



AGENDA

Police Board Meeting

Tuesday, February 25, 2025 4:00 PM

Oak Bay Municipal Hall – Council Chambers

2167 Oak Bay Ave, Victoria, BC V8R 1G2

We acknowledge that the land on which we gather is the traditional territory of the Coast and Straits Salish Peoples, specifically we recognize the Lekwungen-speaking Peoples, known today as the Songhees and Esquimalt First Nations, and that their historic connections to these lands continue to this day.

[Virtual Meeting Link](#)

1. CALL TO ORDER

2. PRESENTATION

- 2.1. E-Comm: Oliver Grüter-Andrew, President and CEO, Stephen Thatcher, VP of Operations, Jason Rude, VP of Finance (virtual)

3. APPROVAL OF AGENDA

4. ADOPTION OF MINUTES

- 4.1. Regular Meeting of January 28, 2025
- 4.2. Special Meeting of February 18, 2025

5. STANDING ITEMS

- 5.1. Report From the Chair
- 5.2. BC Association of Police Boards (BCAPB) Update (Chair Murdoch)
- 5.3. Board Learning/Board Policy Review
 - Risk Matrix Working Group: presentation of Risk Matrix document

6. DEPARTMENT REPORTS:

- 6.1. Updated 2025 Provisional Budget (CC Chanin)
- 6.2. Chief Constable's Monthly Update (CC Chanin)
- 6.3. Annual Race Based Data Report (CC Chanin)
- 6.4. Deputy Chief Constable's Monthly Update (DC Rice)

6.5. Accountability Report (DC Rice)

7. NEW BUSINESS

7.1. For information: Letter from Minister Lisa Beare Re: School District 61

8. ADJOURNMENT

Motion to adjourn the regular meeting of the Oak Bay Police Board and go In-Camera (closed meeting) where the Board will consider confidential matters that deal with personal or private information as outlined in the Police Act, Section 69(2)(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; and (c) a matter concerning labour contract discussions, labour management relations, layoffs, or another personnel matter.

*** IN-CAMERA MEETING TO IMMEDIATELY FOLLOW ***



MINUTES

Police Board Meeting

Tuesday, January 28, 2025 4:00 PM

Oak Bay Municipal Hall – Council Chambers
2167 Oak Bay Ave, Victoria, BC V8R 1G2

PRESENT: Mayor Kevin Murdoch, Chair
Christine Hall
Bob Plecas - regrets
Ian Robertson
Heather Cochran
Lawrence Lewis
Robert Richards

STAFF: Julie Chanin, Chief Constable
Paula Kully, Board Secretary
Kris Rice, Deputy Chief Constable

1. CALL TO ORDER:

The meeting was called to order by Chief Julie Chanin in the Chair at 4:05 pm.

Presentation: Chief Chanin presented Regimental Sergeant Major (RSM) Manny Montero with the Chief Constable's Certificate of Recognition in recognition of his exceptional service with coordination the Remembrance Day Ceremonies for Oak Bay.

2. ELECTION OF CHAIR AND VICE CHAIR (as per legislation)

Chief Chanin called for nomination of the Chair for the 2025 to 2026 term (2 years):

- Kevn Murdoch was nominated by Director Chirstine Hall
- Kevin Murdoch consents to the nomination
- Nominations were called a second time
- Nominations were called a third time

Kevin Murdoch was elected as Board Chair by acclamation

K. Murdoch takes the chair

Chair Murdoch called for nominations for Vice Chair

- Lawrence Lewis was nominated by Director Heather Cochran
- Lawrence Lewis consents to the nomination
- Nominations were called a second time
- Nominations were called a third time

Lawrence Lewis was elected as Board Vice Chair by acclamation

3. APPROVAL OF AGENDA

MOVED AND SECONDED; That the Agenda be approved as distributed.

CARRIED

4. ADOPTION OF MINUTES

MOVED AND SECONDED; That Ian Robertson be noted as absent and that the Minutes of the Regular Meeting of November 26, 2024, be approved as amended.

CARRIED

5. STANDING ITEMS

5.1. Report From the Chair

- Chair Murdoch advised that he had the opportunity to attend an information session to learn more about United Way BC Community Connector Program which will be expanding to the CRD in the future. Cst Mishrigi was also in attendance. It is a very interesting model that uses “social prescribing” which is a model that enables health care providers and social service professionals to connect individuals/seniors with non-clinical supports and community resources that address individual, and community needs based on the social determinants of health. The following resources were provided by Cst Mishrigi:
 - o [SP-Implementation-Guide-1.pdf](#)
 - o [About Social Prescribing | Canadian Institute for Social Prescribing](#)

5.2. BC Association of Police Boards (BCAPB) Update (Chair Murdoch)

- Changes to the Police Act: BC government staff have been proactive in their outreach.
- BCAPB AGM is coming up. OBPB may want to consider bringing forward a resolution from Oak Bay. Chair Murdoch provided an overview of the resolution process.

5.3. Board Learning/Board Policy Review

- P. Kully, the Board Secretary advised that she has created a private “login” page on the current Oak Bay Police Department’s website for a Board Portal.
- It was agreed that policy documents should be public.
- The in-camera agenda and minutes can be uploaded to the portal.
- Agenda packages are already available on the Board’s page of the website.
- Discussion around police board training: OBPB is on the wait list with Watson for the formal Board training.
- The province has requested an updated skills matrix. Chair Murdoch will forward the template to the Board members. The Chair advised that the province is contemplating further expanding the OBPB.

6. DEPARTMENT REPORTS:

6.1. Chief Constable's Update (CC Chanin)

- Chief Chanin advised that an internal candidate has been identified to replace Rebecca Cobb upon her retirement.
- Update on recruitment strategy: DC Rice and staff have formalized the recruitment process and assisted recruits to work through the steps. There have been many conversations with potential exempt members, but nothing has been formalized yet. The cost of living and moving is a continued barrier.
- Project sea watch: This is an initiative of C Platoon. It is a form of community engagement with those living on the water and identifying safety issues on the water. C Platoon hosted a meet and greet.

6.2. Deputy Chief Constable's Update (DC Rice)

- DC Rice provided more details on Project Sea Watch.
- A fraud in process intervention was noted and actions by Oak Bay PD members and staff commended by Board member Hall.

6.3. Accountability Report (DC Rice)

- It was noted that there was a pellet gun at a school which accounted for at least one of the use of force events. CC Chanin provided an overview of the event and noted that Cst Mishrigi has an excellent relationship with school administrators making issues like this easier to deal with.
- There was a question regarding the noted increase in use of force in the Accountability Report. DC Rice advised that there is an increase in general in the CRD while tracking and reporting has increased as well.

6.4. Quarterly Financial Report (CC Chanin)

- January Q4 (previous year - Oct, Nov, Dec 2024)
- CC Chanin provided a brief overview of the report and noted that this report is an estimate as reconciliation by finance is not complete until mid-February and there are still some outstanding invoices to be processed.
- There will likely be a \$7,000 overspend in capital as the new vehicle and outfitting was over budget.
- CC Chanin provided details on several questions from the board regarding capital costs of equipment.
 - o There was a request to break down Administration and Protective Services. Perhaps identify external contracts & internal contracts.

7. ONGOING BUSINESS (follow up on items from previous meeting)

7.1. Risk Matrix Policy Committee

- The Board reviewed the matrix samples provided in the agenda package.

- A working group consisting of Ian Robertson and Lawrence Lewis was struck to simplify the matrix and create a workable document for the Board’s purposes.
- The working group will bring back the working document to the February meeting.
- It was clarified that this is a Board risk matrix.
- C. Hall to provide a sample from the Watson training.

7.2. School District 61 Safety Plan Update

- Nothing new to report

8. NEW BUSINESS

8.1. BCAPB 2025 Conference/AGM – Sponsorship Request

MOVED AND SECONDED; That the Oak Bay Police Board agrees to sponsor the Welcome Reception for the 2025 BC Association of Police Boards Conference for \$700.00.

CARRIED

- Director Ian Robertson advised the Board that he took part in a ride along with Constables Twardy and McNicol. He commented that it was a terrific experience and encouraged all members to do it. He found it a great leaning experience and suggested a 4:00 pm to 8:00 pm shift as it covers two platoons.

9. CORRESPONDENCE FOR INFORMATION

9.1. E-Comm Updates – December & January

- It was noted that E-Comm’s CEO and President will be attending the next meeting.

ACTION: Paula will confirm that their presentation is suitable for the public realm prior to distribution.

10. ADJOURNMENT

MOVED AND SECONDED: That the open portion of the meeting be adjourn at 5:12 pm and that the Oak Bay Police Board go In-Camera (closed meeting) where the Board will consider confidential matters that deal with personal or private information as outlined in the Police Act, Section 69(2) (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; (c) a matter concerning labour contract discussions, labour management relations, layoffs, or another personnel matter.

CARRIED

Mayor Kevin Murdoch, Chair

Paula Kully, Police Board Secretary

Date



MINUTES

Special Police Board Meeting

Tuesday, February 18, 2025, 5:00 PM

Training Room – Oak Bay Police Department
1703 Monterey Ave, Victoria, BC

We acknowledge that the land on which we gather is the traditional territory of the Coast and Straits Salish Peoples, specifically we recognize the Lekwungen-speaking Peoples, known today as the Songhees and Esquimalt First Nations, and that their historic connections to these lands continue to this day.

PRESENT: Mayor Kevin Murdoch, Chair
Christine Hall
Bob Plecas (regrets)
Ian Robertson

Heather Cochran (regrets)
Lawrence Lewis
Robert Richards (virtual)

STAFF: Julie Chanin, Chief Constable
Paula Kully, Board Secretary

Kris Rice, Deputy Chief Constable

1. CALL TO ORDER

The meeting was called to order at 5:01 pm by Chair Murdoch.

2. APPROVAL OF AGENDA

MOVED AND SECONDED THAT; the Agenda for the Special Police Board Meeting of February 18, 2025, be approved as distributed.

CARRIED

3. BUDGET AMMENDMENTS FOR CONSIDERATION

- Chief Chanin provided the Board with the attached report regarding a calculation error discovered in the 2025 salary projections that created a difference of \$1000,000 in the budget that was originally presented and approved by the Board and Oak Bay Council.
- Chief Chanin provided details on the proposed options for compensating the \$100,000 revision.
- The Board discussed in detail, the three options presented, and the Chief provided further information in response to questions.
- Chief Chanin noted that there are some actual savings that will offset the total budget increase. This includes a reduction in the annual E-Comm fees as actual costs are now known. As well, the department was able to purchase the new scheduling software, InTime, from the 2024 budget.

MOVED AND SECONDED THAT; the Board approves presenting for approval to Oak Bay Council, “Option 1” from the Chief’s Budget Amendment Report which increases the 2025 Police Provisional Budget by \$100,000 for the wage revision resulting in a 10.6% increase and 1.86% tax increase, and that the increase be offset by removing InTime scheduling software purchased in 2024 and decreasing the amount for E-Comm services based on actual, known costs.

CARRIED

4. MOTION TO GO IN-CAMERA

MOVED AND SECONDED THAT; the special meeting of the Oak Bay Police Board be adjourned at 5:34 and the Board reconvene In-Camera (closed meeting) to consider confidential matters that deal with personal or private information as outlined in the Police Act, Section 69(2)(c) a matter concerning labour contract discussions, labour management relations, layoffs, or another personnel matter.

CARRIED

Mayor Kevin Murdoch, Chair

Paula Kully, Police Board Secretary

Date

LL's Disclaimer

The following slides are prepared for demonstration/discussion purposes. I have used OneFeather software¹ to conduct a documentation review (for example the BC Police Act and OBPD Strategic Plan) and used the Headline Risk categories (Governance, Financial, Compliance, Operational, External, Reputational and Political) to assess potential threats the Board could be monitoring as it impacts the following: our strategic plan, our community policing focus, our board governance, or BC police act. Our software will have some biases, and our learning models are not specifically tailored for this type of prompt – however, I thought it would be an interesting experiment and a learnings opportunity for our team.

(I was thinking it would be interesting to feed the last 2 years of public board minutes into the analysis to see what patterns might emerge.)

The document is presented for discussion purposes and is intended to help spark conversation and illicit dialogue toward on this subject matter. It is not an exhaustive nor a complete list of possible risk/threat considerations.

¹ This proprietary software OneFeather has built to complete election code and regulatory documentation review and analysis, which may also include website or other online sources. We use this tool to prepare briefings, project plans, budget and resource allocation, timelines and work plans in the delivery of services to our FN clients across the country.

Summary Matrix – Headline Risk Categories

Oak Bay Police Board Risk Assessment Matrix

Impact ↓ Likelihood →	Rare	Unlikely	Possible	Likely
Critical	COMPLIANCE: Non-compliance with Police Act	REPUTATIONAL: Public trust erosion		
Major		GOVERNANCE: Board oversight gaps	FINANCIAL: Budget overruns POLITICAL: Change in municipal priorities	OPERATIONAL: Staff retention/recruitment
Moderate			EXTERNAL: Inter-agency coordination failure	POLITICAL: Provincial policy changes
Minor				

■ High Risk
 ■ Medium-High Risk
 ■ Medium Risk
 ■ Low Risk

GOVERNANCE RISKS

Board oversight and management effectiveness

Identified Threats:

Inadequate board training and development

Board Governance

Board must complete Police Board training course and continuous learning sessions

Insufficient oversight of integrated police units

Police Act

Oversight responsibilities under Police Act for integrated units

Gaps in policy review and updates

Board Governance

Need to update Board policies to meet Provincial guidelines

Key Focus Areas:

- Board member training and development
- Integrated units oversight
- Policy framework maintenance



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FINANCIAL RISKS

Resource management and fiscal responsibility

Identified Threats:

Resource allocation challenges

Strategic Plan

Need for infrastructure planning and EV fleet transition

Cost pressures from integrated units

Community Policing

Financial obligations for regional integrated units

Budget management complexity

Board Governance

Financial management and budget education requirements

Key Focus Areas:

- Infrastructure planning
- Integrated unit costs
- Budget oversight capabilities

COMPLIANCE RISKS

Regulatory adherence and standards maintenance

Identified Threats:

Police Act regulatory changes

Police Act

Ongoing updates to Police Act requirements

Training compliance gaps

Strategic Plan

Mandatory training requirements for Fair and Impartial Policing

Investigation standards compliance

Police Act

Requirements for excellence in investigations

Key Focus Areas:

- Regulatory updates monitoring
- Training program compliance
- Investigation quality standards



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OPERATIONAL RISKS

Service delivery and organizational effectiveness

Identified Threats:

Staff recruitment challenges

Strategic Plan

Need to enhance inclusion and diversity in workplace

Employee wellness and resilience

Strategic Plan

Focus on mental health and resilience training

Technology adaptation needs

Strategic Plan

Infrastructure planning for new technologies

Key Focus Areas:

- Workforce development
- Employee support systems
- Technology infrastructure



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EXTERNAL RISKS

Environmental and community-based challenges

Identified Threats:

Regional coordination challenges

Community Policing

Integration with regional police services

Changing community demographics

Community Policing

Need for diverse and inclusive service delivery

Public safety building requirements

Strategic Plan

Infrastructure planning with District

Key Focus Areas:

- Regional partnerships
- Community demographics adaptation
- Infrastructure development



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REPUTATIONAL RISKS

Public trust and community relationships

Identified Threats:

Public trust maintenance

Community Policing

Community engagement and trust-building initiatives

Media relations management

Strategic Plan

Communication and outreach programs

Community relationship challenges

Community Policing

Need to maintain 85% approachability rating

Key Focus Areas:

- Community trust building
- Communications strategy
- Service satisfaction metrics



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POLITICAL RISKS

Governance and policy environment changes

Identified Threats:

Municipal priority changes

Board Governance

Changes in municipal leadership or priorities

Provincial policy shifts

Police Act

Changes to provincial policing requirements

Indigenous relations development

Strategic Plan

Connection with Ləkʷəŋən speaking peoples

Key Focus Areas:

- Municipal relationships
- Provincial policy monitoring
- Indigenous engagement



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Probability		Severity		Risk Rating
0		0		
1	Nearly impossible	1	Insignificant	1-5 Low
2	Unlikely (5-25%)	2	Minor	6-10 Medium
3	Possible (25-55%)	3	Moderate	12-16 High
4	Likely (55-90%)	4	Critical	20-25 Extreme
5	Imminent (>90%)	5	Catastrophic	

Risk #	Governance	Financial	Compliance With Law and Regulation	Operational	External	Reputational	Political	Link to Strategic Goals (Optional)				Inherent Risk Scenario Identified	Mitigation Strategies	Probability	Severity	Risk Rating	Prior Risk Rating	Risk Owner
								Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4							
1	X											Board has insufficient training re understanding of Police Act	Board members commit to additional training - plan in place	3	3	9		Board Chair/Directors



Oak Bay Police Department MEMORANDUM

DATE: February 20, 2025
TO: District of Oak Bay Mayor & Council
FROM: Chief Constable Julie Chanin
RE: 2025 Oak Bay Police Department Provisional Budget Revision

In November, the District of Oak Bay Mayor and Council approved the Oak Bay Police Department 2025 Provisional Budget.

On February 5, 2025, I informed OBPD Police Board Chair Murdoch of a discrepancy identified by staff related to the projected wages for 2025.

An error in the budget's manual data entry Excel spreadsheet incorrectly calculated one employee's salary to receive 2.10 pay periods instead of 26.1, resulting in a projected wage deficit of **\$100,997.04**.

A special meeting was held by the Oak Bay Police Board on February 18, 2025. The board discussed the discrepancy at length and was provided updated information on known costs that were not yet determined in November 2024 when the original provisional budget was presented to Council.

With the Police Board's approval by resolution, a revision was made to the provisional budget to address the wage discrepancy as well as updated for now known costs for ECOMM and Programming Software that was implemented in 2024.

The revision to the approved Provisional Police Budget now reflects an increase from 9.0% to 10.3% which is an increase of **\$83,900.00** reflected in an overall tax increase from 1.58% to 1.81%.

For your reference I have included the original approved provisional budget memo and budget summary and the revised Provisional Budget Summary. (See attached summary)

Respectfully,


Julie Chanin
Chief Constable

Revised Provisional Budget Summary

Operating Expenses	*(Restated) 2024 Budget	2025 Budget	Change %	Change \$	Tax Increase %
Police Board	\$ 12,000	\$ 12,000	0.0%	\$ -	0.00%
Police Administration	787,200	796,300	1.2%	9,100	0.03%
Protective Services	4,857,600	5,314,200	9.4%	456,600	1.27%
Community Program	17,100	22,100	29.2%	5,000	0.01%
Integrated Units	319,200	510,000	59.8%	190,800	0.53%
Police Building Maintenance	74,900	77,600	3.6%	2,700	0.01%
Vehicle Maintenance	69,400	56,100	-19.2%	(13,300)	-0.04%
Total Operating Expenses	6,137,400	6,788,300	10.6%	650,900	1.81%
Transfer to Reserve for Retirement	8,400	6,900	-17.9%	(1,500)	0.00%
Transfer to Capital Reserve	21,800	25,100	15.1%	3,300	0.01%
Transfer to Major Crimes Reserve	84,900	84,900	0.0%	-	0.00%
Transfer to Police Vehicle Reserve	77,800	77,800	0.0%	-	0.00%
Total Reserve Transfers	192,900	194,700	0.9%	1,800	0.00%
Total Police	\$ 6,330,300	\$ 6,983,000	10.3%	\$ 652,700	1.81%

* ICS & VIIMCU moved from Protective Services to Integrated Units section

Protective Services Includes: E-Comm & Saanich Police Services Agreement



Oak Bay Police Department

1703 Monterey Avenue, Victoria, BC V8R 5V6
 info@oakbaypolice.org | Ph (250) 592-2424 | Fax (250) 592-9988

Memorandum

Date:	October 29, 2024
To:	District of Oak Bay Mayor and Council
From:	Chief Constable Julie Chanin
Re:	Oak Bay Police Department Provisional 2025 Budget

This year we are seeking an increase of 9.0% in our department budget which equates to an increase of \$568,800. The variations or points of interest in each category for the 2025 budget submission are summarized below.

	*(Restated) 2024 Budget	2025 Budget	Change %	Change \$	Tax Increase %
Operating Expenses					
Police Board	\$ 12,000	\$ 12,000	0.0%	\$ -	0.00%
Police Administration	787,200	796,300	1.2%	9,100	0.03%
Protective Services	4,857,600	5,230,300	7.7%	372,700	1.03%
Community Program	17,100	22,100	29.2%	5,000	0.01%
Integrated Units	319,200	510,000	59.8%	190,800	0.53%
Police Building Maintenance	74,900	77,600	3.6%	2,700	0.01%
Vehicle Maintenance	69,400	56,100	-19.2%	(13,300)	-0.04%
Total Operating Expenses	6,137,400	6,704,400	9.2%	567,000	1.57%
Transfer to Reserve for Retirement	8,400	6,900	-17.9%	(1,500)	0.00%
Transfer to Capital Reserve	21,800	25,100	15.1%	3,300	0.01%
Transfer to Major Crimes Reserve	84,900	84,900	0.0%	-	0.00%
Transfer to Police Vehicle Reserve	77,800	77,800	0.0%	-	0.00%
Total Reserve Transfers	192,900	194,700	0.9%	1,800	0.00%
Total Police	\$ 6,330,300	\$ 6,899,100	9.0%	\$ 568,800	1.58%
* ICS & VIIMCU moved from Protective Services to Integrated Units section					
Protective Services Includes: E-Comm & Saanich Police Services Agreement					

OPERATING EXPENSES:

Administration

An increase of **\$9,100** is requested in this category for increased hours of work and professional development opportunities for both the Administrative Assistant and Executive Assistant. Some cost savings were identified under office supplies, legal fees and administrative benefits after a review of actual costs over the past 4 years (**-\$12,000**).

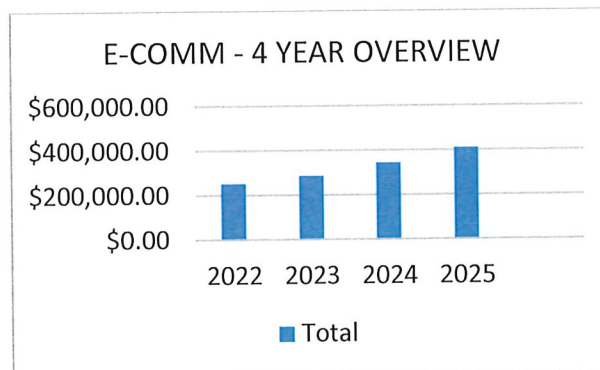
Protective Services

An increase of **\$372,700** is being requested under protective services. The increase is attributable to the addition of the Traffic Enforcement position to the Community Support Team and the wage increase in 2024 that was not reflected in the previous budget. Labor has been costed out at the current rates. The Oak Bay Police Department Collective Agreement will expire December 31, 2024. I have not forecasted or included expected wage increases for 2025 in this Provisional Budget.

Additional cost increases and decreases are highlighted in the following comments.

The Saanich General Services contract will end June 30, 2025. It is expected there will be an increase of 3.9% July 1, 2025, to reflect CPI which has been a term of the contract in the previous four years and that amount is reflected in the budget. At this time, I am not able to provide additional information related to the increase in costs that may be associated with the re-negotiation of this contract.

The cost of the E-COMM 911 Dispatch Service is projected to increase between 13%-19% in 2025. In preparing the budget I have forecasted the increase to be **\$66,749** (19%) and anticipate the Oak Bay Police annual levy to be \$412,196 for 2025. The chart and graph below outline the E-COMM Levy increase from 2022.



2022	2023	2024	2025
\$253,120	\$288,360	\$345,440	\$412,196

An increase of **\$11,060** to kit and clothing reflects the costs associated with the replacement and purchase of (6) Bicycle Patrol Uniforms and (7) Body Armor vests.

\$2,689 is budgeted to purchase protective carrying cases for pistols, rifles, sim- guns and training equipment. This purchase will protect expensive police equipment during transport to and from training facilities and maintain compliance with the Canadian Firearms Act as it relates to securing and transporting firearms.

\$1,580 has been requested to purchase "FitLight" training equipment. This equipment can be used in confined spaces, is portable and easily set up within the Oak Bay Police Department and neighboring property. This training equipment is designed to enhance reaction times, accuracy, and decision-making skills using visual stimuli (lights), to simulate real life situations. These training systems provide a dynamic and interactive method for officers to train in shooting accuracy, speed and situational awareness.

Oak Bay Police Department Officers have been trained in the lifesaving "Police Officer Down" (PODS) program. This is advanced tactical first aid training used to equip officers with the skills and knowledge to respond effectively when a fellow officer, a member of the public or they themselves have been seriously injured so they can provide life-saving care before emergency medical services arrive. The practice of applying tourniquets and chest seals, packing gunshot and stab wounds with hemostatic gauze, and treating for shock are some of the skills learned and practiced by our officers. **\$3,384** has been budgeted to purchase the equipment required to effectively train and recertify our current and future officers. At the present time we borrow the training equipment from neighboring agencies. This is not a sustainable practice and limits when officers can utilize this equipment for practice and scenario training.

Computer software and support costs have increased by **\$6,584**. This is largely due to the increase in Microsoft licensing fees and the Oak Bay Police Department transitioning to a new software program that will effectively and efficiently assist in managing leave, overtime/call outs, scheduling, training and sick time. The software program, "In Time" will replace our current software "Connect Rocket" which only managed overtime/ call out scheduling. Additionally, it will eliminate the need for significant manual database entries and paper forms. The annual cost will increase from \$2,100 to \$4,500 but will save a significant number of staff hours currently used to manage the aforementioned.

Cost savings realized by switching to the District of Oak Bay group data plan for our Mobile Data Terminals is estimated at (- **\$7,918**) in 2025.

Training

There has been a budget request to increase the training section of the budget by **\$61,050**.

\$11,050 of the increase is to offset the cost of sending 5 of our female patrol officers to the CACP/BCACP Women in Policing Conference which will be held March 2-4, 2025, in Vancouver, as well as provide Critical Incident Stress Management training for one of our civilian staff and address increased costs to firearms training range time and provide additional firearm training opportunities.

The remainder of the request, **\$50,000**, is to adjust for the cost of sending two recruits to the Justice Institute of British Columbia and or provide incentives for recruitment and retention. We anticipate 5 new hires in 2025 to address retirements, resignations and secondment opportunities. It is anticipated two of these positions will be filled by recruits.

April 1, 2025, the cost of the Justice Institute Police Recruit Tuition and Agency Cost Recovery will increase from \$39,690 to **\$50,066** This does not include wages, accommodation, meal allowance, travel, uniforms, and equipment.

Community Program

The **\$5,000** increase to the Community Program is requested for the promotion of our department, recognition and recruitment materials. The remainder of the budget will remain as in 2024. We anticipate the recruitment and training of two new Reserve Constables, and we will continue to provide specialized training to our Community Support Team members and support our Block Watch Program/ Volunteers and partnership with Victoria Restorative Justice.

Integrated Policing Units

Oak Bay Police are partners in the following CRD and Provincial Integrated Policing Units:

- Mobile Youth Service Team (MYST)
- Regional Domestic Violence Unit (RDVU)
- Public Safety Unit (PSU)
- Greater Victoria Emergency Response Team (GVERT)
- Greater Victoria Diversity Advisory Committee (GVDAC)
- Integrated Mobile Crisis Response Team (IMCRT)
- Greater Victoria Crime Stoppers
- BC Municipal Undercover Unit (BCMUP)
- Vancouver Island Integrated Major Crime Unit (VIIMCU)

For your awareness the VIIMCU model is being reviewed and it is anticipated there will be significantly increased costs to this service contract in late 2026 or early 2027.

The **\$190,800** increase to the Integrated Units section of the budget is attributable to a 49.7% increase to our contribution to the Greater Victoria Integrated Policing Units, which increased by **\$90,662** for 2025, along with the projected increased costs for Police Dog Services in Oak Bay.

I have budgeted to become a partner in the Integrated Canine Service (ICS) with Saanich and Victoria Police Department. This will be an increased cost of **\$89,684** for police dog services from our previous contract of \$37,500 with the RCMP.

Vehicle Maintenance

There is a (-**\$13,300**) cost savings associated to our police vehicle fleet. The savings are related to the transition to electric vehicles and savings in fuel.

CAPITAL EXPENSES:

Police Vehicle Replacement (Capital)

Police Vehicle 79 (Dodge Carvan) is scheduled for replacement in 2025. As per the Oak Bay Police Board commitment to transition to a fully electric fleet we will be considering purchasing a Ford Mustang EV or a Ford Lightening EV in 2025. These two vehicles are the only two options that manufacturers are currently supplying proper shields, mounts, and equipment for and most of our officers can comfortably fit in. To date there is not an SUV available in Canada that comes with a "Police Package" which poses additional challenges and associated increased costs as we transition to an EV fleet.

The Ford Lightening has so far proven to be the most suitable vehicle for comfort and space; however, the size of the vehicle can be difficult to maneuver in some instances and we have not had the vehicle(s) long enough to determine if there will be charging challenges related to the charging of a patrol vehicle that must be available for use 24/7.

I have budgeted for the cost of the Ford Lightening (higher price) anticipating this will likely be the vehicle chosen if there is not another option available in 2025. The GM Chevy Blazer SUV EV police pursuit vehicle (EV with police package) is available in the United States in 2025 however it is not expected to be available in Canada until 2026.

Currently five of our seven fleet vehicles are electric. With the replacement of Police Vehicle 79, six of our seven vehicles will be electric in 2025.

With six police vehicles anticipated to be electric in 2025, concern has been raised related to charging capabilities. There is only one charger equipped with generator back up capability at the Oak Bay Police Department. This is something that will be further investigated and addressed before additional EVs are purchased.

2025 Ford Lightening **\$109,000.**

Police Equipment (Capital)

In consultation with our Use of Force/ Firearms Training Team and Sergeants, I am requesting funding for thirty red dot sights for our operational pistols. Red dot sights work by projecting a small, illuminated dot onto a lens, which the user uses to aim. Oak Bay Police are currently using this type of sight on three of our less lethal firearms (Bean Bag Shot Guns). The feedback has been excellent, with users reporting improved accuracy and increased confidence and performance.

Red dot sights improve accuracy by allowing officers to aim more precisely (especially in high stress situations), swifter target acquisition, enhanced focus, and versatility in various lighting conditions.

30 Aimpoint Acro P2 Red Dot Sights **\$28,785.**

With the additional officer assigned to the Community Support Team, a police portable radio and police vehicle radio will be required for purchase. This purchase can be amortized into our current CREST radio contract over the next three years.

Portable Radio and Vehicle Radio **\$11,000** (Can be amortized \$3,667 for 3 yrs)

Equipment – Computer (Capital)

I have met with the IT Manager of Saanich Police Department. I have confirmed our two Dell Hosts purchased in 2020 are due for replacement and the warranty expires in early 2025. The Oak Bay Police Department Firewall is also due for replacement along with our two Cisco Meraki MR44 AP routers. The Saanich IT Manager has recommended the purchase of a second firewall to address the potential of a single point failure. I have included this purchase in the capital budget requests. A request for a third router was made to improve Wi-Fi capabilities in the Chief and Deputy Chief offices.

The purchase of a Panasonic Toughbook Mobile Data Terminal (MDT) is required to support the new Community Support Team position.

The replacement of sixteen computer towers has been pushed to 2026 with the Saanich Police IT Manager's support.

Replacement of Dell Hosts (2)	\$ 50,000 (2 @\$25,000)
Firewall Replacement	\$ 5,500 (Fortinet with 3 yr support)
Firewall (new)	\$ 5,500 (Fortinet with 3 yr support)
Cisco Meraki MR44 AP (3)	\$ 3,600 (Two replacement one new 3@ \$1,200.)
Panasonic Toughbook MDT	\$ 6,250 (MDT and Mount)
Total Computer Equipment	\$ 70,850

Additional consideration will be made to update the Shaw Cable Modum to Fiber Optic for improved reliability. The Oak Bay Police Department internet is currently serviced by a coaxial cable which hosts all police computers and Mobile Data Terminals. We are exploring the possibility of moving to a fiber optic cable to improve reliability. Upgrading to a fiber optic cable would likely result in an increased service fee of \$1200 a month. This is something we will continue to explore and keep in mind for future budget considerations.

Municipalities and policing agencies in the region are exploring options to engage third-party solutions (Microsoft, Arctic Wolf, CrowdStrike) for cyber security. These third-party companies can ingest IT infrastructure logs, alert IT in the event of an after-hours cyber breach and provide target hardening guidelines and best practices. Additionally, they would be available to assist our IT team in the event of a cybersecurity attack. The cost for a service like this is estimated at \$100,000 per year. I will continue to work with the IT Manager at Saanich Police and our District IT Technician to explore what additional future action can be taken to target harden the Oak Bay Police Department from cyber-attacks.

Police Department Renovations (Capital)

I have consulted with the District of Oak Bay Program Manager, Facilities and Asset Manager with respect to building improvements and renovations to address employee health, wellness, equity, diversity, inclusivity, recruitment, and retention.

The estimated costs below are to purchase stand up desks, new workstations and office furniture for the patrol area and executive offices and renovate the men's changeroom to create a gender-neutral washroom and changing area.

Patrol/Exec Desks	\$ 47,000 (desks, file cabinets, chairs, flooring, paint)
Gender Neutral Bathroom	\$ 100,000 (bathroom/shower/lockers)

Total Capital Budget Request: \$ 366,635

Transfer to Reserve Accounts:

I am requesting an increase of \$3,279 (15%) for the Equipment and Communications Reserve Account for 2025 (\$25,100). This increase will address the anticipated increased costs associated with police equipment and computer equipment in the coming years. The transfer to the vehicle replacement reserve account will remain the same as this amount was increased from \$48,000 to \$77,800 in 2024 under the recommendation of the Director of Finance. The increase was made at that time to address the increased costs of transitioning to electric vehicles and the equipment required for those vehicles.

I will continue to collaborate with the Director of Finance to conduct a fulsome Reserve Financial Sustainability Review to ensure our reserve accounts maintain a positive balance through 2029. Continued careful consideration will be made of the growing costs associated with police equipment, investigations, and computer equipment/support.

Equipment and Communications	\$25,100
Vehicle Replacement	\$77,800
Major Crime	\$84,900
Retirement	\$ 6,900
Total transfer to reserve accounts:	\$194,700

The provisional budget submission has been prepared in consultation with the Director of Finance and Asset Management for the District of Oak Bay.



Julie Chanin
Chief Constable
Oak Bay Police Department



Oak Bay Police Department CHIEF'S REPORT

DATE: February 18, 2025

MEETING: Open In-Camera

Human Resources

The Records Specialist position was posted internally, and a suitable candidate has been identified. Ms. Natasha Loster is the successful candidate. Natasha has almost 19 years of police related experience and has been with Oak Bay PD since 2017. Natasha previously worked for VicPD and Central Saanich Police Department as a police dispatcher, Court Desk, and FOI. Ms. Rebecca COBB (retired Feb 14, 2025) has agreed to a 6-month contract to support Ms. Loster as she transitions into a new role. Ms. COBB will provide support remotely and will be available support as needed to ensure records management and processes continue to align with provincial and federal guidelines.

Recruitment

The recruitment social media campaign continues. Job postings on Indeed, Civic Info and LinkedIn remain active. Oak Bay PD has one seat confirmed at the Justice Institute of BC for the May 2025 Police Recruit class. We are carefully screening and processing our applicants.

Community Engagement

Robbie Burns Dinner- DCC RICE and Chief CHANIN attended the Greater Victoria Police Pipe Band Burns Dinner Fundraiser on January 25, 2025 in Sidney. They represented Oak Bay in dress uniform with their mothers as their dinner dates (Paula Kully stepped in when the Chief's mom was unable to attend last minute).

Empower Her Senior Girls Basketball Tournament- Cst. Mishrigi and Sgt. Sandrine Perry and B Platoon members attended and supported female high school students participating in the all girls tournament.

Youth Drop In Center Oak Bay Recreation – C platoon stepped in to support Cst. Mishrigi at the Lunch Time Youth Drop In Centre this past week. Attendance is growing. Tuesday/Thursday drop in will continue through the school year at OBHI.

Police Camp – 5 OBHI students were selected for Police Camp this year.

Polar Plunge - Feb 16th DCC RICE and Chief CHANIN Plunged to raise funds for Special Olympics BC. Several OBPD Officers and Reserves were in attendance and joined in. Event was well attended and OBPD Polar Plunge Team raised over \$2600.

Training

During the month of February all OPBD staff will be receiving **training on the use of pronouns** and application and requirements when conducting investigations, documentation and interactions with public and staff.

Red Dot Sight Use and Instruction Course- Our firearms officers (Sgt. Diachina, Cst. Ulanowski and Cst. Goard) received training this month on how to instruct officers to transition to the Red Dot Sights for our firearms. Officers are expected to fully transition to these sights in the fall of 2025.

All our officers received training on **Immediate Rapid Deployment and Breaching/Entry Equipment Use** earlier this month.

DOMESTIC VIOLENCE/STRANGULATION TRAINING- Cst. Matt RIGGS and Sgt. Sandrine PERRY attend a two-day seminar at UVIC for supporting and investigating Domestic Violence Strangulation Cases. Feb 12-13.

Julie Chanin

Chief Constable OBPD



Oak Bay Police Department Annual Race Based Data Report 2024

DATE: February 4, 2025

MEETING: Open In-Camera

2024 ANNUAL REPORT

DISAGGREGATED RACE BASED DATA ARRESTS AND CRIMINAL CHARGES OAK BAY POLICE DEPARTMENT

The Oak Bay Police Department 2024-2027 Strategic Plan initiatives include a commitment that the department prepare an annual report on all arrests of persons charged or could be charged criminally with a list of the disaggregated race-based data outlining the ethnicity of those persons arrested who could be charged or chargeable by the department that calendar year.

The breakdown of disaggregated race-based data in relation to arrests of subjects who could be charged or were charged criminally by the department in 2024 is listed below:

	2024	2023
Asian	1	0
Black	2	2
Caucasian	55	43
Hispanic	0	0
Indigenous	3	2
Middle Eastern	2	0
Other	0	0
South Asian	0	3
Unknown	0	0
Total	7	7

The following is a summary of those instances where arrests were made, and charges forwarded where members of diverse communities were the person that was arrested and subject charged or chargeable.

- 2024-1826 B&E - Adult male broke into a residence, consumed food and was found sleeping inside the home. Male arrested without incident and held for court. Charges not approved.
- 2024-2185 ASSAULT– Male spat on and slapped a transit driver after the male was told the bus would not depart for another 20minutes. Male located and arrested. History shows the male had assaulted three people in the previous three days and had outstanding warrants from Ontario for assaulting a police officer. Charges laid for assault.
- 2024-594 Mischief/Assault- Male throwing boulders through business windows and at attending police. Boulder thrown smashed through police vehicle window. Male arrested without incident. Charges laid.
- 2024-2295 Utter Threats/Possession of Weapon - Male ran at a woman in a business and threatened to kill her. Officer attended located agitated male. Arrested for utter threats and found in possession of a knife contrary to probation conditions not to possess knife. Charges laid.
- 2024-2813 Theft Under \$5000. Male entered liquor store and stole 4 bottles of alcohol. Male later identified and charges laid.
- 2024-530 Breach of Probation- male located in public under influence of alcohol contrary to probation conditions. Arrested – held for court and charges laid.
- 2024-2409 Traffic Incident-Immigration Act. Male stopped for driving using his cell phone. Arrested for staying past the conditions of his immigration visa. Canadian Border Services advised. Held for immigration hearing.

Julie Chanin
Chief Constable, OBPD



Oak Bay Police Department

DEPUTY CHIEF'S REPORT

DATE: **Tuesday, February 25, 2025**

MEETING: Open In-Camera

Operational Update

January 2025 Call Data

1. A 10% increase in general occurrences for the month of January 2025 vs. January 2024, however no notable anomalies in reporting data that would indicate a particular crime type increase or decrease.

Integrated Units

CRD-ICE – The new Capital Regional District Integrated Child Exploitation Unit is now operational. This integrated unit is housed at Saanich Police Department and is currently comprised of (1) CSPA officer, (2) SPD officers, (1) VicPD officer, (1) VicPD vacancy, and (1) SPD disclosure civilian position. So far this year, the team has investigated (3) OBPD files.

GVERT – DC RICE presented on Public Order Command at the recent Scribe Course hosted by Saanich Police Department.

Calls of Note:

25-68 – Officers investigated the report of a bone in a boot washed ashore near the Cadboro Gyro Beach area. The bone was determined to be animal. While on scene, officers observed a cougar at the beach. A media release was sent out regarding the presence of the cougar.

25-108 – GVERT assisted OBPD members apprehend a person threatening suicide by self-immolation. Apprehension made without injury to the person or police.

25-128 – OBPD assisted with planning and police deployment for the Supreme Court of Canada Justice's visit at UVic. OBPD collaborated with UVic Security, RCMP, BC Sheriffs, Saanich Police Department, and the Supreme Court administration.

25-164 - Officers investigated a domestic assault incident where it was alleged the suspect used an axe to break down the bathroom door, then physically assaulted the victim. The suspect fled prior to police arrival. Officers assisted the victim with support and safety planning during the days leading up to the suspect's arrest. The suspect, Patrick EMOND-LAVIOLETTE, has been charged with Assault by Choking, Assault Causing Bodily Harm, Possessing Weapon for Dangerous Purpose, Breath of Probation Order x 3.



Oak Bay Police Department

1703 Monterey Ave, Victoria, B.C., V8R5V6 Ph (250) 592-2424 Fax (250) 592-9988

ACCOUNTABILITY REPORT – OPEN

Reporting Period: January 2025

	# New	# Ongoing	YTD	Not accepted*	Unsub.	Substantiated	File numbers
OPCC Complaints	0	1	1		0	0	OPCC 24-26765 (ongoing)
IIO Notifications	0	0	0				
Use of Force Reports	1	0	1				2025-108 GVERT (Display firearm) <i>Previous year-end totals:</i> 2021 – 7 Files 2022 – 8 Files 2023 – 6 Files 2024 – 11 Files

*Not accepted by OPCC and/or IIO

Kris Rice
Deputy Chief Constable



January 30, 2025

Ref: 304878

Micayla Hayes, Chair
Victoria and Esquimalt Police Board
Email: Board@vicpd.ca

Their Worship Mayor Kevin Murdoch, Chair
Oak Bay Police Board
Email: mayor@oakbay.ca

Their Worship Mayor Dean Murdock, Chair
Saanich Police Board
Email: mayor@saanich.ca

Superintendent Todd Preston
Westshore RCMP
Email: Todd.preston@rcmp-grc.gc.ca

Dear Police Board Chairs and Westshore RCMP Superintendent:

I am reaching out to share an important update regarding School District No. 61 (Greater Victoria).

As discussed in the meeting I had with your Police Chiefs and Superintendent on January 7, 2025, as part of my review process of the safety plans submitted by the board of education on January 5, 2025, it was important to me to fully understand the level of collaboration between the area Police Chiefs and the board in the safety plan revision process. Community collaboration is important to ensure all voices are part of this work.

Ministry staff have carefully reviewed the safety plans and I have met with Rightsholders and many other partners within the district. I have also received a [report](#) from the special advisor, which is linked for your review.

I want to advise you that effective immediately, Sherri Dee Bell has been appointed as an Official Trustee under section 172 of the *School Act* to conduct the affairs of the Greater Victoria School District. Ms. Bell is assuming the powers and duties of the board of education for School District No. 61 and all elected trustees have ceased to hold office.

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Ms. Bell brings a wealth of knowledge to the role, having previously served in senior leadership positions as the Superintendent of Schools in Victoria. Her appointment is expected to continue until next scheduled elections in fall 2026.

My top priority remains the safety of students and staff in School District 61 and I am committed to ensuring that the district has an effective safety plan and implementation plan in place. This work will be continued by the official trustee and supported by the re-appointment of special advisor Dr. Kevin Godden. I want to thank you for your continued commitment to prioritizing this work with your teams.

I am confident that the supports put in place today will help get the district on the right path. Students and staff in Victoria deserve our attention to re-building a foundation of trust and community collaboration in the Greater Victoria School District.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Beare". The signature is fluid and cursive, written in a professional style.

Lisa Beare
Minister

Attachment

cc: Kaye Krishna, Deputy Minister, Ministry of Education and Child Care
Jennifer McCrea, Associate Deputy Minister, Ministry Education and Child Care
Tara Richards, Deputy Solicitor General, Ministry of Public Safety and Solicitor General
Glen Lewis, Assistant Deputy Minister, Policing and Security Branch, Ministry of
Public Safety and Solicitor General
Deb Whitten, Superintendent, School District No. 61 (Greater Victoria)
Sherri Dee Bell, Official Trustee
Dr. Kevin Godden, Special Advisor
Del Manak, Chief Constable, Victoria Police
Dean Duthie, Chief Constable, Saanich Police
Julie Chanin, Chief Constable, Oak Bay Police