

# SAANICH POLICE BOARD AGENDA

**Date:** Tuesday, January 9<sup>th</sup>, 2024

**Time:** 1430 hours

**Place:** Kirby Room

## Territorial Acknowledgment:

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

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

## Public Meeting Business:

SUBJECT	DISCUSSION INFORMATION APPROVE DECISION	PERSON RESPONSIBLE	ATTACHMENTS
1. Mr. Craig Morton - New Board member Oath Taking and Welcome to the Board		Mayor Murdock	
2. Territorial Acknowledgement		Mayor Murdock	
3. Approval of Agenda of January 9, 2024	Approve	Mayor Murdock	
4. Adoption of Minutes of December 5, 2023	Approve	Mayor Murdock	✓
5. Correspondence			
6. New Business Arising			
7. Divisional Updates (as needed)			
8. Committee Reports (as needed)			
8.1 Mr. Morton Appointment to Committees & Committee Discussion		Mayor Murdock	
8.2 Finance		Ms. Murray and Ms. Beckett	
8.3 Governance and Strategic Planning 8.3.1 SPD Board Renumeration Honorarium Policy	Approve	Ms. Murray and Ms. Beckett	✓
8.4 Stakeholder Outreach		Ms. King and Mr. Cambridge	
8.5 Human Resources			
8.6 BCAPB 8.6.1 BCAPB 2024 Membership Renewal		Mr. Cambridge	✓

8.7 CAPG		Mayor Murdock	
9. <b>Old Business</b> 9.1 Board Events Calendar	Information	Mayor Murdock	✓
10. <b>Adjournment and Date of Next meeting: Tuesday February 6<sup>th</sup>, 2024</b>			



**SAANICH POLICE BOARD**  
**Public Meeting Minutes**  
Saanich Police Department • Kirby Room  
**Tuesday, December 5<sup>th</sup>, 2023**

---

**PRESENT:**

**Chair:** Mayor Murdock

**Board Members:** J. Cambridge, L. Murray, G. Beckett, J. King

**Staff:** Chief Constable D. Duthie, Deputy Chief Constables R. Warren and P. Douglas, Inspectors, T. Dyck, S. Morgan, S. Edwards, D. Underwood, D. Robertson, T. Stevens and J. Ko, Manager of Executive Services

**Recording Secretary:** A. De Medeiros

**REGRETS:** S. Niemi

---

The meeting was called to order at 1438 hours.

**1. TERRITORIAL ACKNOWLEDGEMENT**

Mayor Murdock read the prepared Territorial Acknowledgment.

**2. APPROVAL OF AGENDA OF DECEMBER 5<sup>TH</sup>, 2023**

**MOVED** by Ms. Murray and **SECONDED** by Mr. Cambridge “That the agenda of the December 5<sup>th</sup>, 2023, Police Board Public Meeting be approved as circulated.”

**CARRIED**

**3. ADOPTION OF MINUTES OF NOVEMBER 7<sup>TH</sup>, 2023**

**MOVED** by Ms. Murray and **SECONDED** by Mr. Cambridge: “That the minutes of the November 7<sup>th</sup>, 2023, Police Board Public meeting be adopted as circulated.”

**CARRIED**

**4. CORRESPONDENCE**

No items.

**5. NEW BUSINESS ARISING**

No items.

**6. DIVISIONAL UPDATES (AS NEEDED)**

**6.1 Patrol Division Report**

Inspector Edwards provided an overview of the Patrol Division’s organizational structure and responsibilities and highlighted various division initiatives and staff achievements for the past year. She highlighted the significant challenges faced with reduced staffing levels at times and the collective effort made to support members’

mental health and well-being. She further thanked the Board for all their support and overall concern for the Department and interest in the work that takes place. The Board thanked Inspector Edwards for the thorough update and extended their gratitude to the Patrol Division for their continued excellent service to the community of Saanich.

## 7. COMMITTEE REPORTS (AS NEEDED)

### 7.1 Finance

No updates.

### 7.2 Governance and Strategic Planning

Ms. Murray advised that she has been re-appointed by the province for an additional two years; her new term ending December 2025. The Board congratulated Ms. Murray and thanked her for her service.

### 7.3 Stakeholder Outreach

No updates at this time however, Ms. Beckett advised that she would review and draft an amendment to the Terms of Reference and bring it forward to the Board Workshop for review.

### 7.4 Human Resources

No updates.

### 7.5 BCAPB

Ms. Murray advised that she attended the BCAPB's December meeting on behalf of Mr. Cambridge. She provided a brief update on the following topics discussed:

- Mayor Kevin Murdoch had a meeting with the province regarding SD61, there was no further information on the outcome of the meeting at this time.
- E-Comm – the BCAPB has asked the provincial government to provide more funding.
- No government oversight on the E-Comm board, which limits the province on what they can do on behalf of police departments.

### 7.6 CAPG

No updates.

## 8. PROPOSED 2024 BOARD MEETING DATES

The Board reviewed the proposed meeting dates for 2024.

**MOVED by Ms. Murray and SECONDED by Ms. Beckett "That the proposed 2024 Police Board Meeting Dates be approved as circulated."**

**CARRIED**

## 9. BOARD WORKSHOP

Ms. Murray advised that the Board would have a workshop in January of 2024 to continue the ongoing planning and tasks as outlined in the Board's calendar.

## 10. OLD BUSINESS

No items.

Chief Duthie, on behalf of the entire Department, thanked the Board for their unwavering support and dedicated service to the Board and the community this past year and wished everyone happy holidays.

Mayor Murdock, on behalf of the Board, expressed gratitude to the Senior Leadership team for their leadership, and professionalism, and to the entire Department for their dedication to keeping Saanich safe.

**11. ADJOURNMENT AND DATE OF NEXT MEETING: JANUARY 9<sup>TH</sup>, 2024**

**MOVED** by Mr. Cambridge and **SECONDED** by Ms. Murray “That the December 5<sup>th</sup>, 2023, Police Board Public Meeting is adjourned at 1516 hours and that the Board move to an in-camera meeting.

**CARRIED**

\_\_\_\_\_  
Chair

DRAFT

# Saanich Police Board

## Board Remuneration and Honorarium Policy

Board members are unpaid volunteers (except the Mayor as Board Chair) and are required to commit time to Board duties and responsibilities. The Board wishes to establish a remuneration and honorarium policy, as have other municipal police boards, to recognize service by Board members.

This Policy sets out guidelines regarding the Board's remuneration and honorarium policy. The remuneration/honorarium is not meant to compensate Board members for actual hours worked, but to recognize Board member service contribution.

### Honorarium for Meetings and Events

#### Honorarium Rates

Board members who attend eligible meetings or events may receive the following honorarium as of January 1, 2024:

<b>Rate</b>	<b>Meeting or Event Duration</b>
\$273	4 hours or less
\$548	4 to 8 hours
\$150	Additional payment for meetings more than 8 hours consecutively (*)
\$100	Additional honorarium for day spent traveling outside of Vancouver Island or the Lower Mainland before and after meetings or events
\$150	Additional honorarium for Vice Chair (agenda planning for meetings and workshops)

(\*) Meetings that occur next to each other, on the same date, are considered to be a continuous meeting

Each Board member may claim a total honorarium of \$8,000 per year. The Board may approve an additional honorarium payment of up to \$2,000 for a Board member in recognition of extraordinary responsibilities that year.

### Eligible Meetings and Events

Eligible meetings or events include in person or electronic attendance at:

1. regular and special board meetings;
2. regular and special committee meetings;
3. Board and Committee meetings of the BC Association of Police Boards and the Canadian Association of Police Governance, if the person is a member of those Boards or a representative appointed to attend those meetings on behalf of the Saanich Police Board;
4. Board workshops organized by the Board or by the Department where Board attendance is desirable (for example, strategic planning workshops, stakeholder workshops, etc.);
5. Educational presentations or training required by the Ministry of Public Safety and Solicitor General, Policing and Security Branch or similar government mandated training for police board members;
6. Department swearing-in and recruit graduation ceremonies;
7. Participation in Chief Constable and other Department senior management interviews;
8. Meetings with third party stakeholders (for example, the Saanich Police Association);
9. Meetings requested by the Chief Constable for which the Board approves an honorarium;  
and
10. Other meetings or events determined by the Board to merit an honorarium.

### Ineligible Meetings, Events and Activities

Meetings, events or activities that would not be eligible for payment of an honorarium (subject to Board approval) include:

1. social events or award/recognition ceremonies;
2. informal meetings or social events among Board members;
3. educational or professional development sessions that are not mandatory, subject to Board approval based upon the benefit to the Board member and Board for such sessions;
4. travel time to attend meetings and events within the Greater Victoria Area; or
5. time spent drafting or reviewing documents (other than meeting agenda materials);

## Claims and Payment Process

Board members wishing to receive an honorarium must submit an Honorarium Entitlement Form to the Board Secretary setting out a list of eligible meetings and events attended by the Board member. Honorarium payments will be made on a quarterly basis. Board members will receive a T4 at year end, subject to applicable deductions unless exempt.

## **Travel Expenses and Per Diems**

In addition to an honorarium, Board members are entitled to be reimbursed for travel expenses and per diems if required to travel on Board business outside of the Greater Victoria Area in accordance with the Department's Travel Expense Policy in place from time to time.

As of May 1, 2023, per diem allowances are paid at rates published by Canada Revenue Agency for meals and allowances, based on the days required to complete the travel.

Extraordinary expenses may be claimed and considered by the Board for approval on a case by case basis.

Board members may obtain a Travel Expense Form from the Board Secretary.

### **References:**

- Saanich Police Department Travel Expense Policy

# Saanich Police Board

## Board Remuneration and Honorarium Policy

Board members are unpaid volunteers (except the Mayor as Board Chair) and are required to commit time to Board duties and responsibilities. The Board wishes to establish a remuneration and honorarium policy, as have other municipal police boards, to recognize service by Board members.

This Policy sets out guidelines regarding the Board's remuneration and honorarium policy. The remuneration/honorarium is not meant to compensate Board members for actual hours worked, but to recognize Board member service contribution.

### Honorarium for Meetings and Events

#### Honorarium Rates

Board members who attend eligible meetings or events may receive the following honorarium as of January 1, 2024:

<b>Rate</b>	<b>Meeting or Event Duration</b>
\$273	4 hours or less
\$548	4 to 8 hours
\$150	Additional payment for meetings more than 8 hours consecutively (*)
\$100	Additional honorarium for day spent traveling outside of Vancouver Island or the Lower Mainland before and after meetings or events
\$150	Additional honorarium for Vice Chair (agenda planning for meetings and workshops)

(\*) Meetings that occur next to each other, on the same date, are considered to be a continuous meeting

Each Board member may claim a total honorarium of \$8,000 per year. The Board may approve an additional honorarium payment of up to \$2,000 for a Board member in recognition of extraordinary responsibilities that year.

### Eligible Meetings and Events

Eligible meetings or events include in person or electronic attendance at:

1. regular and special board meetings;
2. regular and special committee meetings;
3. Board and Committee meetings of the BC Association of Police Boards and the Canadian Association of Police Governance, if the person is a member of those Boards or a representative appointed to attend those meetings on behalf of the Saanich Police Board;
4. Board workshops organized by the Board or by the Department where Board attendance is desirable (for example, strategic planning workshops, stakeholder workshops, etc.);
5. Educational presentations or training required by the Ministry of Public Safety and Solicitor General, Policing and Security Branch or similar government mandated training for police board members;
6. Department swearing-in and recruit graduation ceremonies;
7. Participation in Chief Constable and other Department senior management interviews;
8. Meetings with third party stakeholders (for example, the Saanich Police Association);
9. Meetings requested by the Chief Constable for which the Board approves an honorarium; and
10. Other meetings or events determined by the Board to merit an honorarium.

### Ineligible Meetings, Events and Activities

Meetings, events or activities that would not be eligible for payment of an honorarium (subject to Board approval) include:

1. social events or award/recognition ceremonies;
2. informal meetings or social events among Board members;
3. educational or professional development sessions that are not mandatory, subject to Board approval based upon the benefit to the Board member and Board for such sessions;
4. travel time to attend meetings and events within the Greater Victoria Area; or
5. time spent drafting or reviewing documents (other than meeting agenda materials);

## Claims and Payment Process

Board members wishing to receive an honorarium must submit an Honorarium Entitlement Form to the Board Secretary setting out a list of eligible meetings and events attended by the Board member. Honorarium payments will be made on a quarterly basis. Board members will receive a T4 at year end, subject to applicable deductions unless exempt.

## **Travel Expenses and Per Diems**

In addition to an honorarium, Board members are entitled to be reimbursed for travel expenses and per diems if required to travel on Board business outside of the Greater Victoria Area in accordance with the Department's Travel Expense Policy in place from time to time.

As of May 1, 2023, per diem allowances are paid at rates published by Canada Revenue Agency for meals and allowances, based on the days required to complete the travel.

Extraordinary expenses may be claimed and considered by the Board for approval on a case by case basis.

Board members may obtain a Travel Expense Form from the Board Secretary.

### **References:**

- Saanich Police Department Travel Expense Policy

**From:** [BCA Police Boards](#)  
**To:** [Board Secretary](#)  
**Cc:** [James Cambridge](#)  
**Subject:** BCAPB 2024 Membership Renewal  
**Date:** Thursday, January 4, 2024 8:32:54 AM  
**Attachments:** [Saanich.pdf](#)

---

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

*Sending on Behalf of Patricia Barnes*

c/o [Secretary@spdboard.ca](mailto:Secretary@spdboard.ca)

Dear Mayor Murdock,

On behalf of the BCAPB Executive, please find enclosed the BC Association of Police Boards membership renewal for 2024.

BCAPB, once again, was extremely active throughout 2023. In May 2023, BCAPB held its annual Conference/AGM in Nelson. The conference was well-received and informative. Thank you once again to the Nelson Police Board for hosting.

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

In the coming year we will continue to focus on:

- BCAPB strategic planning;
- Working with Police Services and the BC Municipal Chiefs;
- Continue to support opportunities related to Workplace Psychological Health and Safety;
- To support and follow the resolutions that were adopted at the 2023 AGM;
- Prioritize other issues as they are identified.

Stay tuned for information regarding our 2024 Conference to be held on April 11 and 12, 2024, in Vancouver.

The BCAPB looks forward to your Board's continued participation in the organization in 2024.

Sincerely,

Patricia Barnes  
President, BCAPB

Attachment

# *British Columbia Association of Police Boards*

---

## **Invoice**

### **2024 Annual Membership Fee**

BC Association of Police Boards

**Amount Due: \$1,025.00**

Date: December 15, 2023

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

---

Please make cheque payable to:

**British Columbia Association of Police Boards**

And forward to:

Attn: Veronica Bandet  
BC Association of Police Boards  
1127 Fort Street  
Victoria BC V8V 3K9

If you have any questions regarding this invoice, please contact me at 250-216-1205 or Patricia Barnes, President, BCAPB at 604-862-9637.

Thank you.

Veronica Bandet  
Executive Assistant to the BCAPB

---

Telephone: 250-216-1205 Email: [bcapbs@gmail.com](mailto:bcapbs@gmail.com)  
Address: 1127 Fort Street, Victoria, B.C. V8V 3K9

# CALENDAR OF EVENTS

## SAANICH POLICE BOARD

JANUARY 2024		
2 <sup>nd</sup>	1000 Hours	Swearing in Ceremony □ Greek Hall
9 <sup>th</sup>	1430 Hours	Police Board Meeting □ SPD Kirby Room
17 <sup>th</sup>	1000 Hours	Board and SPA Meeting □ SPD Kirby Room
tbd		Police Board Workshop

LOOKING AHEAD:

FEBUARY 2024		
1 <sup>st</sup>	tbd	Promotion Ceremony □ SPD Kirby Room
6 <sup>th</sup>	1430 Hours	Police Board Meeting □ SPD Kirby Room
MARCH 2024		
1 <sup>st</sup>	1700 Hours	SPD Retirement Recognition Event □ UVIC
5 <sup>th</sup>	1430 Hours	Police Board Meeting □ SPD Kirby Room
APRIL 2024		
2 <sup>nd</sup>	1430 Hours	Police Board Meeting □ SPD Kirby Room
11 <sup>th</sup> – 12 <sup>th</sup>	all day	BCAPB Conference □ Vancouver
MAY 2024		
7 <sup>th</sup>	1430 Hours	Police Board Meeting □ SPD Kirby Room
JUNE 2024		
4 <sup>th</sup>	1430 Hours	Police Board Meeting □ SPD Kirby Room
JULY 2024		
2 <sup>nd</sup>	<i>tentative</i>	Police Board Meeting ( <i>at the Board's discretion</i> )
AUGUST 2024		
6 <sup>th</sup>	<i>tentative</i>	Police Board Meeting ( <i>at the Board's discretion</i> )
SEPTEMBER 2024		
3 <sup>rd</sup>	1430 Hours	Police Board Meeting □ SPD Kirby Room
OCTOBER 2024		
1 <sup>st</sup>	1430 Hours	Police Board Meeting □ SPD Kirby Room
NOVEMBER 2024		
5 <sup>th</sup>	1430 Hours	Police Board Meeting □ SPD Kirby Room
DECEMBER 2024		
3 <sup>rd</sup>	1430 Hours	Police Board Meeting □ SPD Kirby Room