

SAANICH POLICE BOARD AGENDA

Date: Tuesday, February 4th, 2025

Time: 1430 hours

Place: Kirby Room

Territorial Acknowledgment:

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

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

Public Meeting Business:

SUBJECT	DISCUSSION INFORMATION APPROVE DECISION	PERSON RESPONSIBLE	ATTACHMENTS
1. Territorial Acknowledgement		Shelley Allan	
2. Approval of Agenda of February 4, 2025	Approve	Mayor Murdock	
3. Adoption of Minutes of January 7, 2025	Approve	Mayor Murdock	✓
4. Presentation by Curt Griffiths re: Organizational Review	Information		
5. Correspondence			
6. New Business Arising			
7. Divisional Updates 7.1 2025 Division Assignments for Inspectors	Information	Chief Duthie	
8. Committee Reports (as needed)			
8.1 Finance		Mr. Morton	
8.2 Governance and Strategic Planning Ms. Murray's End of Term February 15, 2025		Ms. Murray	
8.3 Stakeholder Outreach		Ms. Beckett	
8.4 Human Resources		Mr. Cambridge	
8.5 BCAPB 8.5.1 Conference Early Bird Registration & Sponsorship Request	Approve	Mr. Cambridge	✓
8.6 CAPG		Mr. Cambridge	✓

Board Budgets			
9. Amendment of the March 4th Board meeting to March 5th, 2025	Approve	Mayor Murdock	
10. Old Business			
11. Adjournment and Date of Next meeting: Wednesday March 5, 2025	Decision	Mayor Murdock	



SAANICH POLICE BOARD
Public Meeting Minutes
Saanich Police Department • In Person Meeting
Tuesday January 7, 2025

PRESENT:

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

The meeting was called to order at 1438 hours.

1. TERRITORIAL ACKNOWLEDGEMENT

Ms. Allan read the Territorial Acknowledgment.

Deputy Chief Warren, representing Chief Duthie, provided an overview of the promotion competitions for the positions of Deputy Chief Constable and Inspector, detailing the process involved. Due to his retirement on January 31, 2025, and Inspector Edwards' retirement on March 1, 2025, resulting in vacancies, the following applicants were successful and will be promoted as follows:

- Inspector Darrell Underwood to Deputy Chief Constable, effective February 1, 2025
- Staff Sergeant Andy Stuart to Inspector, effective February 1, 2025
- Staff Sergeant Jason Bland, effective March 3, 2025

Deputy Warren introduced Staff Sergeants Stuart and Bland to the Board, providing a brief overview of their career paths. Mr. Cambridge, who participated in the Deputy Chief Constable competition process on behalf of the Board, expressed his gratitude to the executive for including him in the process. He noted that the Department is in good shape with its current leadership. The Board congratulated all the successful candidates, as well as Deputy Warren and Inspector Edwards, on their well-deserved upcoming retirements.

Staff Sergeants Stuart and Bland left the meeting at 1446 hours.

2. APPROVAL OF AGENDA OF JANUARY 7, 2025

Moved by Mr. Morton and SECONDED by Mr. Cambridge: "That the agenda of the January 7, 2025, Police Board Public Meeting be approved as circulated."

CARRIED

3. ADOPTION OF MINUTES OF DECEMBER 3, 2024

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

CARRIED

4. CORRESPONDENCE

No items.

5. NEW BUSINESS ARISING

No items.

6. DIVISIONAL UPDATES

Updates provided at the start of the meeting by Deputy Warren.

7. COMMITTEE REPORTS (AS NEEDED)

7.1 Finance

No updates.

7.2 Governance and Strategic Planning

Ms. Murray noted the correspondence from the province regarding the annual board evaluation and all the requirements outlined. The evaluation and the audit of required documents would be a topic of discussion at the Board's winter workshop. Mr. Cambridge noted that this topic was discussed at the last BCAPB meeting, noting the need for a more standardized template for Chief Constable and Board evaluation.

Chief Duthie joined the meeting at 1457 hours.

7.3 Stakeholder Outreach

Ms. Beckett noted the committee met in November and discussed the client survey which can be conducted through the organizational review process. She is currently working with Deputy Douglas to include some questions that need to be included as part of the new standards.

7.4 Human Resources

No updates.

7.5 BCAPB

7.5.1 BCAPB 2025 Members Fees

MOVED by Mr. Cambridge and SECONDED by Ms. Murray: "That the 2025 BCAPB Membership Dues be approved".

CARRIED

7.6 CAPG

7.6.1 2025 CAPG Members Fees

MOVED by Mr. Cambridge and SECONDED by Mr. Morton: "That the 2025 CAPG Membership Dues be approved".

CARRIED

8. 2025 PROPOSED MEETING DATES

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

CARRIED

9. OLD BUSINESS

9.1 2025 Meeting Dates – Amendments

The Board was made aware of a few scheduling conflicts in the existing meeting list previously adopted for 2025. It was the consensus of the Board that discussion regarding meeting dates and amendments be tabled to the Board's workshop and brought forward to a future meeting.

9.2 Board Calendar of Events

Received for information.

10. ADJOURNMENT AND DATE OF THE NEXT MEETING: FEBRUARY 4, 2025

MOVED by Ms. Beckett and SECONDED by Mr. Morton: "That the January 7, 2025, Police Board Public Meeting is adjourned at 1511 hours and that the Board move to an in-camera meeting.

CARRIED

Chair



CALL FOR RESOLUTIONS

BRITISH COLUMBIA ASSOCIATION OF POLICE BOARDS ANNUAL CONFERENCE AND MEETING

An important part of each Annual Meeting of the BCAPB is the consideration of Resolutions forwarded by member boards.

To ensure adequate time for review, the BCAPB Board of Directors has set a deadline of March 15, 2025 for all Resolutions to be forwarded to the BCAPB.

Following review by the Resolutions Committee, resolutions will be distributed to members in advance of the General Meeting.

Voting on the Resolutions will take place at the Delta Hotels Vancouver Delta, 6005 BC-17A, Delta, BC, on May 9, 2025 as part of the BCAPB Annual General Meeting.

Please refer to the BCAPB Resolutions Guidelines for assistance in drafting proposed resolutions.

This is your chance to ensure your voice is heard!

Please forward your resolution(s) to Veronica Bandet at bcapbs@gmail.com



BCAPB Notice of Annual General Meeting

Friday, May 9, 2025

Delta Hotels Vancouver Delta, 6005 BC-17A, Delta, BC

9:30 a.m.

In accordance with the BC Association of Police Boards constitution and by-laws, notice is hereby given of the **ANNUAL GENERAL MEETING** to be held in conjunction with the 2025 conference. The Annual General Meeting will be held on Friday, May 9, 2025, at 9:30 am. at the Delta Hotels Vancouver Delta, Delta, BC.

Attached is a call for resolutions along with information regarding submissions of resolutions for your consideration. Timelines are tight on the preparation of resolutions so we encourage Boards to circulate this item to all their Board members so that it can be on their next agenda.

Thank you and if you have any questions please contact me at 604-762-5250 or Veronica Bandet, Administrative Assistant at 250-216-1205.

Sincerely,

Lara Victoria
President, BCAPB

Attachments

From: [BCA Police Boards](#)
To: [Board Secretary](#)
Cc: [James Cambridge](#)
Subject: BCAPB 2025 Conference/AGM - Sponsorship Request
Date: Wednesday, January 15, 2025 10:58:48 AM

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

Sending on Behalf of Lara Victoria

Mayor Dean Murdock
Chair, Saanich Police Board

Dear Mayor Murdock:

Re: Sponsorship Request – 2025 BCAPB Annual General Meeting and Conference

The BC Association of Police Boards would like to invite you to sponsor our 2025 Conference and AGM. The 2025 Conference theme is “*Focus Forward: The Evolving Role of Police Boards*”. It is being hosted by the Delta Police Board and will take place at the Delta Hotels Vancouver Delta, 6005 BC-17A, Delta, British Columbia, on May 7, 8 and 9, 2025. There will be opportunities to interact in joint dialogue and information-sharing sessions.

The opportunities for sponsorships range from a coffee break at \$575 each, a breakfast at \$700, a lunch at \$850, a welcoming reception at \$700.00 and dinner at \$1,100.

In every case, sponsors will be acknowledged in the conference program. However, if you prefer to make a generic contribution in any amount, we will be pleased to allocate your funding according to need, again with acknowledgment.

If your board is able to assist in this manner, cheques should be made payable to the BC Association of Police Boards and forwarded to Veronica Bandet, BCAPB, PO Box 33012, Victoria RPO Colwood Corners, BC, V9B 6K3.

Thank you for your consideration. We look forward to hearing from you at your convenience and if we can provide further information, please contact me at 604-762-5250 or Veronica Bandet, Administrative Assistant at 250-216-1205.

Lara Victoria
President
BC Association of Police Boards

Resolutions

What is a Resolution?

A resolution is a formal way of stating an intended or desired action/direction/position by a group.

Guidelines for Resolution Writing

1. Choose a topic that is important, relevant and deserving of an official BCAPB position.
2. Identify your Board as the author of a resolution.
3. WHEREAS clauses are factual clauses to support your resolution; they should be concise and to the point. Resolutions that have a page or more of WHEREAS clauses only serve to make the reader less amenable to your idea if he or she has to sort through multiple WHEREAS clauses in order to determine your point. The entire resolution should be no longer than one page.
4. RESOLVED clauses state your proposed policy change or position. Internal resolutions should be directed to the BCAPB (resolved that the BCAPB); external resolutions should be directed to the appropriate level of government or Minister/Ministry. Internal and external intents may not exist within the same RESOLVED clause, rather, separate resolved clauses are necessary if you want the BCAPB to take an action separate from the government. RESOLVED clauses should be only one sentence in length and must be able to stand alone as they are the only part of the resolution that will be debated or considered.

Other helpful tips: If possible have financial implications information in your resolution. Factual information to support your resolution should be available or included as an attachment to your resolution.

Format for a Resolution

- The TITLE identifies the topic/problem or issue or its proposed solution.
- The AUTHOR names the Police Board putting forward the resolution.
- The PREAMBLE is used for factual information that is necessary to support the RESOLVED section. Each PREAMBLE clause should be written as a separate paragraph, beginning with the word Whereas. The first word should begin with a capital letter. The PREAMBLE, regardless of its length and number of paragraphs, should never contain a period. Each paragraph should close with a semi-colon. The next to the last paragraph should close with a semi-colon, after which a connecting phrase such as Therefore or Therefore Be It or Now Therefore, Be It is added.
- The RESOLVED section indicates what action is proposed. There may be more than one Resolved clauses, each stated separately. The word RESOLVED is printed in capital letters, followed by a comma and the word THAT. Each resolved clause must be a separate paragraph and may be ended with a period or a semi-colon and in the case of the next to the last clause, be followed by the word AND,.
- If factual information is available it should be included as an attachment.
- Estimated cost of implementation if available should also be included.

Resolution Strategies

Here are some hints to help you get your resolution passed:

1. Be concise. The delegates will get copies of all resolutions and this means a lot of reading. If your resolution is too wordy, it will not get the attention it deserves. Try and limit your resolution to five "whereas" clauses: choose the strongest five facts and use the others in discussion and debate. Resolutions should not be longer than one page.
2. Be realistic. The resolved statements should include specific actions that are realistic and implementable. Resource availability (both human and financial) will affect the implementability of resolutions.
3. Be positive. A positive approach always works better than a negative one. Write positive statements, and address the issue positively when you are speaking to it.
4. Be knowledgeable. Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.
5. Gather support and assistance. Try to involve other members in supporting your resolution. Share your facts and ask others to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other members to get involved.
6. Use your time on the floor wisely, time is limited. As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses.
7. Be available. Make sure you are available to the Delegates to answer questions. Be on time for all meetings.

Have your documentation handy. Make sure you have at least two copies of your documentation with you – questions may be asked that need further clarification.

BCAPB Conference 2025
presents:

FOCUS FORWARD

The Evolving Role of Police Boards

Hosted by:
DELTA POLICE BOARD

British Columbia Association of Police Board invites you to register for its 2025 Conference on May 7, 8 and 9, 2025 at the Cascades Casino Conference Centre, 6005 BC-17A, Delta, BC, V4K 5B8.

Programmed around the theme: "Focus Forward: The Evolving Role of Police Boards", this conference is packed with activities to engage and inform a target audience of Police Board members, Police Executives, leaders of the Provincial Government and other agencies related to public safety, policing and police governance in BC. A full package of information will be forwarded to you in the near future.

Delta Hotels Vancouver, Delta has offered BCAPB Conference Delegates a preferred rate of \$229.00 plus taxes, per night. Accommodation reservations can be made using this [link](#) or by calling (604) 382-8222 and referring to the group code: **BC Association of Police Boards**. Reservations must be made by March 25, 2025 for this offer.

To register for the conference, please email the Group Registration and Individual Registration forms (see attached) to bcapbs@gmail.com or via regular mail to: **BCAPB, Attention: Veronica Bandet, PO Box 33012, Victoria RPO Colwood Corners, BC, V9B 6K3.**

Cheques should be payable to **BC Association of Police Boards** and mailed to the address noted above. For further information please contact Veronica Bandet at bcapbs@gmail.com or at (250) 216-1205.

DEADLINE TO REGISTER FOR THE CONFERENCE IS APRIL 18, 2025





**BC Association of Police Boards
2025 Annual General Meeting & Conference**

May 7, 8 & 9, 2025

Delta Hotels Vancouver Delta, 6005 BC-17A, Delta, British Columbia, V4K 5B8

Name of Board/Organization :

Address :

Contact Name :

Email :

Telephone :

- Registration for Conference (includes breakfast and lunch for all 3 days, reception on Wednesday, Thursday dinner, bus service to TFN and Axon Roadshow):
 - \$550.00 per person EARLY BIRD (member or non-member)
 - \$650.00 after February 15, 2025 (member or non-member)
- Companion Registration for Conference: \$350.00 per person (registration includes all items listed above)
- Additional Guest(s) for banquet: \$110 per guest

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Number of registrations (please attach Individual Registration Forms for each person)	:	<input type="text"/>	x		
Rate (see above)	:	<input type="text"/>	=	<input type="text"/>	
Number of Companion registrations (please attach Individual Registration Forms for each person)	:	<input type="text"/>	x		
			\$ 350	=	<input type="text"/>
Additional guests for banquet only	:	<input type="text"/>	x		
			\$ 110	=	<input type="text"/>
TOTAL :					<input type="text"/>

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INDIVIDUAL
REGISTRATION FORM

BC Association of Police Boards
2025 Annual General Meeting & Conference

May 7, 8 & 9, 2025

Delta Hotels Vancouver Delta, 6005 BC-17A, Delta, British Columbia, V4K 5B8

MEMBER/NON-MEMBER

☐

COMPANION

☐

Name :

Address :

Email :

Telephone :

Please indicate your attendance at (schedule subject to change):

Wednesday,
May 7, 2025

- ☐ 8:15 am - 9:30 am : Breakfast
- ☐ 9:30 am - 12:00 noon : Conference
- ☐ 12:00 noon - 4:15 pm : Tsawwassen First Nation (Lunch & Tour)
- ☐ Bus transportation to & from Tsawwassen First Nation lands
- ☐ 4:15 pm - 5:30 pm : Axon Road Show
- ☐ 5:30 pm - 6:30 pm : Welcome Reception

Thursday,
May 8, 2025

- ☐ 8:15 am - 9:15 am : Breakfast
- ☐ 9:15 am - 4:00 pm : Conference
- ☐ 12:30 pm : Lunch
- ☐ 6:00 pm - 8:00 pm : Buffet Dinner

Friday,
May 9, 2025

- ☐ 8:15 am - 9:30 am : Breakfast
- ☐ 9:30 am - 10:30 am : AGM
- ☐ 10:30 am - 11:00 am : BCAPB Executive Committee Meeting
- ☐ 11:00 am - 1:00 pm : Conference Keynote Speaker and Lunch
- ☐ 1:00 pm - 3:00 pm : Educational Workshop for Police Board members

Please note any allergies or dietary restrictions:

From: [James Cambridge](#)
To: [Anita De Medeiros](#)
Subject: Agenda item
Date: Wednesday, January 22, 2025 4:42:56 PM

Hi Anita,

Can you please add to the in-camera section a CAPG item called, Board Budgets and include this table (below).

Thanks

Jim

Percentage of Police department budget dedicated to the Board

Within BC

Victoria	0.20%
Vancouver	0.20%
West Van	Does not have own budget - part of dept
New West	Does not have own budget - part of dept
Abbotsford	<i>No response</i>
Port Moody	<i>No response</i>
Central Saanich	<i>No response</i>
Oak Bay	<i>No response</i>
Nelson	<i>No response</i>
Saanich	0.15%
Metro Police	0.20%
Delta	0.20%

Outside BC

London	0.49%
York	0.50%
Edmonton	1%
Barrie	2%
Winnipeg	1%
Kennebescis	5%