



AGENDA

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.

[Virtual Meeting Link](#)

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. BUDGET AMMENDMENTS FOR CONSIDERATION

4. MOTION TO GO IN-CAMERA

5. 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)(c) a matter concerning labour contract discussions, labour management relations, layoffs, or another personnel matter.

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



Oak Bay Police Department CHIEF'S REPORT

DATE: February 18, 2025

MEETING: Open In-Camera

Budget Amendments for Consideration

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

On February 5, 2025, I informed OBPD Police Board Chair Murdoch of a discrepancy identified by the District of Oak Bay's CFO, Rianna Lachance. An error in the budget's manual data entry Excel spreadsheet incorrectly calculated one officer's salary to receive 2.10 pay periods instead of 26.1, resulting in a projected **wage deficit of \$100,997.04**.

This correction increased the approved Provisional Police Budget from 9% to 10.6% increase, and the tax increase from 1.58% to 1.86%.

The corrected budget memo includes three options for consideration:

1. **Wage Correction Only:** 10.6% budget increase and 1.86% tax increase.
2. **Wage Correction with Cost and Equipment Reductions:** 10.1% budget increase and 1.77% tax increase. This includes the following reductions based on actual 2024 costs:
 - \$6,000 in projected building maintenance costs
 - \$2,500 in sundry auto supplies
 - \$2,000 for Volunteer Tea, replaced by a less expensive Open House event
 - \$1,580 in Training Budget Equipment (removal of "Fit Light Training")
 - \$8,510 for "InTlme" Scheduling software, purchased in 2024 and removed from 2025 budget
3. **Option 2 plus Reduction in Major Crime Operations Contract:** Reduces the contract from \$89,000 to \$19,000, with actual 2024 costs being \$11,000. This results in **9.0% budget** increase and **1.58%** tax increase, reducing the original budget by \$700.

Julie Chanin

Chief Constable OBPD

BUDGET AMENDMENTS FOR CONSIDERATION - OPTION #1

	*(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%	1.01
Protective Services	4,857,600	5,331,300	9.8%	473,700	1.32%	52.73
Community Program	17,100	22,100	29.2%	5,000	0.01%	0.56
Integrated Units	319,200	510,000	59.8%	190,800	0.53%	21.24
Police Building Maintenance	74,900	77,600	3.6%	2,700	0.01%	0.30
Vehicle Maintenance	69,400	56,100	-19.2%	(13,300)	-0.04%	(1.48)
Total Operating Expenses	6,137,400	6,805,400	10.9%	668,000	1.85%	74.36
Transfer to Reserve for Retirement	8,400	6,900	-17.9%	(1,500)	0.00%	(0.17)
Transfer to Capital Reserve	21,800	25,100	15.1%	3,300	0.01%	0.37
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%	0.20
Total Police	\$ 6,330,300	\$ 7,000,100	10.6%	\$ 669,800	1.86%	74.56

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

BUDGET AMENDMENTS FOR CONSIDERATION - OPTION #2

Operating Expenses	*(Restated)	2025	Change	Tax Increase		
	2024 Budget	Budget	%	Change \$	%	
Police Board	\$ 12,000	\$ 12,000	0.0%	\$ -	0.00%	\$ -
Police Administration	787,200	795,300	1.0%	8,100	0.02%	0.90
Protective Services	4,857,600	5,311,200	9.3%	453,600	1.26%	50.49
Community Program	17,100	20,100	17.5%	3,000	0.01%	0.33
Integrated Units	319,200	510,000	59.8%	190,800	0.53%	21.24
Police Building Maintenance	74,900	71,500	-4.5%	(3,400)	-0.01%	(0.38)
Vehicle Maintenance	69,400	53,600	-22.8%	(15,800)	-0.04%	(1.76)
Total Operating Expenses	6,137,400	6,773,700	10.4%	636,300	1.77%	70.83
Transfer to Reserve for Retirement	8,400	6,900	-17.9%	(1,500)	0.00%	(0.17)
Transfer to Capital Reserve	21,800	25,100	15.1%	3,300	0.01%	0.37
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%	0.20
Total Police	\$ 6,330,300	\$ 6,968,400	10.1%	\$ 638,100	1.77%	71.03

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

BUDET AMENDMENST FOR CONSIDERATION - OPTION #3

Operating Expenses	*(Restated)	2025	Change	Tax Increase		
	2024 Budget	Budget	%	Change \$	%	
Police Board	\$ 12,000	\$ 12,000	0.0%	\$ -	0.00%	\$ -
Police Administration	787,200	795,300	1.0%	8,100	0.02%	0.90
Protective Services	4,857,600	5,241,200	7.9%	383,600	1.07%	42.70
Community Program	17,100	20,100	17.5%	3,000	0.01%	0.33
Integrated Units	319,200	510,000	59.8%	190,800	0.53%	21.24
Police Building Maintenance	74,900	71,500	-4.5%	(3,400)	-0.01%	(0.38)
Vehicle Maintenance	69,400	53,600	-22.8%	(15,800)	-0.04%	(1.76)
Total Operating Expenses	6,137,400	6,703,700	9.2%	566,300	1.57%	63.04
Transfer to Reserve for Retirement	8,400	6,900	-17.9%	(1,500)	0.00%	(0.17)
Transfer to Capital Reserve	21,800	25,100	15.1%	3,300	0.01%	0.37
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%	0.20
Total Police	\$ 6,330,300	\$ 6,898,400	9.0%	\$ 568,100	1.58%	63.24

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