



VICTORIA & ESQUIMALT POLICE BOARD

Public Meeting Agenda

May 12, 2026 at 5:00pm

Boardroom & Zoom

1. ACKNOWLEDGEMENT

- a. Territorial Acknowledgement

2. STANDING ITEMS

- a. Declarations of Conflict of Interest
- Pg. 1 b. Adoption of the Public Agenda of May 12, 2026
- Pg. 2 c. Adoption of the Public Minutes of April 21, 2026
- d. Board Chair Update
- e. Committees Update
- Pg. 5 • Finance Committee – Public Posting of Q4 Financials
- f. BC Association of Police Boards Update
- g. Board Member Engagement Update
- h. Chief Constable Update
- i. Deputy Chief Constables Update

3. NEW BUSINESS

- a. H. Courtright – Appointment Term Expiry

4. RISE & REPORT *(when applicable)*

- a.

5. CORRESPONDENCE

- a.



VICTORIA & ESQUIMALT POLICE BOARD
Public Meeting Minutes
April 21, 2026 at 5:00pm
Boardroom & Zoom

PRESENT

M. Hayes, Chair
M. Alto
A. Boardman
H. Courtright
E. Cull
P. Faoro
T. Kituri

S. Law
N. Sukhdeo
P. Thorkelsson
DC J. McRae
Insp. C. Brown
Insp. B. Gubbins
Insp. C. King

Insp. J. Lawson
Insp. J. Malinosky
S/Sgt. J. Ames
T. Parton
Da. Phillips
Do. Phillips

Regrets: CC F. Wilson, K. Kosich
Recorder: D Robertson

1. TERRITORIAL LAND ACKNOWLEDGEMENT

- a) Territorial Land Acknowledgement (M. Alto)

2. STANDING ITEMS

- a) Declaration of Conflicts of Interest

No conflicts declared.

- b) Approval: Public Agenda of April 21, 2026

26-23 MOTION: *To approve the Public agenda of April 21, 2026 as presented.*
MOVED/SECONDED/CARRIED

- c) Approval: Public Minutes of February 24, 2026

26-24 MOTION: *To approve the Public Minutes of February 24, 2026 as presented.*
MOVED/SECONDED/CARRIED

- d) Board Chair Update

- o None at this time

- e) Committees Update:

- o Finance Committee Update:

- a. Request approval of conference travel:

Canadian Association of Police Governance - A. Boardman, H. Courtright, M. Hayes / Edmonton,
August 12th – 14th 2026

Canadian Association of Chiefs of Police - M. Hayes / Edmonton August 16th – 18th 2026

Discussion: Amend the motion to include Board Member N. Sukhdeo to the CAPG Conference August 12th – 14th

26-25 **MOTION #1:** *To approve travel for Board Members A. Boardman, H. Courtright, N. Sukhdeo and M. Hayes respectively to attend CACG & CAPC Conferences in Edmonton August 12th – 18th 2026*
MOVED/SECONDED/CARRIED

b. Section 27 Appeal:
Section 27 Appeal to the City of Victoria re: decline to fund the 2 Patrol Positions

26-26 **MOTION #2:** *File a Section 27 Appeal re: City of Victoria decline to fund 2 Patrol Positions*
MOVED/SECONDED/CARRIED

**** 5:10 pm – Brief adjournment to fix audio on the livestreaming**

**** 5:15 pm – Reconvene the meeting with audio working on livestreaming**

o Governance Committee Update:

c. Note taking process for Closed In-Camera meetings:
To ensure Closed In-Camera meetings record actions and /or decisions and that these are actionable by Chair or Vice-Chair as deemed.

26-27 **MOTION # 3:** *The Board Accept the revised policy for Minutes of Closed In-Camera Meetings.*
MOVED/SECONDED/CARRIED

f) Board Member Update

- o M. Hayes attended the Manitoba Women In Law Enforcement where Chief Wilson was the Keynote Speaker
- o P. Faoro attended the April 9th Staff Sargent & Promotional event / ceremonies – great to see 6 with long tenure

g) Chief Constable Update

- o (By DC J. McRae) Brief snapshot of the high level of Chief Wilson activities – currently at Lobby Day in Ottawa

h) Deputy Chief Constables Update

- o March 31st – first FIFA view party in Victoria; went smoothly; 5 officers were funded by a grant from City of Victoria / all local PD are sharing information about all FIFA events

3. NEW BUSINESS

a) CSWB Liaison

- o Howard Tran completed the initial steps for this program (September to March)
- o The first phase report is positive, and Insp. J. Malinosky will take over as the internal lead

b) *NEW Meeting* Service or Policy Complaint

- o The Board will initiate a new process to improve practice and provide transparency by holding Service or Policy Complaint meetings as part of the Public Meeting

- As needed the Service or Policy Complaint meetings will be held immediately following the completion of the regular Public Meeting
- c) **Q1 VicPD Compliments Report**
- Great to see these back in the reports to the Board

4. RISE & REPORT

Report to the Public on the Motion from the In Camera meeting:

MOTION: THAT the Board approve a \$261,230 increase to its 2026 budget to cover one-time hiring costs for six new positions. These positions – two Strike Force Officers, two Community Resource Officers, one Community Programs Manager (civilian), and one Cybersecurity Analyst (civilian) – were included in the final Provisional Budget submitted on February 26, 2026. This approval is based on the 2025 Budget appeal decision under Section 27 of the Police Act, as communicated by Glen Lewis, Assistant Deputy Minister and Director of Policing and Law Enforcement Services, on March 2, 2026

Meeting adjourned at 5:32 pm



VICTORIA & ESQUIMALT POLICE BOARD

DATE:	April 21, 2026
TO:	Victoria and Esquimalt Board
FROM:	Donna Phillips, Director of Financial Services
SUBJECT:	Q4 2025 Financial Report - Final
ACTION:	For Approval

SUMMARY:

A preliminary 2025 financial report was presented to the Finance Committee on March 3, 2026. The year end has now been completed. The purpose of this report is to present the final high-level results and the Reserve Fund report for 2025.

Overall Performance

The 2025 budget was 98% spent with an operating surplus of \$1,880,613 broken out as follows:

	2025 Budget	2025 Actual	2025 Variance	Note
Salaries, Benefits and Overtime, net recoveries	\$ 57,160,380	\$ 56,250,735	\$ 909,645	1
Other Operating Costs	17,921,619	17,175,819	745,800	2
Integrated Unit Costs	4,336,163	4,050,102	286,061	3
Revenue	(689,250)	(2,290,557)	1,601,307	4
Transfer from Financial Stability Reserve	(500,000)	(58,615)	(441,385)	5
Transfer from Victoria - C-STEP	-	(45,622)	45,622	6
Transfer to Capital Reserve	1,200,000	1,200,000	-	
Transfer to Community Resilience Fund	(200,000)	1,066,438	(1,266,438)	7
Total	\$ 79,228,912	\$ 77,348,299		
Operating Surplus			\$ 1,880,613	

Distribution of the surplus is made in accordance with the Framework Agreement section 9.2. Refer to the *Reserve Fund Report*, page 4 of the enclosed report, and specifically, Note 7 for more details.

Variations

The following notes, corresponding to the summary on the previous page, provide more information on variations between budget and actuals for year 2025:

1 – Salaries, Benefits and Overtime

Net underspending of budget of \$909,645 consists of:

Benefits over budget	(459,980)
Unfunded retirement payouts	(321,864)
Net staffing vacancies (under budget)	1,691,489
Total	\$909,645

2 – Other Operating Costs

These costs were under budget by \$745,800. The variations over \$100,000 consist of:

Recruiting, training and travel (under budget)	617,794
Professional services (under budget)	458,222
E-Comm 9-1-1 (under budget)	239,331
Telecommunications (under budget)	111,935
Equipment and fleet (over budget)	(377,382)
Uniforms and projective clothing (over budget)	(271,123)
Net costs < \$100,000 (over budget)	(32,977)
Total	\$745,800

Recruiting, Training and Travel – JIBC training was under budget (\$451k) due to budgeting for 36 recruit seats provided by the Justice Institute of BC but 17 actual seats were provided. Recruitment campaign costs were also lower than expected (\$82k) due to staffing changes in the Community Engagement Division. An additional underspending in various lines totaled \$85k.

Professional Services – This expense shows as underspent primarily due to a contingency budget of \$500,000 for special operations, which is funded from reserves, and for which there were no expenditures during the year. The legal contingency fund was also under budget (\$101k). Under spending was offset by third party services, including crime investigations, which were over budget by \$142,000.

E-Comm 9-1-1 expenditures were lower than projected by \$239,331.

Telecommunications were under budget primarily due to CREST radio costs being lower than projected.

Equipment and Fleet were higher than expected due to aging fleet and the increasing cost allocations by the City of Victoria for labour.

Uniforms and protective clothing costs continue to rise with rapid cost increases for specialized goods and officer turnover.

3 – Integrated Units Costs

Integrated Unit costs are under budget by \$286,061 primarily due to lower-than-expected costs for the Vancouver Island Integrated Major Crime Unit (VIIMCU) in the amount of \$226,316. The Greater Victoria Police Diversity Advisory Committee was under budget by \$24,694 due to a delay in contracting a Diversity Coordinator. The remaining variations are for four units managed by Saanich Police Department and total \$35,051 (under budget).

4 – Revenue

Revenues were higher than expected by \$1,601,307 as follows:

Fees (over budget)	\$101,342
Grants and funding (over budget)	429,965
Community Resilience Funds received	1,070,000
Total	1,601,307

The largest variance of \$1,070,000 is related to the Community Resilience Funds (CRF) received from Public Safety Canada and included as grant revenue. \$3,562 was expended in the year and there was a transfer out for unspent funds in the amount of \$1,066,438 to the CRF reserve held in the Financial Stability Reserve, and as stated in note 7.

Fees were higher-than-expected overall from policing services provided for the COHO Ferry and other police agencies (\$110k), and a share of net fees from a recruit training initiative administered by Saanich Police Department (POPAT - \$14k). These overages were offset by lower-than-expected revenues for permits, searches and police reports (\$23k).

Grants and funding revenues over budget consisted of C-STEP (Community Safety and Targeted Enforcement Program) funding from the province to match expenditures (\$498k), ReVOII (Repeat Violent Offending Intervention Initiative) funding (\$68k), CFO (Civil Forfeiture Officer) funding (\$14k), and PTEP (Provincial Tactical Enforcement Priority) funding (\$8k). These revenues were offset by lower-than-expected grants for KOP (Keep of Prisoners) and Naloxone supply grants (\$11k). The total variance was also offset by a \$147,000 budget in revenue for funding for a Constable position from the BC Legislature, for which the actual receipt of funds was recorded under recoveries and offsetting salary costs.

5 – Transfer from Financial Stability Reserve (FSR)

The \$500,000 budget for Transfer from FSR was to cover any special operation expenditures under the Investigative Services Division, for which there were none during the year. The actual transfer of \$58,615 from the Financial Stability Reserve was to cover costs for the Victoria Community Safety and Wellbeing Liaison consultant.

6 – Transfer from Victoria – C-STEP

The \$45,622 transfer from the City of Victoria was to match expenditures incurred for C-STEP initiatives under the funding provided in the amount of \$220,000. Other C-STEP costs incurred were funded by provincial C-STEP grants approved prior to the City funding announcement.

7 – Transfer to Community Resilience Fund

Community Resilience funds received and unspent in the amount of \$1,066,438 were transferred to the Financial Stability Reserve.



Q4 FINANCIAL REPORT AS AT DECEMBER 31, 2025

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Victoria Police Department
Revenue and Expenditures
For the Year Ending December 31, 2025 (Final)

Departmental	Annual Budget	Actual	Variance	% Used
Description				
Salaries - Police	\$ 35,774,808	\$ 34,652,309	\$ 1,122,499	96.9%
Salaries - Civilian Unionized	5,126,682	4,676,699	449,983	91.2%
Salaries - Civilian Exempt	1,535,426	1,622,955	(87,529)	105.7%
Auxiliaries	115,000	247,696	(132,696)	215.4%
Aux Special Municipal Constables	170,000	254,666	(84,666)	149.8%
Retirements	-	202,123	(202,123)	N/A
Worksafe Recovery	(933,600)	(1,269,244)	335,644	136.0%
Recoveries from Third Parties	(240,730)	(539,403)	298,673	224.1%
Benefits - Police	10,599,707	10,667,056	(67,349)	100.6%
Benefits - Civilian	1,988,787	2,017,513	(28,726)	101.4%
Total Salaries and Benefits	54,136,080	52,532,371	1,603,709	97.0%
Overtime				
Police and Special Municipal Constables	4,417,000	5,763,791	(1,346,791)	130.5%
Civilians	114,000	175,808	(61,808)	154.2%
Recoveries from Third Parties	(1,506,700)	(2,221,255)	714,555	147.4%
Total Overtime	3,024,300	3,718,344	(694,044)	122.9%
Other Operating Costs				
E-Comm 9-1-1	5,878,066	5,638,735	239,331	95.9%
Professional and Third Party Services	3,092,285	2,634,063	458,222	85.2%
Training and Travel	2,405,000	1,787,206	617,794	74.3%
Software Licenses and Subscriptions	1,816,300	1,798,359	17,941	99.0%
Equipment and Fleet	1,355,650	1,783,022	(377,382)	131.5%
Telecommunications	867,000	755,065	111,935	87.1%
General and Office Supplies	539,100	574,031	(34,931)	106.5%
Building Maintenance	818,858	851,164	(32,306)	103.9%
Uniforms and Protective Clothing	440,500	711,623	(271,123)	161.5%
Insurance	360,160	333,962	26,198	92.7%
Other Operating Costs	232,200	208,852	23,348	89.9%
Lease and Rentals	116,500	149,727	(33,227)	128.5%
Total Other Operating Costs	17,921,619	17,175,819	745,800	95.8%
Total Operating Costs	75,081,999	73,426,534	1,655,465	97.8%

Victoria Police Department
Revenue and Expenditures
For the Year Ending December 31, 2025

Departmental	Annual Budget	Actual	Variance	% Used
Revenue				
Special Duties	(370,000)	(480,029)	110,029	129.7%
Operational Planning	(147,000)	-	(147,000)	0.0%
Records	(89,000)	(66,450)	(22,550)	74.7%
Grants	(43,250)	(1,697,191)	1,653,941	3924.1%
Recruiting Fees	-	(13,863)	13,863	N/A
Jail	(40,000)	(33,023)	(6,977)	82.6%
Total Revenue	(689,250)	(2,290,557)	1,601,307	332.3%
Transfer to Capital Reserve	1,200,000	1,200,000	-	100.0%
Transfer to (from) FSR ¹	(500,000)	367,162	(867,162)	-73.4%
Transfer to (from) FSR - CRF ²	(200,000)	1,066,438	(1,266,438)	-533.2%
Transfer to Employee Benefit Obligation	-	1,454,836	(1,454,836)	N/A
Transfer from City of Victoria (C-STEP) ³	-	(45,622)	45,622	N/A
Reserve Transfers	500,000	4,042,813	(3,542,813)	808.6%
Total Net Expenditures Before Integrated Units	\$ 74,892,749	\$ 75,178,790	-\$ 286,041	100.4%
Integrated Units				
Salaries and Benefits	6,461,598	3,073,022	3,388,576	47.6%
Overtime	457,132	568,671	(111,539)	124.4%
Operating Costs	1,267,249	2,598,109	(1,330,860)	205.0%
Total Operating Costs	8,185,979	6,239,802	1,946,177	76.2%
Transfer to Evergreen Reserve	125,300	(127,978)	253,278	-102.1%
Cost Sharing From Other Police Agencies	(3,975,116)	(2,061,722)	(1,913,394)	51.9%
Total Integrated Units	4,336,163	4,050,102	286,061	93.4%
Grand Total Net Expenditures⁴	\$ 79,228,912	\$ 79,228,892	\$ 20	100.0%

¹FSR – Financial Stability Reserve

²FSR-CRF – Community Resilience Fund within the FSR

³C-STEP – Community Safety and Targeted Enforcement Program

⁴The budget and actual totals balance after distribution of the surplus through transfers. There is a residual balance of \$20 due to rounding differences between the VicPD Budget and the City of Victoria posted budget in the financial system.

Victoria Police Department
Capital Expenditures
For the Year Ending December 31, 2025

	Transfers to Capital Fund	Budgeted Expenditures	Actual Expenditures	(Over) Under	%
Vehicles	-	600,000	835,789	(235,789)	139.3%
Computer Equipment	-	500,000	482,590	17,410	96.5%
Furniture, Equipment & Facilities Improvements	-	400,000	234,843	165,157	58.7%
Total Capital	\$ 1,200,000	\$ 1,500,000	\$ 1,553,222	(53,222)	103.5%

Note on Variance:

While underspending on Computer Equipment and Furniture, Equipment & Facilities Improvements helped mitigate costs, overspending of the Vehicles budget led to a net overspending of \$53,222 during the year. The Vehicles budget has remained at the 2023 level, despite significant increases in the cost for outfitted patrol vehicles. Compounding the issue, substantial delays in vehicle deliveries hinder the department's ability to control the timing of these expenses. A pilot vehicle capital leasing program was discontinued due to limitations in the City of Victoria's overall borrowing capacity.

To address these challenges, a comprehensive capital planning review is underway that will be incorporated into the 2027 budget.

Reserve Fund Report
Report as at December 31, 2025

Statement 3

	Notes	FSR ¹		CAPITAL	EVERGREEN ³	EBO ⁴	Total
		General	CRF ²				
Opening Balance, Jan 1 2025		\$ 524,726	\$ -	\$ 1,809,212	\$ 889,375	\$ 7,813,357	\$ 11,036,670
Prior year adjustment						(16,452)	(16,452)
Revised Opening Balance, Jan 1, 2025		\$ 524,726	\$ -	\$ 1,809,212	\$ 889,375	\$ 7,796,905	\$ 11,020,218
Transfer to Operations:							
Retirement Payouts	N1					(1,310,491)	(1,310,491)
Special Operations Investigations	N2	-					-
CSWB Liaison	N3	(58,615)					(58,615)
Integrated Unit Costs	N4				(171,355)		(171,355)
Transfer to MYST	N5				(101,623)		(101,623)
Transfer from Operations:							
Capital Reserve Funding	N6			1,200,000			1,200,000
Operating Surplus	N7	1,492,090				388,523	1,880,613
Integrated Unit Capital Contributions	N8				145,000		145,000
Transfer to Capital - Capital expenditures	N9			(1,553,222)			(1,553,222)
Vehicle Disposals	N10			14,670			14,670
Community Resilience Fund (CRF)	N11		1,070,000				1,070,000
CRF expenditures	N12		(3,562)				(3,562)
Interest		22,521	-	77,651	38,172	334,643	472,987
Closing Balance, Dec 31, 2025		\$ 1,980,722	\$ 1,066,438	\$ 1,548,311	\$ 799,569	\$ 7,209,580	\$ 12,604,620

Notes

N1 - Retirement Payouts

Adjustment for prior year (2024) retirement costs (new procedure in 2025 per City).

N2 - Special Operations Investigations

There were no costs incurred for major crime investigations under the Special Operations Unit of the Investigative Services Division in 2025 (2024 - \$45,370). These costs can vary widely, therefore a \$500,000 budget is allocated for expenditures annually with an offsetting transfer from the FSR (nil budget).

N3 - CSWB Liaison

Contractual costs related to the Community Safety and Wellbeing (CSWB) liaison with the City of Victoria. This cost was requested to be funded from the Beat and Bylaw Unit \$1.35 million funding provided by the City and not utilized due to timing of deployments. However, the liaison cost was deducted from VicPD's FSR and is under review.

N4 - Integrated Unit Costs

A net drawdown from Evergreen was required to cover costs in the year as follows:

Integrated Mobile Crisis Response Team (IMCRT) drawdown for deficit^	(28,557)
Greater Victoria Emergency Response Team (GVERT)~ drawdown for deficit and equipment	(252,117)
Greater Victoria Public Safety Unit (PSU) drawdown for training	(25,000)
Greater Victoria Public Safety Unit (PSU) surplus	134,319
	<u>(171,355)</u>

^IMCRT Evergreen balance of \$252,910 was distributed to unit members in March 2026 upon disbandment of the unit.

~ GVERT drawdown is net of a surplus of \$14,941 in the Crisis Negotiating Team (CNT) and a surplus of \$38,787 in the Explosives Disposal Unit (EDU).

Reserve Fund Report continued

N5 - Transfer to MYST

Transfer of the Mobile Youth Services Team (MYST) Evergreen reserve balance to operations for the purposes of paying out to the Saanich Police Department (SPD). SPD took over management of the MYST budget, including reserve fund in 2025 per Area Chiefs

N6 - Capital Reserve Funding

Capital Reserve funding is the annual amount budgeted to be transferred from operations to the reserve to fund capital expenditures in the year. The budgeted reserve funding of \$1.2-million is \$300,000 less than the capital expenditure budget of \$1.5-million in 2025. This reflects the final decision to maintain Council reductions based on a *Police Act* Section 27(3) 2023 budget appeal.

N7 - Operating Surplus

There was an operating surplus in the year, as follows:

Surplus before funding retirement costs from EBO	570,122
Retirement costs funded from EBO	<u>1,310,491</u>
Total Operating Surplus	1,880,613

According to the Framework Agreement s.9.2, any surplus at the end of the year is to be transferred to the FSR up to the maximum amount under s. 8.4 which is 2.5% of the net budget (\$1,492,090 transferred). Any residual surplus is then to be transferred to the EBO (\$388,523) until it is fully funded (refer to N13). This surplus distribution is pending confirmation by the City of Victoria.

N8 - Integrated Unit Capital Contributions

Integrated Unit budgets include budgeted transfers to the Evergreen fund to fund equipment and vehicle purchases based on long term plans. The following transfers to Evergreen were made in 2025:

Greater Victoria Emergency Response Team (GVERT)	115,000
Explosives Disposal Unit (EDU)	5,000
Greater Victoria Public Safety Unit (PSU)	20,000
Integrated Mobile Crisis Response Team (IMCRT)	<u>5,000</u>
	<u>145,000</u>

N9 - Transfer to Capital - Capital Expenditures

Capital expenditures of \$1,553,222 were incurred during the year, which were \$53,222 over budget due to timing of vehicle deliveries.

N10 - Vehicle Disposals

Proceeds received from disposal of three vehicles at end of life.

N11 - BC Legislature Funding Received

Funds received through the BC Legislature from the Public Safety Canada Community Resilience Fund (CRF) which provides financial support to organizations working to improve Canada's understanding and capacity to prevent and counter violent extremism by supporting partnerships and innovation.

N12 - CRF Expenditures

Total expenditures in the amount of \$3,562 were incurred from the CRF (refer to Note 11).

Footnotes

- ¹ FSR - Financial Stability Reserve
- ² CRF - Community Resilience Fund
- ³ Evergreen Reserve - used for Integrated Units contingency, vehicle and equipment funding.
- ⁴ EBO - Employee Benefit Obligation Reserve