Department.
- 3.5.1.7 Relying on the District to ensure that an adequate program of internal controls is in place over its computerized financial system. Confirm that internal controls over SPD accounting's use of the District's financial system are adequate as well as controls over other information systems utilized in the financial statement preparation process.
- 3.5.1.8 Confirming that systems of internal control are properly designed and effectively implemented through periodic discussions with and reports from management, and the District's internal auditors, when possible.
- 3.5.1.9 Monitoring compliance with statutory and regulatory obligations.

### 3.6 Financial Audits

- 3.6.1 The FSC shall oversee any internal audit function, which may be established from time to time as a best practice. This would be over and above the required annual District audit.
- 3.6.2 The FSC may advise on the selection of a third party auditor and shall review the planning and results of any external audit activities, manage the ongoing relationship with the auditor and report to the Board of findings.

## 4. ACCOUNTABILITY

- 4.1 The FSC shall review the terms of reference for the Standing Committee annually and make change recommendations to the Board as needed.
- 4.2 The FSC shall provide oral reports to the Board, or other reports to the Board as requested, on financial matters that are relevant to the Board and Department.

**From:** [Logan MacInnis](#)  
**To:** [Anita De Medeiros](#)  
**Subject:** Supporting CAPG's Upcoming Edmonton Conference  
**Date:** Wednesday, May 27, 2026 9:57:44 AM  
**Attachments:** [CAPG Sponsorship 2026.docx-1 \(1\) \(1\) \(2\).pdf](#)

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

Hey Anita,

I hope this message finds you well.

As we prepare for the upcoming Canadian Association of Police Governance conference in Edmonton, I wanted to reach out to explore whether the Saanich Police Board may be interested in supporting this year's event as a sponsor.

Our annual conference brings together police board members, commissions, service leadership, and governance partners from across Canada for important conversations around oversight, accountability, leadership, and community safety. It provides an opportunity to share perspectives, strengthen relationships, and support the continued advancement of police governance nationwide.

The Saanich Police Board continues to play an important role in supporting effective governance and community-focused policing in British Columbia, and we believe there is strong alignment between the Board's work and the broader discussions taking place throughout the conference.

Support from organizations like the Saanich Police Board plays an important role in helping CAPG deliver a meaningful and impactful conference experience. It also demonstrates leadership and commitment to strengthening the broader police governance community.

That said, we completely understand that sponsorship may not be possible this year, and we truly appreciate your continued engagement and contributions regardless. Your participation and leadership within the governance community remain incredibly valuable.

We do offer a range of sponsorship options and would be happy to explore an approach that aligns with the Board's interests and capacity, should there be an opportunity.

I would be pleased to share additional details or discuss this further at your convenience.

Thank you again for your continued involvement with CAPG, and I hope we have the opportunity to work together on this year's conference.

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Best regards,  
Logan



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**37TH ANNUAL  
CAPG  
CONFERENCE  
EDMONTON, ALBERTA  
AUGUST 12-14, 2026**

### **About CAPG**

#### **Our Mission**

The Canadian Association of Police Governance (CAPG) works collaboratively and proactively with members and partners to strengthen civilian governance of policing across Canada.

#### **Our Reach**

- 80+ active member organizations
- 500+ directors
- 30,000 sworn officers
- 12,000 civilian officers
- Representing over 80% of municipal police services with civilian oversight

## **Why Sponsor CAPG?**

### Benefits of Sponsorship



- National exposure to police governance leaders
- Brand visibility on CAPG website, social media, and event materials
- Connection to decision-makers, officials, and community leaders
- Enhanced credibility and influence

### Communications & Visibility

- Website & app placement
- Social media highlights
- Media coverage
- Email newsletters and direct marketing

## Sponsorship Levels

Level	Investment	Key Benefits
★ Champion	\$10,000	Speaking opportunity, priority logo placement, registrations included, social media priority, exhibitor option
◆ Advocate	\$5,000	Logo placement (website, app, banners), 1 virtual registration, social media recognition
🌱 Cultivator	\$2,500	Logo in plenary banner & app, social media recognition
🤝 Friend	\$1,000	Listing on website, program, post-event report

 Peer	\$250–\$999	Listing on website, program, post-event report
 Exhibitor	\$1,100	Booth, meals + evening events, networking

## Optional Event Sponsorships

Pre-conference Workshops — \$2,000

Welcome Reception — \$2,000

Coffee Breaks (x5) — \$850 each

Lunch (x2) — \$3,500 each

Main Evening Event — \$7,500

## Contact

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