



VANCOUVER POLICE BOARD

Regular Meeting Agenda

Date: Thursday November 23, 2023

Time: 1:00- 2:05 pm

		Time
1	Welcome: Land Acknowledgement Introduction of Members & Staff Declarations of Interest in Items Under Consideration	5
2	Consent Agenda *2.1 Agenda for November 23, 2023 *2.2 Minutes of October 19, 2023 Regular Meeting *2.3 204 Police Charge Out Rates Report (#2311F11) *2.4 2024 Police Services Fees Report (#2311F12)	5
3	Special Presentations and Delegations	
4	For Decision *4.1 Respectful Workplace Policy (RPM 4.3.1; 4.3.1(i); 4.3.1(ii)) (# 2311V14) <p style="text-align: right;">Supt. Shelley Horne, Dir Christine McLean</p> *4.2 Surreptitious Recordings in the Workplace (RPM 4.1.14) (# 2311V15) <p style="text-align: right;">Supt. Shelley Horne, Staff Sergeant Holtz</p> *4.3 2024 Operating Budget Report (#2311F09) *4.4 2024 Capital Budget (#2311F10)	15 20 10
5	For Discussion 5.1 Updates <ul style="list-style-type: none"> • Vancouver Police Foundation Frank Chong • Finance Committee • Governance Committee Faye Wightman 	
6	Chief Constable's Update Chief Adam Palmer	5
7	For Information *7.1 Compliments Report *7.2 Public Safety Indicators Report Q3 (#2311P02) *7.3 2023 Q3 Variance Report	



Regular Meeting Minutes

Date/Time: October 19, 2023 - 1:00- 1:45 pm

Location: 7th Floor Boardroom- 2120 Cambie St. Vancouver BC

Attendees		
Vancouver Police Board Members/Staff	Vancouver Police Department	Guests
Faye Wightman (Vice Chair)	Chief Constable Adam Palmer	
Patricia Barnes (Director) Online	Deputy Chief DCC Howard Chow	
Allan Black (Director)	Deputy Chief Constable Fiona Wilson	
Comfort Sakoma-Fadugba (Director) Online	Deputy Chief Constable Steve Rai	
Frank Chong (Director) Online	Superintendent Howard Tran	
Lorraine Lowe (Director)	Senior Director Nancy Eng	
Jason Kuzminski (Executive Director)		
Alaleh Shah Ali (Board Staff)		
Absent: Ken Sim (Chair) Patricia Barnes (Director)		

1. Introduction

The Vice Chair called the meeting to order at 1:00 p.m. and began the meeting by acknowledging it was being held on the traditional and unceded territory of the Musqueam, Squamish and Tsleil-Waututh peoples and inviting Board members and executive staff of the VPD to introduce themselves.

2. *Adoption of:

- *2.1 Agenda for October 19, 2023, Regular Meeting
- *2.2 Minutes of September 21, 2023, Regular Meeting
- *2.3 Delegation Policy Amendment
- *2.4 Opportunity for Public Enquiries Policy Amendment
- *2.5 Attendance Policy Amendment

Motion: To Approve the Agenda. Passed unanimously.

3. Special Presentations and Delegations

No presentations or delegations.

4. For Discussion

4.1 2022-23 Equity, Diversity and Inclusion (EDI) Update (#2310V21)	Simon Demers
The Board received the VPD's EDI update and did not have any questions.	
*4.2 PSS Q3-2023 Report- July to September (#2310V06)	DCC Steve Rai
Deputy Chief Rai presented the report, noting that statistics for Q3 are below Q3 from previous years but slightly higher than Q2 of this year, which has to do with the timing of admissibility.	
Directors asked for clarification about externally-driven investigations that are denoted in two sections of the report. The OPCC is the agency responsible for the investigations in both section, but the nature of what is being investigated is different. District One is the area where there is typically the highest number of allegations of abuse of authority due to the density of the population and the number of police contacts.	
VPD explained its early intervention program and how individual officers are tracked to flag issues around too many questionable absences or other issues that require support or discipline.	
Action: VPD to add information about the previous quarter to enable comparison and understand trends.	
Action: VPD either to add a note to explain limitations on comparing VPD complaints with other similar sized departments or to delete the comparisons altogether.	

5. For Decision

*5.1 Contract Award- RFP VPD 20230214-Dry Cleaning and Laundry Services	DCC Steve Rai
Deputy Chief Rai requested renewal of a five-year contract for dry cleaning and laundry services which follows procurement policy, provides better value for money than giving employees vouchers to use their own dry cleaner, and offers more security against theft.	
Motion: To enter into a contract for dry cleaning and laundry services as recommended. Approved.	

6. Chief Constable's Update

<p>Chief Constable Palmer updated the Board on public demonstrations and security related to the Jewish and Palestinian communities and their supporters. VPD's operational command center is running 24/7, protest monitoring is being conducted, VPD and other policing agencies and government authorities are sharing intelligence. There will be a budgetary issue, but a commitment is needed to maintain security.</p> <p>At the end of September, the memorial service and ceremony for officers killed in the line of duty took place in Ottawa and Victoria. Lorraine Lowe represented the Board at the ceremony in Victoria. In addition, VPD assisted the RCMP by taking calls for service in Coquitlam to allow all RCMP to attend the funeral for Cpl. Rick O'Brien.</p> <p>A gap in mental health services has been filled with MODE (Moderate De-escalation) teams. A range of services were already in place, and now these teams which are run by Vancouver Coastal Health and include nurses, health clinicians and crisis intervention workers are strictly civilian with no police involvement to take calls that previously were responded to by VPD. VPD will respond if the MODE team determines it is required.</p> <p>Hiring continues to be pursued aggressively. 100 officers have already been hired, with an additional 16 to be hired. VPD is on track to meet the goal of 100 net new officers. The hires include new recruits and experienced officers from other police agencies.</p>

The Privacy Commissioner has reviewed the privacy assessment for Body Worn Cameras and been given the green light.

Representatives from VPD attended the International Association of Chiefs of Police conference and gave three presentations. Supt. Tyrone Sidderoff, Christine Mclean, Sgt. Ras Jaswal presented on EDI, Insp. Mike Rowe presented on organized crime, proactive measures and “conflict cars” which are used for a crime and then incinerated, and Insp. Brent Doerksen and S/Sgt. Scott Rotherham presented on the Operations Command Centre. Also at IACP, Sgt. Jaswal was recognized for being among the Top 40 Under 40.

Directors asked about diversity in recruiting. VPD will present on recruiting more fully at a future Board meeting, but the Recruiting unit is attending community events and doing outreach with a range of community leaders. Chief Constable Palmer added that the last four academy classes saw 30% of cadets that were racialized. Deputy Chief Rai added that the work the EDI team has been doing has been addressing barriers that potential recruits may encounter.

7. For Information

*7.1 Compliments Report

*7.2 Crime Severity Index Report (#2310V20)

*7.3 2023 Mid-Year Strategic Business Plan Report (#2310V19)

*7.4 Updates to the Regulations and Procedures Manual (RPM)-2023 Q3 (#2310V22)

*7.5 2023 Q1 Variance Report

*7.6 2023 Q2 Variance Report

ACTION: VPD to present to the Board on (1) Active Deadly Threat and Mass Casualty Events, (2) Emergency Response Section- Organization and Operations, and (3) Emergency Response Section- Response in Outside Jurisdiction

8. Opportunities for Enquiries from the Public

N/A

9. Other Business

The Vice Chair gave notice of a motion resolved at the Human Resources committee for the VPB to engage professional services for a review of the VPD’s Respectful Workplace policy that is currently under consideration.

Motion: To Adjourn. Approved

The Regular Meeting was adjourned at 1:42 pm.

TO BE APPROVED BY THE VANVOUVER POLICE BOARD ON NOVEMBER 23, 2023



VANCOUVER POLICE DEPARTMENT

REPORT TO THE VANCOUVER POLICE BOARD

REPORT DATE: November 1, 2023
BOARD MEETING DATE: November 23, 2023
BOARD REPORT # 2311F11

Regular

TO: Vancouver Police Board
FROM: DCC Steve Rai, Commanding Support Services Division
SUBJECT: 2024 Charge Out Rates for Police Officer and Traffic Authority Services

RECOMMENDATION:

THAT, the Vancouver Police Board (Board) approve the following hourly charge out rates for police officers and Traffic Authority (TA) services provided on a cost recovery basis, effective January 1, 2024:

<u>Police Officers</u>	<u>With 10% administrative charge</u>	<u>Without administrative charge</u>
Constable	\$174.32	\$158.47
Sergeant	\$217.90	\$198.09
Staff Sergeant	\$244.04	\$221.85
Inspector	\$278.88	\$253.53
<u>Traffic Authority</u>		
Base Rate	\$80.98	\$73.62
Overtime hours 9 to 12	\$102.76	\$93.42
Overtime greater than 12 hours	\$124.81	\$113.46

SUMMARY:

This report is being submitted to the Board for approval of the 2024 hourly charge out rates as outlined in Appendix 1. The charge out rates are reviewed annually and adjusted for inflation and to provide for a wage provision, as clients are not billed for retroactive wage increases.

The approved rates will take effect January 1, 2024 in order to allow adequate time to notify clients of the changes.

POLICY:

The Board directed that the charge out rates for police officers, and TA services be subject to an annual review and any adjustments to the charge out rates must be approved by the Board.

BACKGROUND:

The Vancouver Police Department (VPD) provides policing and traffic control services to third parties, and special event organizers in the community by assisting in planning, security and deployment for special events. Examples of special events include parades, filming production, fund-raising events, concerts, sporting events, major construction projects and other occasions that may require police presence and/or traffic authority members.

Police deployment for third party special events are not part of regular police duties so the VPD does not use on-duty personnel. Instead, members are deployed on an overtime basis (also known as a callout) and are compensated as per their collective agreement. As such, police presence at these events is done on a cost recovery basis at a charge out rate that includes costs incurred by the VPD such as overtime, vehicle, equipment, uniform, administrative support costs, and any future expenses that could be incurred as a result of court or other judicial requirement.

In addition to deploying police officers, the VPD also provides traffic direction and pedestrian control for public, private, and community events in the City of Vancouver through the Traffic Authority program. TA members are auxiliary VPD employees who are scheduled to work only when there is a special event. The TAs differ from a sworn officer or a traffic control person, as the TAs have Special Municipal Constable Appointment under the Police Act. This gives them restricted peace officer authority limited to performing specific duties authorized by statute, such as overriding traffic lights at intersections.

The TA program is a self-sustaining, cost-recovery program where third parties requiring TA services are charged a rate that includes salary and benefits, recruiting costs, uniform, equipment, vehicles, training, and other program related costs.

DISCUSSION:

The VPD has completed its annual review of the policing and traffic authority charge out rates to third-party event clients for 2024.

The proposed 2024 charge out rate has increased for adjustments to costs such as uniform, vehicle, and administrative support, as well as a provision for wage increases, as the VPD does not retroactively bill clients for retroactive wage changes and the Vancouver Police Union (VPU) collective agreement expired as of December 31, 2022.

An implementation date of January 1, 2024 will allow the VPD adequate time to notify clients of the new charge out rates.

In 2023, the Board approved a 10% administrative charge to be added to the charge out rates for deployments related to commercial filming and movie production, sporting events, concerts, festivals, entertainment and private construction.

Charge out rates for Police Officers

The proposed 2024 hourly charge out rates for police officers are as follows:

Chargeout Rate	Hourly Charge Out Rates			Change	
	2024 with 10% Administrative Charge	2024	2023	\$	%
Police Officers					
Constable	\$174.32	\$158.47	\$149.47	\$9.00	6.0%
Sergeant	\$217.90	\$198.09	\$186.84	\$11.25	6.0%
Staff Sergeant	\$244.04	\$221.85	\$209.25	\$12.60	6.0%
Inspector	\$278.88	\$253.53	\$239.14	\$14.39	6.0%

The charge out rates do not include a component for specialized vehicles or equipment; however, if a request is made that requires the use of these, such as VPD’s marine vessel, an additional hourly fee will be applied.

For information, Appendix 2 compares the 2023 charge out rates among the various Metro Vancouver police agencies as well as the costs of a six hour callout. The VPD rates were comparable to other agencies within the region.

Charge out rates for TAs

Historically, TAs had been non-union auxiliary staff. However effective January 1, 2023, TAs became part of the VPU and their wage rates were aligned with jail guards as per the VPU collective agreement. This resulted in a wage increase of approximately 15% which has been factored into the 2023 charge out rate.

In addition, the VPD introduced overtime rates applicable to extended shifts (beyond 8 hours and beyond 12 hours) to match overtime costs.

The proposed 2024 hourly charge out rates for TAs are as follows:

Chargeout Rate	Hourly Charge Out Rates			Change	
	2024 with 10% Administrative Charge	2024	2023	\$	%
Traffic Authority					
Base rate (first 8 hours)	\$80.98	\$73.62	\$70.52	\$3.10	4.4%
Overtime rate					
-Hours 9 to 12	\$102.76	\$93.42	\$89.50	\$3.92	4.4%
-Greater than 12 hours	\$124.81	\$113.46	\$108.48	\$4.98	4.6%

CONCLUSION:

The VPD has completed its annual review of the proposed 2024 charge out rates for police officer and traffic authority services to be effective January 1, 2024 as outlined above for approval by the Board.

Author: Kimberly Jang

Date: November 1, 2023

Submitting Executive Member: Nancy Eng


(signature)

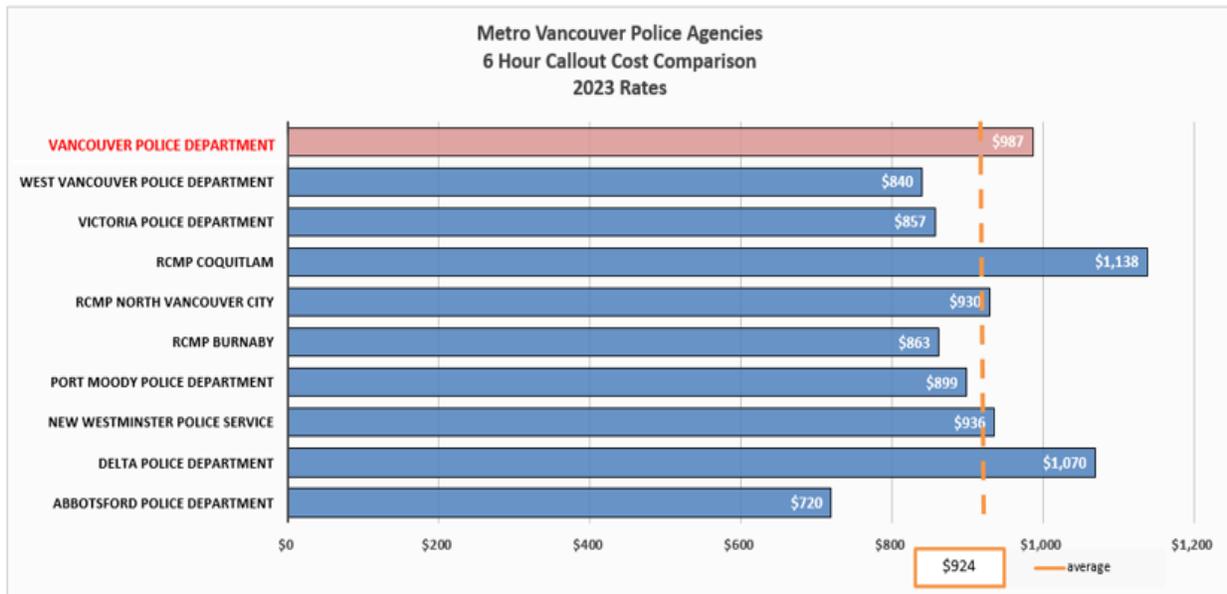
Date: November 1, 2023

Appendix 1

Chargeout Rate	Hourly Charge Out Rates			Change	
	2024 with 10% Administrative Charge	2024	2023	\$	%
Police Officers					
Constable	\$174.32	\$158.47	\$149.47	\$9.00	6.0%
Sergeant	\$217.90	\$198.09	\$186.84	\$11.25	6.0%
Staff Sergeant	\$244.04	\$221.85	\$209.25	\$12.60	6.0%
Inspector	\$278.88	\$253.53	\$239.14	\$14.39	6.0%
Traffic Authority					
Base rate (first 8 hours)	\$80.98	\$73.62	\$70.52	\$3.10	4.4%
Overtime rate					
-Hours 9 to 12	\$102.76	\$93.42	\$89.50	\$3.92	4.4%
-Greater than 12 hours	\$124.81	\$113.46	\$108.48	\$4.98	4.6%

Appendix 2

Police Jurisdiction	2023 Rates	2022 Rates	Minimum Hours	Police Vehicle	6 Hour Callout Example (with vehicle)
1) Abbotsford Police Department	\$120.00	\$120.00	3 hours	Included	\$720.00
2) Delta Police Department	\$120.00	\$120.00	4 hours	\$150.00/day	\$1,069.50
3) New Westminster Police Service	\$130.00	\$130.00	4 hours	Included	\$936.00
4) Port Moody Police Department	\$129.00	\$120.00	4 hours	\$125.00/day	\$899.00
5) RCMP Burnaby	\$125.00	\$125.00	4 hours	Included	\$862.50
6) RCMP North Vancouver City	\$155.00	\$155.00	4 hours	Included	\$930.00
7) RCMP Coquitlam	\$173.08	\$154.40	3 hours	Included	\$1,138.48
8) Victoria Police Department	\$140.50	\$120.00	4 hours	Included	\$857.05
9) West Vancouver Police Department	\$140.00	\$140.00	3 hours	Included	\$840.00
10) Vancouver Police Department	\$164.42	\$143.00	3 hours	Included	\$986.52





VANCOUVER POLICE DEPARTMENT

REPORT TO THE VANCOUVER POLICE BOARD

REPORT DATE: November 1, 2023
BOARD MEETING DATE: November 23, 2023
BOARD REPORT # 2311F12

Regular

TO: Vancouver Police Board
FROM: DCC Steve Rai, Commanding Support Services Division
SUBJECT: 2024 Fees for Various Vancouver Police Department (VPD) Services

RECOMMENDATION:

THAT, the Vancouver Police Board (Board) approve the fees for services outlined in this report and in Appendix 1, effective January 1, 2024.

SUMMARY:

The VPD provides services for a fee, which is subject to an annual detailed review to ensure full cost recovery. The Vancouver Police Union and Teamsters collective agreements expired on December 31, 2022. As such, the 2024 proposed fees include inflationary increases for administrative costs in addition to a provision for wage increases.

The proposed 2024 fees are outlined in Appendix 1. It is recommended that the proposed fees be made effective as of January 1, 2024, to allow the VPD to provide clients with advance notice of any changes. In addition, current Police Information Check and Fingerprinting Service fees for practicum students and Criminal Records Review Program (CRRP) clients will be updated to align with the cost of providing these services.

POLICY/BACKGROUND:

The Board provides financial oversight of the VPD, which includes the annual approval of fees for services charged to the public or other agencies.

DISCUSSION:

The VPD charges a fee to ensure full cost recovery for the various services provided to the public or external agencies. On an annual basis, the VPD completes a thorough review of the various fees and considers any changes to processes for the services provided as well adjusting the fees to include a wage provision for increases and inflationary adjustment for administrative costs.

An in-depth time and motion study is typically conducted every two to three years to include changes to process service requests, time required to complete each task and changes to overhead costs such as supplies, technology licensing and other administrative costs. While the VPD is always seeking ways to improve workflow efficiencies and increase the use of technology to provide more expedient responses to service requests, the processes for the majority of the services remain the same for 2024.

Appendix 1 outlines proposed fees for 2024 for the various services provided by the VPD. The following detail provides additional context and analysis.

Police Information Check (PIC)

A PIC is a service that examines any collection of offence information, including convictions, outstanding warrants, charges and judicial orders available from a local agency's records management system, queries of the Canadian Police Information Centre (CPIC) databanks, court records and a query of records management systems in other police jurisdiction for employees and volunteers. The VPD follows the British Columbia Guide for Police Information Checks to ensure all PICs are processed at a consistent standard.

Annual fees collected for PIC have reduced by approximately 36% since the pandemic, mainly due to accredited private companies performing the similar task online at a lower cost with faster turnaround time. However, their services are limited and they must refer applicants with adverse results or those who require a vulnerable sector search or fingerprinting to a local police agency.

The proposed 2024 PIC fee is \$82.00, which is a \$2.00 (2.5%) increase from 2023.

Fingerprint Service fees:

The fingerprint service fee is intended to offset the labour and other costs related to processing requests for taking fingerprints. The proposed fingerprint service fee for 2024 is \$64.00, a \$0.40 (0.6%) increase from 2023.

The VPD is not charging fingerprinting fees to Indigenous persons and their family who are seeking to reclaim their ancestral name, consistent with the September 28, 2022 Truth and Reconciliation Commission of Canada's call to action.

Fees for Practicum Students & Criminal Records Review Program (CRRP) Fingerprints:

In November 2022, the Board voted to waive the volunteer PIC fees of \$26.00. Practicum students (PIC fees) and CRRP (fingerprint service fees) have for a number of years also been paying this reduced \$26.00 fee for these services. It is proposed that the fees for these two categories of clients be adjusted to align with the cost of providing these services.

Records and Reports

Police records and reports are requested from the public, law firms, and government agencies. The VPD's Records Management Unit responds to these requests by searching primarily the PRIME/Versadex Records Management System (RMS) which contains information pertaining to incident reports for the required information. The proposed fees for 2024 remain unchanged

from 2023 (\$49.11 for all reports except for searches that yield no record or certificate of analysis at \$19.64).

Destruction of Fingerprints and Photographs

When a person is arrested for committing a dual or indictable offence they are fingerprinted and photographed. The VPD receives requests to destroy fingerprints and photographs of individuals who have received a non-conviction finding in court. No change to this fee is recommended at this time (\$63.60).

Court Order Requests

The VPD must comply and respond to court orders that require records for relevant and/or ongoing civil court actions that primarily relate to motor vehicle accidents, family law matters, estate litigation, and assault files. The various fees collected are intended to cover the costs of responding to requests related to court orders, search fee for officer notes, digital photos, video and audio recordings, 911 recordings, and any other special requests.

Services Provided	Proposed Fees Effective: Jan 1, 2024	2023 Fees	% Change
	(excludes applicable taxes)		
Court Order Requests			
Court Order - per standard file (< 50 pages)	\$218.00	\$209.00	4.3%
Court Order - per extensive file (50 pages and more)	\$218.00 + \$1.75 per page	\$209.00 + \$1.69 per page	4.3% 3.5%
Search Fee for officer notes	\$39.00	\$38.00	2.6%
Digital Photos - common format (per set)	\$25.00	\$25.00	0.0%
Video and Audio Recordings - common format (per set)	\$25.00	\$25.00	0.0%
911 Recordings	\$64.28 + E-Comm charges	\$61.57 + E-Comm charges	4.4%
Special Requests (hourly rate)	To be determined	To be determined	

Fees for digital photos and video and audio recordings are proposed to remain at existing rates, as technology advances in disclosure through secure online file transfers continue to allow the VPD to cost recover for processing these types of requests.

For other infrequent court order requests that may require substantial review and resources, an estimate of the associated recovery costs will be provided upon discussion with the Information and Privacy Unit that oversees these type of requests.

Appendix 3 outlines the court order fees among the various police agencies.

The No-Fault vehicle insurance model enacted by ICBC in 2021 has reduced volumes of Motor Vehicle related court order requests in 2023. This will continue into 2024 as Motor Vehicle Injury claims related to pre-2021 motor vehicle accidents are being concluded in civil court. While this has not impacted the fees proposed for 2024, the VPD will be monitoring the impact of the reduced volume and its impact for fees in 2025.

Security Clearances

The VPD’s Department Security Office conducts security clearances, also known as background checks and renewals for applicants, employees and contractors working at the

VPD, as well as assisting external agencies with their applicants. The 2024 proposed fees increase by approximately 6.5%.

Services Provided	Proposed Fees Effective: Jan 1, 2024	2023 Fees	% Change
	(excludes applicable taxes)		
Security Clearances			
Standard	\$678.00	\$636.00	6.6%
Contractor	\$228.00	\$214.00	6.5%
Renewal - Standard	\$486.00	\$456.00	6.6%
Renewal - Contractor	\$228.00	\$214.00	6.5%

Forensic Firearm and Tool Mark Identification

The VPD assists outside agencies by providing certain specialized services/skillsets related to criminal investigations and offences upon request. Examples of the services provided include: firearm and ammunition examination and identification, trajectory analysis, wound examination, and range determination. These services are completed by special municipal constables on an overtime basis outside of regular duties.

The proposed rate for 2024 is \$157.00/hour, an increase of \$4.00/hour (2.6%) from 2023.

Services Provided	Proposed Fees Effective: Jan 1, 2024	2023 Fees	% Change
	(excludes applicable taxes)		
Forensic Firearms and Tool Mark Identification (per hour)	\$157.00	\$153.00	2.6%

Bail Hearings

The VPD's jail sergeant and crown liaison employees are appointed by Crown to swear information after hours or during other court closures to facilitate Crown's timely court processes. In 2018, a flat rate of \$40 per instance of swearing-in or bail hearing was established that allows the VPD to cost recover for this service, which includes the time spent conducting these file reviews and swearing of the information. The rate was increased to \$46.00 in 2023. No change is proposed for 2024.

CONCLUSION:

It is recommended that the proposed fees for services outlined in Appendix 1 be approved by the Board with an effective date of January 1, 2024.

Author: Kimberly Jang

Date: November 1, 2023

Submitting Executive Member: Nancy Eng



 (signature)

Date: November 1, 2023

Appendix 1

Services Provided	Proposed Fees Effective: Jan 1, 2024	2023 Fees	% Change
	(excludes applicable taxes)		
PIC & Fingerprint Service			
Police Information Checks	\$82.00	\$80.00	2.5%
Fingerprinting	\$64.00	\$63.60	0.6%
Records and Reports			
Record/Report Search (no report/record)	\$19.64	\$19.64	0.0%
Certificate of Analysis	\$19.64	\$19.64	0.0%
Computer Aided Dispatch (CAD) Calls - ICBC (police attended, no report)	\$49.11	\$49.11	0.0%
Public Request (citizen)	\$49.11	\$49.11	0.0%
Motor Vehicle 6020 Package	\$49.11	\$49.11	0.0%
Property Report	\$49.11	\$49.11	0.0%
WorkSafe BC	\$49.11	\$49.11	0.0%
Witness Statement	\$49.11	\$49.11	0.0%
Preservation File Request	\$49.11	\$49.11	0.0%
Engineering Package	\$49.11	\$49.11	0.0%
Traffic Analyst Report (collision investigation)	\$49.11	\$49.11	0.0%
Collision Reconstruction Report	\$49.11	\$49.11	0.0%
Destruction of Fingerprints and Photographs	\$63.60	\$63.60	0.0%
Court Order Requests			
Court Order - per standard file (< 50 pages)	\$218.00	\$209.00	4.3%
Court Order - per extensive file (50 pages and more)	\$218.00 + \$1.75 per page	\$209.00 + \$1.69 per page	4.3% 3.5%
Search Fee for officer notes	\$39.00	\$38.00	2.6%
Digital Photos - common format (per set)	\$25.00	\$25.00	0.0%
Video and Audio Recordings - common format (per set)	\$25.00	\$25.00	0.0%
911 Recordings	\$64.28 + E-Comm charges	\$61.57 + E-Comm charges	4.4%
Special Requests (hourly rate)	To be determined	To be determined	
Security Clearances			
Standard	\$678.00	\$636.00	6.6%
Contractor	\$228.00	\$214.00	6.5%
Renewal - Standard	\$486.00	\$456.00	6.6%
Renewal - Contractor	\$228.00	\$214.00	6.5%
Forensic Firearms and Tool Mark Identification (per hour)	\$157.00	\$153.00	2.6%
Bail hearing	\$46.00	\$46.00	0.0%

Appendix 2

Metro Vancouver Police Information Check 2023 Administrative Fees Comparison (excludes applicable taxes)			
Police Agency	Employment	Volunteer	Fingerprints
Vancouver	\$80.00	\$0.00	\$63.60
Abbotsford	\$65.00	\$27.00	\$65.00
	plus \$9.95 (online processing fee)		
Burnaby RCMP	\$60.00	Free (initial request) \$10.00 (subsequent request)	\$60.00
Coquitlam RCMP	\$65.00	Free	\$65.00
Delta	\$75.00 (online or in person)	Free (with letter, apply in person)	\$75.00
		\$75.00 (without letter)	Free (CRRP volunteer)
			Free (Delta PD volunteer)
Langley RCMP	\$65.00	Free	\$65.00
New Westminster	\$78.00 (online or in person)	\$22.00 (online or in person)	\$78.00
			\$65.00 (ink and for certain application)
North Vancouver RCMP	\$58.70	Free	\$58.70
Port Moody (all services currently online only)	\$75.00	\$10.00 (Port Moody volunteer)	\$60.00
	\$20.00 (students)	\$20.00 (non-PM volunteer)	Free (volunteer)
Richmond RCMP	\$71.00	\$25	\$71.00
		Free (Richmond association volunteer)	
Ridge-Meadows RCMP	\$55.00	\$10.00	\$55.00
Surrey RCMP	\$88.00	Free	\$88.00
West Vancouver	\$78.75	\$21.00	\$78.75 (ink)
	plus \$9.95 (online processing fee)		\$63.00 (digital)

Appendix 3

Current Metro Vancouver Court Order and Other Requests Administrative Fees Comparison (excludes applicable taxes)					
Police Agency	Court Orders	Search fee (officer notes)	911 Recordings	Video / Audio Recordings	Digital Photos
Vancouver	\$209 (< 50 pages)	\$38.00	\$61.57 + E-Comm Charges	\$25.00	\$25.00
	\$209 + \$1.69 per page (50+ pages)				
Abbotsford	\$61.90	-	\$23.81	\$23.81	\$23.81
Delta	\$130.00	-	-	-	-
New Westminster	\$130.00	-	-	-	-
Port Moody	\$65.00	-	\$190.00	\$190.00	\$25 up to 10 photos and then \$10 for each 10 increment
Ridge Meadows	\$50.00			\$55.00	
Victoria	\$100.00	-	\$150.00	\$150.00	-
West Vancouver	\$121.88	-	-	\$25.00	\$25.00



VANCOUVER POLICE DEPARTMENT

REPORT TO THE VANCOUVER POLICE BOARD

REPORT DATE: November 14, 2023
BOARD MEETING DATE: November 23, 2023
BOARD REPORT # 2311V14
Regular

TO: **Vancouver Police Board**

FROM: Brian Baird, Acting Inspector, Planning, Research and Audit Section

SUBJECT: **Respectful Workplace Policy**

RECOMMENDATIONS:

THAT the Vancouver Police Board (the Board) approve the adoption of the following policies within the Vancouver Police Department (VPD) Regulations and Procedures Manual (RPM):

- 4.3.1 Respectful Workplace Policy;**
- 4.3.1(i) Informal Resolution Processes; and**
- 4.3.1(ii) Formal Investigation Process.**

BACKGROUND

The VPD endeavours to provide a respectful workplace that is safe, healthy and inclusive, and fosters positive workplace relationships free from harassment and bullying. To ensure that a respectful workplace is maintained, a robust and comprehensive policy that details expectations and pertinent avenues to resolution is essential.

The purpose of this submission is to provide the Board with all of the necessary information to approve an updated Respectful Workplace Policy. In addressing the needs listed above, the attached Respectful Workplace Policy provides information regarding the rights, responsibilities and expectations of every individual who falls within its scope and outlines the different processes available to employees for addressing inappropriate behaviour both in, and connected to, the workplace.

RPM section 4.1.11 Respectful Workplace Policy was last amended in September 2013 when the Planning, Research & Audit Section (PR&A) updated the policy to comply with legislation with respect to the *British Columbia Human Rights Code* (additional prohibited grounds) and the *Workers Compensation Act* (outlining the roles and responsibilities of employers, employees, and other workers). Minor grammatical and equity, diversity, and inclusion changes were made in 2016.

Following an OPCC recommendation for the Vancouver Police Board to examine and reconsider the VPD's respectful workplace training, procedures, and policies along with the Coroner Jury Recommendations from Coroner's Inquest into the death of Nicole Chan, the VPD committed to updating the Respectful Workplace Policy.

Having considered the applicable legislation and reviewed the OPCC and jury recommendations, The VPD is proposing a series of amendments to RPM section 4.1.11 Respectful Workplace Policy.

DISCUSSION

The development of the updated respectful workplace policies involved consultation with internal and external subject matter experts, union representatives, as well as a national environmental scan of other police agencies' policies and procedures along with those from the private and public sector. While the scope and intention of the policies were consistent, the range of detail varied significantly. Policies that had been developed within the past three years tended to be more comprehensive.

The proposed policies are compliant with the *BC Human Rights Code*, the *BC Police Act* and the *Workers Compensation Act*. The VPB Human Resources Committee was engaged and provided feedback that has been incorporated into these policies.

Addressing workplace harassment can be stressful for all those involved. Implementation of trauma informed practice (TIP) can mitigate this stress. The proposed Respectful Workplace Policy reflects TIP through the use of clear definitions and accessible writing structures, articulation of the specific rights of complainants and respondents, and comprehensive and relevant examples of harassing behaviours.

To enhance accessibility to VPD employees, contractors, volunteers and practicum students, it is recommended that content relating to the Respectful Workplace Policy be moved from RPM 4.1.11 under Professional Standards to its own section RPM 4.3.1 Respectful Workplace. It is proposed that the new RPM section would include two additional sub-sections:

- 4.3.1(i) Informal Resolution Processes; and
- 4.3.1(ii) Formal Investigation Process.

Proposed changes from the existing RPM 4.1.11 Respectful Workplace Policy are summarized below.

- a. a revised statement of policy;
- b. addition of a statement of scope that includes, practicum students and external employees;
- c. a comprehensive list of researched definitions;
- d. specific definitions of discriminatory harassment, sexual harassment, personal harassment and bullying, and retaliation that are aligned with the *Workers Compensation Act* and the Law Society of BC's sample policy;
- e. specific examples of harassing behaviour, including malicious rumours and gossip;
- f. a statement that unacceptable behaviours include not only those conducted in person but also via a communication device or on-line, and include the creation of videos, images and/or memes;
- g. a comprehensive statement of what constitutes the workplace and work related activities;

- h. delineated responsibilities relating to individuals, supervisors and managers, and the VPD (employer);
- i. consistent connection of processes to Part 11 of the *Police Act*, and to the authority of the Police Complaint Commissioner;
- j. a statement outlining the right of a complainant to request a position transfer should they be subject to harassment or violence;
- k. a statement identifying that complainants may choose to pursue a complaint via a collective agreement grievance, the OPCC or via the British Columbia Human Rights Tribunal;
- l. a section addressing confidentiality of complaints of workplace harassment, and the limits of such confidentiality under the *Police Act*;
- m. a section that outlines what specifically constitutes a violation of the policy; and
- n. possible measures in the event that the policy is violated.

RPM section 4.3.1(i) Informal Resolution Processes

The proposed RPM 4.3.1(i) Informal Resolution Process builds on the existing complaint processes with important additions that promote intervention and expand the options available to complainants and witnesses. Changes were informed through extensive review of policies from other police organizations and the City of Vancouver's *Equity Implementation Framework*, analysis of the *Police Act* and other pertinent legislation, and through consultation with individuals identified as subject matter experts. Proposed changes include:

- a. a directive to notify a supervisor in the event that a complainant is not comfortable approaching a respondent or if the issue is not resolved;
- b. a directive for employees who observe inappropriate or disrespectful behaviours to encourage the individual to stop the behaviour, and to report the behaviour to a supervisor if it does not stop;
- c. consistent connection of processes to the OPCC, as well as to Division 3 and Division 6 of the *Police Act*; and
- d. availability of a restoration process directed at repairing relationships and preventing future harm.

RPM section 4.3.1(ii) Formal Investigation Process

The proposed RPM 4.3.1(ii) Formal Investigation Process is intended to outline complex processes in a clear and intuitive manner. Changes were informed through extensive review and analysis of policies from other police organizations, analysis of the *Police Act* and other pertinent legislation, and through consultation with individuals identified as subject matter experts. Proposed changes include:

- a. a statement of policy and scope;
- b. consistent connection of processes to the OPCC, as well as to Division 3 and Division 6 of the *Police Act*; and
- c. clear identification of the rights of complainants and respondents, and the roles of witnesses.

Implementation

On October 1, 2023, the VPD Learning and Development Unit launched the e-Learning course *Respectful and Inclusive Workplaces* to be completed by all VPD employees, which aligns with the proposed Policy.

Subsequent to the e-Learning course delivery, and once the proposed policy is approved, all employees will be required to review and sign off that they have reviewed the policy through the VPD's PowerDMS portal. The Policy will be posted on video monitors and other high visibility

locations at VPD Facilities and members of the VPD HR Section will further educate employees on the Policy through attendance at briefings and section meetings. The VPD also commits to reviewing these critical policies annually.

CONCLUSION

The VPD strives to develop preventative measures and procedures to improve the health and safety of everyone within the workplace. The proposed amendments to RPM 4.1.11 Respectful Workplace Policy align with legislation, ensure best practices, and reflect an evolved understanding of the principles of workplace equity, inclusion and belonging. The proposed policy has clear directives around harassment and related processes to address inappropriate behaviours, and enhances VPD's capacity to foster a respectful workplace.

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Submitting Executive Member:

Supt. Shelley Horne, Personnel Services

Date: November 14, 2023

Proposed Policy

4.3 Respectful Workplace

4.3.1 Respectful Workplace Policy

(Enacted: 1993.02.26)
(Updated: 2023.xx.xx)

POLICY

The Vancouver Police Department (VPD) provides a respectful workplace that is safe, healthy and inclusive, and fosters positive workplace relationships free from harassment and bullying. The Respectful Workplace Policy (Policy) provides information regarding the rights, responsibilities and expectations of every individual who falls within the scope of the Policy.

The Policy outlines the different processes available to employees for addressing inappropriate behaviour both in, and connected to, the workplace.

APPLICATION OF THE POLICE ACT

Notwithstanding anything in the Policy, the conduct of members is at all times governed by Part 11 of the *Police Act (Misconduct, Complaints, Investigations, Discipline and Proceedings)* and any guidelines established by the Office of the Police Complaint Commissioner (OPCC) pursuant to section 177. The VPD may refer incidents of potential misconduct, as that term is defined in section 77 of the *Police Act*, to the OPCC, at any time, whether or not a complaint has been made in respect of the conduct at issue under the Policy without notice to the complainant, respondent, or witnesses.

All procedures outlined in the Policy, including [RPM Section 4.3.1\(i\) Informal Resolution Processes <link>](#) and [RPM Section 4.3.1\(ii\) Formal Investigation Process <link>](#) may be subject to the oversight and direction of the OPCC and the provisions of the *Police Act* for sworn members.

DEFINITIONS

The following definitions are for the purpose of this Policy:

Bad Faith: intentional misuse of the Policy having regard to the circumstances of the complaint (including its timing and context). Bad Faith includes, but is not limited to, complaints made to:

- a. intimidate, threaten or beleaguer the respondent;
- b. create a hostile or intimidating workplace for others; or
- c. create a potential personal benefit or entitlement to the complainant unrelated to a purpose of the Policy.

Complainant: is an employee, volunteer, contractor, practicum student or external employee who has submitted a complaint in writing to the VPD Human Resources (HR) Section in which they allege they have been subjected to harassment in the workplace as defined in the Policy.

Contractor: is an individual who has access to VPD premises, as defined in the Policy, for the purpose of providing services or supplies to the VPD on a contractual basis.

Employee: all civilian professionals and members who are employed by the Vancouver Police Board (VPB) for the VPD.

External employee: is an employee of another agency or body who is assigned under the leadership of the Chief Constable of the VPD for a period or time and who is not an employee of the VPB.

Good Faith: an honest and sincere intent that shall not be subject to discipline or reprisal.

Harassment: is behaviour or communication, including interaction over email, communication devices, social media, social networks or chat groups, of such a nature that is, or it would be reasonable to assume it is, unwelcome and detrimentally affects the work environment for any individual, or leads to adverse job related consequences for that individual. Harassment is prohibited conduct, and includes discriminatory harassment, sexual harassment, personal harassment/bullying and retaliation as defined below.

- a. Discriminatory Harassment is conduct that involves a series of incidents or a single serious incident that:
 - i. is based on, or related to, a prohibited ground of discrimination as set out in section 13 of the [British Columbia Human Rights Code <link>](#), including Indigenous identity, sex, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sexual orientation, gender identity or gender expression, or age of that individual or because that individual has been convicted of a criminal or summary conviction offence that is unrelated to the intended employment of that individual;
 - ii. is unwelcome or is of such a nature that it would be reasonable to assume that it is unwelcome; and
 - iii. is offensive, demeaning, humiliating, or undermining for the individual who is the target of the conduct such that it detrimentally affects the work environment or leads to adverse job related consequences for the target(s) of the harassment or contributes to a poisoned work environment for any individual.

Examples of unacceptable behaviours, conducted in person, via a communication device or on-line, and include videos, images and/or memes that may constitute discriminatory harassment include but are not limited to:

- i. racial or ethnic slurs or slang including stereotypical comments;
 - ii. unwelcome remarks, jokes, innuendos or taunting about an individual's body, attire, marital status, ethnic/racial origin, religion, accent, gender, gender identity or expression or disabilities;
 - iii. practical jokes that cause awkwardness or embarrassment, endanger an individual's safety or negatively affect work performance;
 - iv. physical assault (including sexual assault);
 - v. unwelcome questioning about someone's social or sexual life, gender identity or gender expression;
 - vi. misuse of authority towards an individual that is based on a prohibited ground of discrimination;
 - vii. displaying of materials that are sexually explicit or degrading on the basis of a prohibited ground of discrimination;
 - viii. patronizing behaviour, language or terminology that reinforces stereotypes and undermines self-respect or adversely affects work performance or working conditions;
 - ix. methods of coercion such as manipulation, including ignoring and/or isolating an individual.
- b. Sexual Harassment is a form of discriminatory harassment that denies equality on the basis of sex and involves conduct, comment, gesture or contact of a sexual nature.

Examples of unacceptable behaviours, conducted in person, via a communication device or on-line, and include videos, images and/or memes, which may constitute sexual harassment include but are not limited to:

- i. sexist jokes causing embarrassment or offence, told or carried out after the individual telling the joke has been advised that they are embarrassing or offensive, or that they are by their nature embarrassing or offensive;
 - ii. suggestive staring, leering or other offensive gestures;
 - iii. the display of pornographic or other offensive material of a sexual nature;
 - iv. sexually degrading words used to describe an individual;
 - v. derogatory or degrading remarks regarding an individual's sex, sexual orientation, gender identity or in respect of gender expression;
 - vi. sexually suggestive or obscene comments or gestures;
 - vii. unwelcome sexual flirtations, advances, requests for sexual favours, or propositions;
 - viii. unwelcome inquiries or comments about an individual's sex life;
 - ix. persistent unwanted contact or attention after the end of a consensual relationship;
 - x. unwanted touching of an individual's hair, clothing or body;
 - xi. verbal abuse or threats; and
 - xii. sexual assault.
- c. Personal Harassment and Bullying relates to rights and obligations under the [British Columbia Workers Compensation Act <link>](#) and is defined as conduct that:
- i. includes inappropriate conduct or comments by an individual towards another, made either in person or on-line, in which the individual knew or reasonably ought to have known would cause the other to be humiliated or intimidated, but;
 - ii. excludes any reasonable action taken by an employer or supervisor relating to management and direction of employees or the place of employment.

Examples of unacceptable behaviours, conducted in person, via a communication device or on-line, and include the creation of videos, images and/or memes, which may constitute personal harassment include but are not limited to:

- i. insulting or derogatory remarks, gestures or actions;
- ii. bullying and intimidation, including cyberbullying through email, communication devices, social media, social networks and chat groups;
- iii. malicious rumours, or gossip,
- iv. negative innuendos, or practical jokes that cause awkwardness or embarrassment, endanger an individual's safety or negatively affect work performance;
- v. creation of videos, stickers and/or memes meant, or likely, to embarrass or humiliate an individual;
- vi. misuse of authority;
- vii. verbal abuse such as shouting, yelling or swearing at others;
- viii. isolation and/or exclusion from work related activities;
- ix. name calling;
- x. threats;
- xi. targeting an individual through persistent, unwarranted criticism or public ridicule;
- xii. harmful hazing or initiation processes;
- xiii. vandalizing and theft of personal belongings;
- xiv. demand of monetary or material payment as a form of punishment; or
- xv. delegation of tasks not related to the workplace.

For clarity, "Personal Harassment" in the Policy has the same meaning as Bullying & Harassment in the [British Columbia Workers Compensation Act <link>](#).

- d. Retaliation is a form of harassment and is defined as any action taken against an individual for:
 - i. having invoked this Policy on behalf of oneself or another;
 - ii. having participated or cooperated in any process under the Policy; or
 - iii. having been associated with an individual who has invoked the Policy or participated in any process under the Policy.

- e. Not Considered Harassment:
 - i. relationships between individuals within the scope of this Policy based on mutual consent;
 - ii. normal social contact between individuals within the scope of the Policy;
 - iii. reasonable action taken by the VPB or a supervisor relating to the management and direction of employees or the workplace, including but not limited to:
 - a. reasonable and appropriate performance development and management through evaluations, mentoring and feedback;
 - b. supervision of individuals within the scope of this Policy;
 - c. job duties to be performed;
 - d. imposition of appropriate discipline, suspension, or termination;
 - iv. initiation of or conducting a workplace investigation; or
 - v. lack of friendliness.

Malicious rumours/gossip: a person spreads malicious rumours/gossip when they knowingly or recklessly spread false information, inaccurate information, or innuendo with the intent to harm another individual's reputation, safety or negatively affect work performance.

Member: a VPD police officer or special municipal constable as those terms are defined in the *Police Act*.

Practicum Student: is a student of a program at a recognized education institution who is engaged by the VPD for study, research or work experience.

Respondent: an employee, volunteer, contractor or practicum student against whom a complaint is made, or an employee, volunteer, contractor or practicum student who has been designated as a respondent by the HR Section.

Supervisor: is an individual who instructs, directs, and controls employees in the performance of their duties. A supervisor can be any employee who meets this definition, whether or not they have the supervisor title.

Vexatious: means, on the balance probabilities, a report made without sufficient grounds and serving only to cause annoyance, disruption or harm.

Volunteer: an individual serving the VPD who is not an employee, practicum student or contractor, as defined in this Policy, and includes those individuals serving on any board(s) (not including members appointed to the Vancouver Police Board), commission(s) or committee(s) established by the VPB or VPD.

VPD Premises: includes, but is not limited to, any property permanently or temporarily under the jurisdiction of the VPD, including land, building, job sites, facilities, parking lots, equipment, vehicles, whether owned, leased or used by the VPD and wherever located. For the purpose of the Policy, VPD Premises includes mobile equipment, electronic software and online platforms used by employees for carrying their duties and/or performing their work (i.e., email and direct message platforms).

Witness: is a third party (i.e., bystander) determined to have pertinent information, or who has witnessed conduct that in their view, may constitute a violation of the Policy.

Work-related: indicates a direct nexus to an individual's job duties, tasks, or responsibilities within the workplace, or relates to circumstances in which the employee is representing the VPD in an official capacity.

Workplace: is any location, vessel, vehicle or online environment where an employee, volunteer, practicum student, contractor or external employee carries out their duties and/or performs their work; any work-related event or work-related gathering, whether sponsored by the employer or not; or any location travelled to and from for a work-related reason. For greater clarity, online environments include, but are not limited to email, social media, social networks and chat groups, all of which may be considered an extension of the workplace.

SCOPE & APPLICATION

1. The Policy applies to all VPD employees, volunteers, contractors and practicum students. An external employee may be considered a complainant under the Policy.
2. Complaints against an external employee may be referred to the external employee's agency for processing.
3. The Policy covers all work related activities, at any workplace at which VPD business is conducted including, but not limited to, all written, verbal and electronic communications taking place in such venues including email, social media, social networks and chat groups.

RIGHTS & RESPONSIBILITIES

Individual Rights and Responsibilities

4. Individuals within the scope of the Policy have the right:
 - a. to a safe workplace;
 - b. to be treated fairly and respectfully in the workplace; and
 - c. to seek the assistance of a supervisor, union representative, the HR Section Inspector, or designate, and/or the Professional Standards Section (PSS) Inspector, or designate, if they face behaviour inconsistent with the Policy, and they believe that it is not possible or appropriate to resolve the issue on an individual basis.
5. Individuals within the scope of the Policy are expected:
 - a. to create and maintain a workplace that is free from harassment by ensuring that their behaviour is respectful and by treating others with dignity and respect; and
 - b. to address behaviour that is inconsistent with the Policy by taking appropriate action.

Supervisor and Manager Responsibilities

6. Supervisors and managers shall foster a respectful workplace by:
 - a. facilitating a work environment that promotes inclusive and respectful workplace behaviour;
 - b. ensuring awareness of and compliance with the Policy in the workplace;
 - c. modeling appropriate respectful behaviour;

- d. taking appropriate action to avert the development, escalation, or recurrence of harassment in the workplace, including but not limited to:
 - i) intervening promptly to stop behaviour that is inconsistent with the Policy;
 - ii) documenting all behaviour that is inconsistent with the Policy;
 - iii) reporting all behaviour that, assessed objectively, may constitute harassment under the Policy, and any action taken in respect of the behaviour, to the HR Section Inspector, or designate, as soon as practicable; and
 - e. working co-operatively with the HR Section to resolve and remedy instances when behaviour is inconsistent with the Policy.
7. Supervisors and managers shall consult with the HR Section Inspector, or designate, as soon as practicable, if there is any uncertainty as to whether reported or observed behaviour, assessed objectively, may constitute harassment under the Policy.

Vancouver Police Department Responsibilities

8. The VPD will promote a respectful workplace by:
- a. making reasonable effort to prevent where possible, or otherwise minimize, harassment from occurring in the workplace;
 - b. providing procedures for reporting incidents or complaints of harassment in the workplace;
 - c. providing procedures for informally or formally resolving incidents or complaints of harassment in the workplace;
 - d. taking corrective/disciplinary action as appropriate or required in order to prevent harassment from reoccurring; and
 - e. educating individuals within the scope of the Policy on:
 - i. recognizing the potential for harassment in the workplace;
 - ii. responding to harassment in the workplace; and
 - iii. finding ways to promote and maintain a workplace environment free of harassment.

COLLECTIVE AGREEMENT GRIEVANCE OR COMPLAINT UNDER THE *HUMAN RIGHTS CODE*

9. An individual who believes they have been subjected to harassment based on prohibited grounds has the right to file a complaint under the [British Columbia Human Rights Code <link>](#), or under Part 11, Division 3 of the *Police Act*, or by way of a grievance under the applicable collective agreement. Nothing in the Policy precludes an individual from pursuing such a complaint or grievance.
10. If an investigation may be, or has been, ordered under Division 3 of Part 11 of the *Police Act*, any related investigations, processes or proceedings, may be suspended until the conclusion of the *Police Act* investigation.

CONFIDENTIALITY

11. While every reasonable effort will be made to ensure confidentiality throughout the processes, confidentiality cannot be guaranteed by the VPD. Information will only be disclosed to the extent required:
- a. for the purpose of investigation or disciplinary action;
 - b. by VPD policy or procedures; or

- c. by law (i.e., *BC Freedom of Information and Protection of Privacy Act*, *Workers Compensation Act*, *Police Act* or rules governing human rights complaints, administrative proceedings, and court orders).
12. The OPCC will be informed of a complaint under the Policy in accordance with Part 11 of the *Police Act* and in accordance with guidelines and/or directions issued by the OPCC. Where the OPCC is involved, section 51.01 of the *Police Act* directs that all employees of the OPCC must maintain confidentiality in respect of information relating to OPCC investigations. However, section 95(1) of the *Police Act* allows the Police Complaint Commissioner to disclose, if they consider it in the public interest:
 - a. that an investigation has been initiated; or
 - b. any information relating to an investigation under the *Police Act*.
13. Complainants, respondents and witnesses must maintain confidentiality concerning workplace harassment complaints. Breaches of confidentiality will be considered for disciplinary action under the Policy and/or pursuant to Part 11 of the *Police Act*.

RETALIATION

14. No individual within the scope of the Policy should be the target of retaliation, or face threats of retaliation, as a result of making a complaint or participating in the complaint process of a complaint as a witness under the Policy. Retaliation is a serious offence and disciplinary action considered could be up to and including termination of employment. Retaliatory behaviour includes unjustified and unwarranted:
 - a. criticism of an individual's job performance;
 - b. threats and intimidation;
 - c. refusal to extend to an individual an opportunity available to others;
 - d. refusal to work with an individual; and
 - e. reassignment of an individual to different duties or a different position.

PROCEDURE

Individual

15. If an individual within the scope of the Policy believes that they have been subject to harassment in the workplace they may:
 - a. make known their concern directly to the individual they believe to be harassing them;
or
 - b. ask for the assistance of another individual, or union representative if applicable, to make their concern known to the respondent; and/or
 - c. report the occurrence to any supervisor, or manager or the HR Section Inspector, or designate, in writing or through an interview, with details of the conduct including:
 - i. date(s) and time(s) of the conduct;
 - ii. any witness(es) to the conduct; and
 - iii. any response made at the time of the conduct; or,
 - d. submit a confidential report to the HR Section through a [Respectful Workplace - Confidential Report <link>](#). (Confidential reports, including anonymous reports, may be investigated and the determination of whether to do so will consider all the circumstances, including the seriousness of the allegation, and the likelihood of

confirming the occurrence from other sources. Investigations may not be possible where the source of the information is not identifiable).

Supervisor and Manager

16. Upon receiving a report of harassment in the workplace from an individual within the scope of this Policy, a supervisor or manager shall:
 - a. make all necessary inquiries about, and document, the details of the reported harassment; and
 - b. as soon as practicable, provide the HR Section Inspector, or designate, with the details of the reported harassment.
17. Upon receiving a report of harassment in the workplace from a supervisor or manager, the HR Section Inspector, or designate, shall develop and implement an appropriate response to the conduct at issue, which may include requiring the supervisor or manager to initiate one or more of the processes identified in the Policy.
18. At all times, the HR Section Inspector, or designate, and the supervisor or manager, must consider whether the chosen approach or process is fair and transparent to all those involved including but not limited to the complainant(s), the respondent(s) and/or any witnesses. The appropriate union representative may be consulted in this process.

ASSESSMENT AND DETERMINATION OF PROCESS

Complaints Involving Members

19. If the complaint involves a member or there is information to suggest potential misconduct by a member, the HR Section Inspector, or designate, will notify, when appropriate, the PSS Inspector, or designate.
20. The PSS Inspector, or designate, will assess the information and, when appropriate, notify the OPCC.
21. If the OPCC is notified, the OPCC will determine whether the complaint will be investigated under Part 11, [Division 6 <link>](#) (Internal Discipline) or [Division 3 <link>](#) (Public Trust) of the *Police Act*. If the complaint is investigated under Division 3 of the *Police Act*, the outcome of the investigation, including a decision to discontinue an investigation, will be final and conclusive for all purposes under the Policy.
22. If the investigation proceeds under Division 6 of the *Police Act*, the HR Section Inspector, or designate, will determine how to proceed based on the circumstances of the allegation and the application of the [VPD Internal Discipline Rules <link>](#). Under a Division 6 investigation, [RPM 4.3.1\(i\) Informal Resolution Processes <link>](#) may not apply.
23. The OPCC may retain oversight over Division 6 investigations. If at any time during a Division 6 investigation, the OPCC determines the complaint should be investigated under Division 3, neither [RPM Section 4.3.1\(i\) Informal Resolution Processes <link>](#) nor [RPM Section 4.3.1\(ii\) Formal Investigation Process <link>](#) will apply.
24. In the event of a conflict between the Policy and the *Police Act* or any guidelines established under the *Police Act*, the *Police Act* and its guidelines will govern.

Complaints by Civilian Professionals

25. A Civilian Professional who believes they have been subject to harassment by an individual covered under the scope of the Policy, should contact the supervisor of their section, or designate, or the HR Section Inspector, or designate, to access the process for the complaint resolution.

Complaints by Contractors, Volunteers and/or Practicum Students

26. A contractor, volunteer, and/or practicum student who believes they have been subject to harassment by an individual covered under the scope of the Policy, should contact the HR Section Inspector, or designate, to access the process for complaint resolution.

Complaints by External Employees

27. An external employee who believes they have been subject to harassment by an individual covered under the scope of the Policy, should contact the supervisor of their section, or designate, to access the process for the complaint resolution.

Respectful Workplace Processes: Informal Resolution and/or Formal Investigation

28. Early and informal resolution of harassment is the desirable outcome in many circumstances. In the informal resolution processes, the complainant and respondent may decide to address the situation and find a mutually agreeable resolution. See [RPM Section 4.3.1\(i\) Informal Resolution Processes <link>](#).
29. Though it is encouraged that complainants first attempt to resolve any workplace harassment concerns through the informal resolution process, complainants may proceed directly with the formal investigation process. Factors to consider include the seriousness of the allegations and any mitigating circumstances. See [RPM Section 4.3.1\(ii\) Formal Investigation Process <link>](#).

VIOLATION OF THE POLICY

30. An employee, volunteer, contractor or practicum student violates the Policy if they engage in conduct that constitutes harassment in the workplace as defined in the Policy.
31. An employee, volunteer, contractor or practicum student violates the Policy if they engage in retaliation or threaten to retaliate against a person who has made a complaint or who is a witness in the complaint process under the Policy.
32. A supervisor or manager violates the Policy if they fail to take appropriate steps to address reported or observed behaviour that, assessed objectively, may constitute harassment under the Policy. What constitutes appropriate steps will be determined having regard to the specific circumstances of the situation.
33. An employee who violates the Policy may be subject to corrective and/or disciplinary action, up to and including termination of employment.
34. Any volunteer, contractor or practicum student who violates the Policy may have their services or contract with the VPD terminated.

35. An external employee who is alleged to have violated the Policy may be referred to their agency so the complaint can be processed by the agency. The VPD Chief Constable, or designate, may decide that such an individual must be returned to their agency.
36. Complaints of harassment in the workplace are serious matters. If it is found that a complaint was made in bad faith or for vexatious motives, disciplinary action may be taken against the complainant, up to and including termination of employment or contract for service.
37. In the course of its investigation, the VPD may determine that a good faith complaint, which is found to not have merit, was not made in bad faith or made for false, malicious or vexatious motives.
38. A Complainant under this policy may request to transfer positions. Any such request shall be directed to the HR Section Inspector, or designate. HR will make an assessment and facilitate a transfer where the behaviour complained of, when assessed objectively, may constitute harassment under the Policy.
39. Legitimate job-related actions performed in a reasonable manner by supervisors and managers, including, but not limited to performance assessments; performance management; discipline, suspension, or termination; transfers or re-assignment of duties; initiating or conducting job related investigations; work-related instruction, evaluation, supervision, comments or feedback; instruction and direction or corrective action or discipline for just cause, are not a breach of the Policy.

4.3 Respectful Workplace

4.3.1(i) Informal Resolution Processes

(Enacted: 20XX.XX.XX)

POLICY

Early and informal resolution of workplace harassment is the desirable outcome in many circumstances. Resolution options can reduce barriers to resolving a complaint for the complainant, respondent and the Vancouver Police Department (VPD). It is encouraged, where appropriate, that complainants attempt to resolve any workplace harassment concerns through informal resolution processes. If a complaint cannot be resolved informally or if a complainant prefers, they may proceed directly with the formal investigation process. See [RPM Section 4.3.1\(ii\) Formal Investigation Process <link>](#).

SCOPE & APPLICATION

1. The Respectful Workplace Policy (Policy) applies to all VPD employees, volunteers, contractors and practicum students. An external employee may be considered a complainant under the Policy.
2. Complaints against an external employee may be referred to the external employee's agency for processing.
3. The Policy covers all work related activities, at any workplace at which VPD business is conducted including, but not limited to, all written, verbal and electronic communications taking place in such venues including email, social media, social networks and chat groups.

Complaints Involving Members

4. If the complaint involves a member or there is information to suggest potential misconduct by a member, the Human Resources (HR) Section Inspector, or designate, will, when appropriate, notify the Professional Standards Section (PSS) Inspector, or designate.
5. The PSS Inspector, or designate, will assess the information and, when appropriate, notify the Office of the Police Complaint Commissioner (OPCC).
6. If the OPCC is notified, the OPCC will determine whether the complaint will be investigated under Part 11, [Division 6 <link>](#) (Internal Discipline) or [Division 3 <link>](#) (Public Trust) of the *Police Act*.
7. If an investigation may be, or has been, ordered under Division 3 of Part 11 of the *Police Act*, any related investigations, processes, or proceedings, including investigations, processes, and proceedings available under the Policy, may be suspended until the conclusion of the *Police Act* investigation.
8. If an investigation is ordered under Division 3 of Part 11 of the *Police Act*, the outcome of the investigation and/or proceedings, including an order to discontinue an investigation, will be considered final and conclusive and no further action will be taken under the Policy in respect of the conduct at issue.
9. Investigations, processes, and proceedings commenced under the Policy in respect of matters subsequently ordered to be investigated under Division 3 of Part 11 of the *Police Act* will be discontinued at the exclusive discretion of the HR Section Inspector or designate.
10. If the investigation proceeds under Division 6 of the *Police Act*, the HR Section Inspector, or designate, will determine how to proceed based on the circumstances of the allegation and the application of the [VPD Internal Discipline Rules <link>](#). Under a Division 6 investigation, [RPM 4.3.1\(i\) Informal Resolution Processes <link>](#) may not apply.
11. The OPCC may retain oversight over Division 6 investigations. If at any time during a Division 6 investigation, the OPCC determines the complaint should be investigated under Division 3, neither [RPM Section 4.3.1\(i\) Informal Resolution Processes <link>](#) nor [RPM Section 4.3.1\(ii\) Formal Investigation Process <link>](#) will apply.
12. In the event of a conflict between the Policy and the *Police Act* or any guidelines established under the *Police Act*, the *Police Act* and the guidelines will govern.

DEFINITIONS

The definitions contained within [RPM Section 4.3.1 Respectful Workplace Policy <link>](#) apply to the Policy.

PROCEDURE

13. The Informal Resolution Processes include, but are not limited to, the following:
 - a. General Approach: A supervisor, who becomes aware of workplace harassment, either by way of a complaint or by personal observation, must implement steps to address the alleged or admitted behaviour. These steps may include discussions at routine meetings or a briefing wherein it is emphasized that certain behaviours are unacceptable. If

there is an indication of workplace harassment, a resolution plan may be developed and implemented with the assistance of the appropriate union and the HR Section.

- b. **Direct Approach:** With this strategy, the interaction is person to person. The direct approach may be between a complainant and a respondent, or a witness to a respondent. It is best conducted in person, either one on one, or with a colleague or third party assistance (e.g., HR Section). If a complainant is not comfortable approaching a respondent, or if the issue is not resolved, a supervisor should be informed about the situation. Employees who see others behaving in a way that is inappropriate or disrespectful should encourage the individual to stop the behaviour. If the behaviour continues, employees must report the behaviour to a supervisor.
 - c. **Third Party Facilitation:** Upon the approval of the HR Section Inspector, or designate, an informal intervention by a third party to find a mutually agreeable resolution may be initiated. This may be accomplished with the assistance of the following, but not limited to:
 - i. the Inspector or manager of the section where the complainant is assigned;
 - ii. a union representative;
 - iii. a third party facilitator; and/or
 - iv. the HR Section Inspector, or designate.
 - d. **Mediation:** Involves keeping the channels of communication open, helping the complainant and the respondent express their needs, identifying the issues and, if requested, offering remedies to resolve the situation. Upon the approval of the HR Section Inspector, or designate, a mediator may be appointed to assist the complainant and respondent in a structured process to find a mutually agreeable resolution.
 - e. **Restoration Processes:** Restoration processes are focused on the needs of the complainant and respondent, their understanding of their own and others' intentions and impacts, and an exploration of root causes of harm, with the goal of repairing relationships and preventing harm from reoccurring in the future.
14. If at any time during the informal resolution processes the VPD determines that a formal investigation is required or warranted, the informal process will conclude. In circumstances where new allegations of potential misconduct surface, the OPCC will be notified, when appropriate, with or without notice to the complainant or the respondent. The OPCC may order a Division 3 Police Act investigation or a formal investigation will be initiated by the HR Section Inspector or designate. See [RPM Section 4.3.1\(ii\) Formal Investigation Process <link>](#).

4.3 Respectful Workplace

4.3.1(ii) Formal Investigation Process

(Enacted: 20XX.XX.XX)

POLICY

The Vancouver Police Department (VPD) provides a respectful workplace that is safe, healthy and inclusive and fosters positive workplace relationships free from harassment and bullying. The Respectful Workplace Policy (Policy) provides information with regard to the formal investigation process that is initiated as a result of filing a formal complaint with the Human Resources (HR) Section Inspector by a complainant who believes that they have been subject to harassment, or by a witness who believes that they have observed harassment in the workplace.

APPLICATION OF THE POLICE ACT

Notwithstanding anything in the Policy, the conduct of members is at all times governed by Part 11 of the *Police Act (Misconduct, Complaints Investigations, Discipline and Proceedings)* and any guidelines established by the Office of the Police Complaint Commissioner (OPCC), pursuant to section 177. The VPD may refer incidents of potential misconduct, as that term is defined in section 77 of the *Police Act*, to the OPCC, at any time, whether or not a complaint has been made in respect of the conduct at issue under the Policy without notice to the complainant, respondent, or witnesses.

SCOPE & APPLICATION

1. The Policy applies to all VPD employees, volunteers, contractors and practicum students. An external employee may be considered a complainant under the Policy.
2. Complaints against an external employee may be referred to the external employee's agency for processing.
3. The Policy covers all work related activities, at any workplace at which VPD business is conducted including, but not limited to, all written, verbal and electronic communications taking place in such venues including email, social media, social networks and chat groups.

Complaints Involving Members

4. If the complaint involves a member or information suggests potential misconduct by a member, the HR Section Inspector, or designate, will, when appropriate, notify the Professional Standards Section (PSS) Inspector, or designate.
5. The PSS Inspector, or designate, will assess the information and, when appropriate, notify the OPCC.
6. If the OPCC is notified, the OPCC will determine whether the complaint will be investigated under Part 11, [Division 6 <link>](#) (Internal Discipline) or [Division 3 <link>](#) (Public Trust) of the *Police Act*.
7. If the investigation proceeds under Division 6 of the *Police Act*, the HR Section Inspector, or designate, will determine how to proceed based on the circumstances of the allegation and the application of the [VPD Internal Discipline Rules <link>](#). Under a Division 6 investigation, [RPM 4.3.1\(i\) Informal Resolution Processes <link>](#) may not apply.
8. The OPCC may retain oversight over Division 6 investigations. If at any time during a Division 6 investigation, the OPCC determines the complaint should be investigated under Division 3, neither [RPM Section 4.3.1\(i\) Informal Resolution Processes <link>](#) or [RPM Section 4.3.1\(ii\) Formal Investigation Process <link>](#) will apply.
9. If an investigation may be, or has been, ordered under Division 3 of Part 11 of the *Police Act*, any related investigations, processes, or proceedings, including investigations, processes, and proceedings available under the Policy, may be suspended until the conclusion of the *Police Act* investigation.
10. If an investigation is ordered under Division 3 of Part 11 of the *Police Act*, the outcome of the investigation and/or proceedings, including an order to discontinue an investigation, will be considered final and conclusive and no further action will be taken under the Policy in respect of the conduct at issue.

11. Investigations, processes, and proceedings commenced under the Policy in respect of matters subsequently ordered to be investigated under Division 3 of Part 11 of the *Police Act* will be discontinued at the exclusive discretion of the HR Section Inspector, or designate.
12. In the event of a conflict between the Policy and the *Police Act* or any guidelines established under the *Police Act*, the *Police Act* and its guidelines will govern.
13. Where the respondent is the Chief Constable and/or a Deputy Chief Constable, the formal complaint shall be filed directly with the Vancouver Police Board Chair, or designate.

DEFINITIONS

The definitions contained within [RPM section 4.3.1 Respectful Workplace Policy <link>](#) apply to this Policy.

Investigator: an individual assigned to investigate a complaint under [RPM section 4.3.1 Respectful Workplace Policy <link>](#).

COMPLAINANT AND RESPONDENT RIGHTS

14. Notwithstanding the rights and procedures set out below, the investigator, in collaboration with the HR Section Inspector, or designate, retains full discretion to govern the investigation process and may tailor the investigation to the specific circumstances of each case.
15. A complainant has the right to:
 - a. receive fair treatment;
 - b. have their complaint dealt with in a timely manner;
 - c. obtain a review of their complaint without fear of reprisal;
 - d. be informed of the progress of the complaint;
 - e. be represented through the investigation process by:
 - i) a union representative, if they are a union member; or
 - ii) be accompanied by an individual of their choice for support during any proceedings relating to the complaint, providing no costs are incurred by the VPD; and
 - f. be provided, in writing, with a report outlining the findings at the conclusion of the formal investigation.
16. A respondent has the right to:
 - a. receive fair treatment;
 - b. be informed that a complaint has been filed, unless such notice will hinder the investigation;
 - c. be provided with a summary of the allegations and be afforded an opportunity to respond to them;
 - d. be represented through the investigation process by:
 - i) a union representative, if they are a union member; or
 - ii) be accompanied by an individual of their choice for support during any proceedings relating to the investigation of the complaint, provided no costs are incurred by the VPD; and
 - e. be provided, in writing, with a report outlining the findings at the conclusion of the formal investigation.

PROCEDURE

17. If a complainant believes that they are being harassed or a witness believes that they have observed the same, they may file a formal complaint, in writing, with the HR Section Inspector, or designate.
18. A complainant may, at any time, withdraw their formal complaint and request that the complaint be informally resolved. See [RPM section 4.3.1\(i\) Informal Resolution Processes <link>](#). The VPD retains the right to initiate or continue any investigation of workplace harassment where the VPD believes it is appropriate to do so in the circumstances.
19. The HR Section Inspector, or designate, shall appoint a suitable investigator to investigate.
20. All formal written complaints must:
 - a. identify the name and position of the complainant;
 - b. identify the name and position (if known) of the respondent(s);
 - c. list the alleged harassment violations under [RPM section 4.3.1 Respectful Workplace Policy <link>](#), if any; and
 - d. contain a detailed description of the key conduct that constitutes the substance of the complaint.
21. All complaints and investigations related to workplace harassment shall be treated in a sensitive manner that strives to protect the privacy of all individuals involved while complying with the law. While every reasonable effort will be made to ensure confidentiality throughout the processes, confidentiality cannot be guaranteed by the VPD.
22. If, during the course of a Division 6 *Police Act* investigation, the investigator receives information regarding a VPD member who is not the subject of the investigation, and the conduct could constitute a misconduct, the OPCC may be notified and the OPCC may elect to order a separate Division 3 or Division 6 investigation against the member.

INTERVIEWS

Complainant

23. The investigator will advise the complainant that they may have a union representative or support person with them. The interview will include:
 - a. a review of the complainant's evidence;
 - b. a review of all relevant documents in the investigator's possession at the time of the interview;
 - c. a discussion about potential witness(es), including names and contact information (if known);
 - d. a discussion of the outcome sought by the complainant; and
 - e. a discussion of any other relevant matters as determined necessary by the investigator.

Respondent

24. Prior to interviewing the respondent, the investigator shall:
 - a. provide the respondent with a summary of the allegations set out in the complaint;
 - b. provide the respondent with a summary of all other potential allegations or information about potential misconduct not included in the complaint; and
 - c. advise the respondent that they are entitled to have a union representative or support person with them.

25. During the interview of the respondent(s), the investigator shall:
- a. review the complaint;
 - b. review the relevant documents;
 - c. review the respondent's evidence;
 - d. identify any witness(es); and
 - e. discuss any other relevant matters as determined necessary by the investigator.

Witness

26. The investigator will conduct interviews with relevant witnesses. If information is obtained from a witness, the complainant or the respondent(s) that is substantially different or conflicting, the investigator shall provide the complainant and the respondent(s) with an opportunity to respond to the new information.
27. The investigator will advise the witness that they are entitled to have a union representative or support person with them.

INVESTIGATION REPORTING

28. The investigator shall prepare a report detailing:
- a. the evidence of the complainant, the respondent(s) and any witness(es);
 - b. the investigator's assessment of credibility, if necessary;
 - c. the investigator's findings of fact with supporting analysis; and
 - d. the investigator's conclusion as to whether the findings of fact constitute a violation of [RPM Section 4.3.1 Respectful Workplace Policy <link>](#).
29. A copy of the report will be forwarded through the HR Section Inspector to the Chief Constable or designate who will review the investigator's report and relevant evidence. The Chief Constable or designate will:
- a. determine whether disciplinary and/or corrective action should be taken; and
 - b. notify the OPCC, in accordance with the *Police Act* (i.e., in cases of a Division 6 *Police Act* investigation).
30. The investigator may, in consultation with the HR Section Inspector, vet the investigation report as necessary to protect the identity of confidential witnesses and/or for any other purpose determined appropriate by the investigator and/or the HR Section Inspector.
31. Investigations and disciplinary action under the Policy will be carried out in accordance with the *Police Act*, the *Human Rights Code*, RSBC 1996, c.210, labour and employment law principles, any applicable collective agreements and [VPD Internal Discipline Rules <link>](#) and will be recorded in writing as required by the *Police Act* and the VPD Internal Discipline Rules.



VANCOUVER POLICE DEPARTMENT

REPORT TO THE VANCOUVER POLICE BOARD

REPORT DATE: November 9, 2023
BOARD MEETING DATE: November 23, 2023
BOARD REPORT # 2311V15
Regular

TO: **Vancouver Police Board**

FROM: Brian Baird, Acting Inspector, Planning, Research & Audit Section

SUBJECT: **Surreptitious Recordings in the Workplace | RPM 4.1.14**

RECOMMENDATION:

THAT the Vancouver Police Board (VPB) approve the creation of new policy, RPM section 4.1.14 Surreptitious Recordings in the Workplace.

BACKGROUND

The VPD does not currently have a policy guiding members on recording conversations or meetings between employees. With the increased use of online meeting platforms and technologies to record communications, it is prudent for the VPD to establish the parameters on when to obtain consent to record a meeting or conversation, and to clarify circumstances when recording is not permitted.

In Canada, the Criminal Code allows for one-party consent to make a recording of another person. Employment law, however, has established that making a surreptitious or undisclosed recording can constitute a breach of trust in the workplace and that surreptitious recordings made by an employee can subject that employee to discipline, up to and including termination of employment. By providing a clear policy, the VPD will be better equipped to support its employees in the proper steps to make consensual recordings in appropriate circumstances, which will enhance trust and privacy considerations and support a respectful and safe workplace.

RESOURCES

VPD Stakeholders and Subject Matter Experts Consulted:

- Lisa Byrne, Superintendent, Investigative Services
- Shelley Horne, Superintendent, Personnel Services
- Randy Bell, Inspector, Vancouver Police Officers' Association
- Mike Ritchie, Inspector, Professional Standards Section
- Ralph Kaisers, President, Vancouver Police Union
- Caley Fieldhouse, Secretary-Treasurer, Teamsters Local Union No. 31
- Raj Jaswal, Sergeant 2672, EDI Review Team, Planning, Research & Audit Section
- Christine McLean, Director, Labour and Employee Relations, Human Resources Section

- Nicole Denton, Privacy Specialist, Information and Privacy Unit

Reference Material

- Burchill, John W. (2017). [Tale of the Tape: Policing Surreptitious Recordings in the Workplace](#). Manitoba Law Journal, 40(3), 247.
- Robson, L.M. (2021). BLG Law Firm Website. [Article: Can I record a work meeting or conversation?](#)

RESEARCH AND ANALYSIS

Case Law

In Canada, it is illegal to knowingly intercept a private communication as per section 184 of the Criminal Code; “intercept” means to listen to, record or acquire the substance or meaning of a conversation. It is not a criminal offence, however, to record a conversation where the person making the recording is a part of the conversation and “consents” to making the recording – even if the other parties involved are not aware.

In the workplace, surreptitious recordings of a conversation where “one-party consent” exists may still have consequences. This one-party consent may be legal under the Criminal Code but, depending on the circumstances of the surreptitious recording, it may constitute a breach of trust within the employment relationship, which can be defined as misconduct and result in discipline or termination.

The Supreme Court of British Columbia affirmed that an employee may be terminated with cause if they are found to have made surreptitious recordings in the workplace ([Shalagin v Mercer Celgar Limited Partnership, 2022 BCSC 112 \(CanLII\)](#)) because “surreptitious recording can cause material damage to the relationship of trust between employee and employer.”

It is important to establish clear policies in the workplace to define the parameters for acceptable recordings of conversations or meetings, and those that would be unacceptable.

Consent Recordings

Employees may have bona fide reasons to make a recording of a conversation or meeting; examples include to enhance training or for educational purposes, to assist persons with diverse abilities (such as hearing impairment) or to assist in note-taking during meetings. While these are all legitimate purposes, the recording employee must still inform and obtain consent from all persons present and must only use the recording for its intended purpose.

Other Agencies

The Planning, Research & Audit (PR&A) Section canvassed other Canadian police agencies to determine if similar policies exist. Of the 20 responses received, 15 replied that they have no policy discussing surreptitious or consent recordings in the workplace, and 5 responded that while they do not have a standalone policy, they do make mention of surreptitious recordings in broader policies, to varying degrees.

RPM Policy on Surreptitious Recordings in the Workplace

In developing this new policy, PR&A consulted with the Human Resources Section, Labour and Employee Relations Director, Professional Standards Section, Investigation Division, Vancouver Police Union, Vancouver Police Officers’ Association, Teamsters Local 31, Information and Privacy Unit, and external legal counsel.

The policy establishes that it is not acceptable to make surreptitious recordings in the workplace, and stipulates factors the employer may consider when conducting a workplace or Police Act investigation.

CONCLUSION

The VPD is committed to providing a respectful and safe workplace for all employees, which includes supporting productive and open communication between employees. It is important that employees are not disrupted or concerned that undisclosed recording of conversations could be occurring, as part of establishing trust and professionalism in the workplace. This policy will set the expectations for when conversations or meetings may be recorded, and help foster trust and confidence between employees.

Author: S/Sgt. Erin Holtz

Submitting Executive Member:

Supt. Shelley Horne

Date: November 12, 2023

Proposed Policy

4.1 Professional Standards

4.1.14 Surreptitious Recordings in the Workplace

(Enacted:)

POLICY

The Vancouver Police Department (VPD) is committed to providing a respectful and safe work environment, in compliance with labour law, for all employees as well as VPD associates including contract workers, volunteers and VPD program participants in VPD workplaces. As a part of this commitment, the VPD seeks to foster productive and open conversations between employees, encourage communication while protecting confidential and sensitive information, and respect the privacy of all employees. Employees should not have their work disrupted or their expectation of privacy diminished by surreptitious recordings of conversations or meetings with other employees. This assurance is a necessary element of upholding the trust that the employment relationship relies upon. Surreptitious recordings in any form may be considered a breach of trust and could result in discipline up to and including termination of employment.

DEFINITIONS

Recordings: any recording of contemporaneous events recorded on an electronic device (i.e. audio recording or video recording) in various digital formats. Note: Under section 184.1 of the *Criminal Code*, it is unlawful to make a recording without the consent of any of the persons being recorded.

Employee: an employee, including sworn member and civilian professional, temporary and casual employee, part-time employee, auxiliary personnel, volunteer or contractor, or anyone who is employed by the Vancouver Police Board.

Workplace: is any location, vessel, vehicle or online environment where an employee, volunteer, practicum student, contractor or external employee carries out their duties and/or performs their work; any work-related event or work-related gathering, whether sponsored by the employer or not; or any location travelled to and from for a work-related reason. For greater clarity, online environments include, but are not limited to email, social media, social networks and chat groups, all of which may be considered an extension of the workplace.

PROCEDURE

1. Employees must not make surreptitious recordings of any conversation or meeting with another employee or employees.
2. Conversations or meetings between two or more VPD employees may only be recorded with the consent of all persons present. This includes meetings held virtually, by phone, and at any workplace. The consent must be obtained before the recording starts.
3. An employee who is found to have intentionally made a surreptitious recording in the workplace may be subject to a workplace or *Police Act* investigation that may result in discipline, up to and including termination. Volunteers or contractors may have their services terminated.
4. In a workplace or *Police Act* investigation, when assessing discipline, the employer may consider factors such as:

- a. the purpose of the recording;
 - b. whether the intention of the employee is to document behaviour that is a violation of the VPD's [RPM section 4.1.11 Respectful Workplace Policy](#), or an offence under an enactment of law (including possible misconduct under the *Police Act*); and,
 - c. whether the recording is handled in accordance with the [Handling of Designated and Classified Information](#) procedures (form VPD458). (See RPM section 4.1.1 Breach of Law by Members; RPM section 4.1.11 Respectful Workplace.)
5. An employee who is found to have intentionally made a surreptitious recording in the workplace may be subject to a workplace or *Police Act* investigation that may result in discipline, up to and including termination. Volunteers or contractors may have their services terminated.
6. This policy does not apply to recordings made for legitimate investigative purposes (e.g. an application for authorization made under section 184.2 of the Criminal Code).
7. This policy does not apply to recordings made by an employee of a conversation, meeting or interview in the lawful exercise of their duties and when policies or standards allow for such recording (e.g. a recording of radio communications, a VPD-issued body-worn camera recording, or a recording of an investigative interview by the interviewing officer).

VANCOUVER POLICE DEPARTMENT



REPORT TO THE VANCOUVER POLICE BOARD

REPORT DATE: November 1, 2023
MEETING DATE: November 23, 2023
BOARD REPORT # 2311F09

Regular

TO: Vancouver Police Board
FROM: DCC Steve Rai, Commanding, Support Services Division
SUBJECT: 2024 Operating Budget

RECOMMENDATION:

THAT, the Vancouver Police Board (Board) approves the VPD's 2024 operating budget totalling \$415,863,401 for submission to City Council (Council) by November 30, pursuant to Section 27 of the Police Act.

SUMMARY:

The VPD's 2024 operating budget ranges from a currently supported by City Staff budget of \$409,733,307 to VPD's budget including all requested items of \$415,863,401.

The VPD's budget includes priority items requiring additional funding pending the Board's approval.

	2024 Budget	Net Budget	\$ Increase from 2023	% Increase	Property Tax Increase
1. Currently supported by City Staff		\$409,733,307	\$30,065,298	7.9%	3.2%
2. VPD Budget including all requested items		\$415,863,401	\$36,195,392	9.5%	3.8%

The budget ranges equate to an increase between 7.9% to 9.5% or \$30,065,298 to \$36,195,392 from the 2023 restated budget, and a 3.2% to 3.8% property tax increase. This is subject to the Board's approval prior to the November 30 deadline for submission to Council for approval. Of note, the 2023 restated budget included an adjustment for the estimated retroactive provision for anticipated wage settlement for various collective agreements.

The budget that is currently supported by City Staff includes items such as contractual salary, benefits, wage provisions, non-salary items, third party contracts/levies and shared services, and annualized funding for the 100 new officers and 20 civilian professionals.

The VPD budget including all requested items requires additional funding of \$6,130,094 that has not been supported by City Staff that VPD Leadership is recommending for inclusion in the 2024 operating budget. This includes:

- Council approved or directed initiatives such as the Body Worn Camera (BWC) pilot full year costs and Community Policing Centres (CPC) cost of living adjustment,
- Government and/or third party impacts such as federal or provincially downloaded, legislated or directed costs. Examples include the JIBC recruit training fee and Digital Evidence Management System (DEMS) implementation costs,
- Contractual agreements for items with cost increases from collective agreements and contracts for jail nursing and medical services, and laundering services,
- Operational right-sizing for items that the budget has not kept pace with for current operational needs or had inflationary adjustments. Examples include overtime required to provide public order and safety during protests and demonstrations, and re-alignment for the VPD Board budget, and
- Community investments to allow the VPD to continue with community engagement initiatives such as Project 529 and Special Advisory Committee community members.

Below are the budget proposals for review and discussion:

Proposals	Net Budget	\$ Increase from 2023	% Increase	Property Tax Increase
1. Currently supported by City Staff	\$409,733,307	\$30,065,298	7.9%	3.2%
2. VPD Budget including all requested items				
Council approved or directed	375,741		0.1%	
Government or third party impact	1,617,800		0.4%	
Contractual agreement	2,366,086		0.6%	
Operational right-sizing	1,714,468		0.5%	
Community investments	56,000		0.0%	
Additional requested items	\$ 6,130,094	\$ 6,130,094	1.6%	0.7%
Total - VPD requested budget	\$415,863,401	\$36,195,392	9.5%	3.8%

POLICY:

The Board must prepare and submit a budget to provide policing and law enforcement in the municipality. The Finance Committee is to assist in fulfilling the Board’s oversight responsibilities.

Section 27 of the Police Act states that:

- (1) On or before November 30 in each year, a municipal police board must prepare and submit to the council for its approval a provisional budget for the following year to provide policing and law enforcement in the municipality.
- (2) Any changes to the provisional budget under subsection (1) must be submitted to council on or before March 1 of the year to which the provisional budget relates.
- (3) If a council does not approve an item in the budget, the director, on application by the council or the municipal board, must
 - (a) Determine whether the item or amount should be included in the budget, and
 - (b) Report the director’s findings to the municipal police board, the council and the minister.
- (4) Subject to subsection (3), a council must include in its budget the costs in the provisional budget prepared by the municipal police board.
- (5) On certification by the municipal police board members that an expenditure is within the budget prepared by the municipal police board, the council must pay the amount of the expenditure.

(6) Unless the council otherwise approves, a municipal police board must not make an expenditure, or enter an agreement to make an expenditure, that is not specified in the board’s budget and approved by the council.

DISCUSSION:

This report is intended to seek approval from the Board regarding items to be included in the VPD’s 2024 Operating Budget submission to Council.

Similar to prior years, the City’s budgeting process is to fund items already included in the departments and Boards budgets, or under contractual agreements such as the E-COMM 9-1-1 levy. The VPD does not have the opportunity to right-size, in order to better match the budget to actual spends with the exception of salaries and benefits which are re-calculated every year. The VPD are attempting to right-size certain salary accounts such as the underfunded overtime budget for protests and demonstrations and unfunded civilian professionals’ position reclassification costs. Any items requiring new funding that have not been supported by City Staff will need to be presented for Council approval.

The additional items that require funding for the Board’s consideration for inclusion in the VPD’s 2024 budget are outlined below.

The 2024 operating budget will be submitted by the Board to Council for approval.

2024 Operating Budget (Appendix 1)

1. Budget - Currently Supported by City Staff

At the time of this report, City Staff have supported the following funding for 2024:

Net Budget	\$ Increase from 2023	% Increase from 2023	Property Tax Increase
\$409,733,307	\$30,065,298	7.9%	3.2%

Further detailed by budget categories,

Salary and benefits	15,161,482	4.0%
Non-salary items	617,932	0.2%
Third party contracts/levies & shared services	6,413,450	1.7%
100 New officers	7,872,434	2.1%
Total	\$30,065,298	7.9%

The \$30,065,298 is budget increase from the 2023 restated budget and includes funding for certain contractual obligation increases such as a wage provision, increased E-COMM 9-1-1 levy and the remaining balance for the 100 new police officers and 20 civilian professionals. There is no funding allocated for any new initiatives. Of note, the restated prior year budget is Council approved to include a mid-year budget and one-time funding adjustment. At the time of this report, in addition to the one-time adjustment, the 2023 restated budget also included an adjustment for the estimated retroactive provision for anticipated wage settlement for various collective agreements.

The details of items funded under the budget currently supported by City Staff are as follows:

Item	Budget Increase	% Change from 2023	Details
<u>Salary and Benefits</u>			
Sworn, civilian professionals salaries, benefits and wage provision	15,161,482	4.0%	This increase accounts mainly for an estimated provision for anticipated collective agreement settlement, salary and attrition projections, staff incrementing to the next pay level, and related benefits which are calculated using 2023 benefit rates. Per the routine process with the City, a budget transfer will be completed in 2024 once all the benefit rates are known.
Total Salary and Benefits	15,161,482		
<u>Non-salary Items</u>			
Fleet & fuel	1,154,964	0.3%	Higher fleet operating costs due to fuel charges and increased replacement cost for vehicles.
Rent, utilities, insurance and operating impact of capital	192,794	0.1%	Increases for rent, various utilities, liability insurance and ongoing funding for Council approved Information and Technology capital initiatives.
JIBC recruit training fee	(729,825)	(0.2%)	JIBC recruit training costs are borne by policing agencies at \$23,215 per recruit. The 2023 fee included recruits related to the 100 new police officers while the 2024 fee is applicable to projected hires for attrition.
Total Non-salary Items	617,932		
<u>Third Party Contracts/Levies & Shared Services</u>			
E-COMM 9-1-1 dispatch levy	5,829,582	1.5%	Increase due to E-COMM's multi-year transformation plan to address their operational challenges in call-taking. Estimated increase is 25% for 2024, which is based on the VPD's proportionate share.
311, building, radios and IT support	583,868	0.2%	Increases for rental agreements, building maintenance and City's IT support.
Total Third Party Contracts/ Levies & Shared Services	6,413,450		
<u>100 New Officers and 20 Civilian Professionals</u>			
Remaining funding for 100 new police officers and 20 civilian professionals	7,872,434	2.1%	Following Council's motion and direction to hire 100 new police officers, \$8.0M initial funding was approved in the VPD's 2023 budget. This request is for the remaining funding which includes full year salary costs for recruits and staff hired in 2023 and funding required to outfit and equip new recruits and staff to be fully operational, including the purchase of additional vehicles.
Total 100 New Officers and 20 Civilian Professionals	7,872,434		
Total increase currently supported by City Staff	30,065,298	7.9%	
Total net budget currently supported by City Staff	409,733,307		

The items listed above total \$30,065,298. Salary and benefits comprise over 80% of the currently supported by City Staff budget. See Appendix 3 for a further breakdown of key budget cost categories.

The following table outlines the allocation of authorized staff broken down by division. This includes the deployment and recruitment plan for the 100 new police officers and 20 civilian professionals as approved by the Board in January 2023.

Division	Sworn	Civilian Professionals	Jail Guards / Special Municipal Constables (SMC)	Total
Police Board		3.0		3.0
Office of the Chief Constable	5.0	7.0		12.0
Operations	889.0	29.0	70.0	988.0
Investigations	438.0	65.0	9.0	512.0
Support Services	116.0	278.5		394.5
Total Authorized Strength	1,448.0	382.5	79.0	1,909.5

2. VPD Budget including all requested items

Net Budget	\$ Incremental over City Supported	\$ Total Increase from 2023	% Increase from 2023	Property Tax Increase
\$415,863,401	\$6,130,094	\$36,195,392	9.5%	3.8%

The following categories are included in the VPD's budget. These are not currently supported by City Staff:

Council approved or directed	375,741	0.1%
Government/third party impact	1,617,800	0.4%
Contractual agreement	2,366,086	0.6%
Operational right-sizing	1,714,468	0.5%
Community investments	56,000	0.0%
Total	\$6,130,094	1.6%

Item	Budget Increase	% Change from 2023	Details
<u>Council Approved or Directed</u>			
Body Worn Camera (BWC) pilot full year costs	307,000	0.1%	Council approved a motion on December 6, 2022 for the VPD to equip all frontline and patrol officers with a BWC by 2025. Funding of \$200K was added in the VPD's 2023 budget for a pilot project, which is scheduled for completion and evaluation in early to mid-2024. This funding request is for the full year pilot cost and includes equipment, facilities infrastructure, support and administration staffing.
Community Policing Centres (CPC) cost of living adjustment (COLA)	68,741	0.0%	In the 2023 budget recommendations, Council approved an annual COLA adjustment for the CPCs (Feb 28, 2023, Recommendation A (F)(iv)). This request is for a 3% COLA for the 12 CPCs totalling \$62,514. Additionally, \$6,227 is to align the newly established Mount Pleasant CPC's annual budget with the other CPCs.
Total Council Approved/Directed	375,741		
<u>Government or Third Party Impact</u>			
Digital Evidence Management System (DEMS)	187,200	0.0%	DEMS is a province-wide comprehensive and integrated digital evidence management and disclosure system that enables evidence collection and management by police, disclosure and prosecution services, and presentation to the courts. Funding is required for the final year of the implementation plan that requires additional licenses under the contractual agreement.
Coroner's Inquest recommendations	659,400	0.2%	There were 10 recommendations to the VPD from the Coroner's Inquests for Cst. Nicole Chan (Chan) and Myles Gray (Gray). At this time, incremental annual costs from three of the eight recommendations from the Chan inquiry can be determined and included mandatory psychological clinical interviews and medical tests for recruits, mandatory psychological check-in with a psychologist for all officers and enhanced respectful workplace in-person training. The two recommendations from the Gray inquiry included the implementation of BWC, which is currently being piloted, and to enhance crisis de-escalation and containment training for all officers which is part of the officer training program.
JIBC recruit training fee increase	81,200	0.0%	JIBC's recruit training fee will increase by 5% effective April 1, 2024. This will increase downloaded costs to \$24,375 per recruit from \$23,215 (\$1,160 increase). The impact will be \$81,200.
Statutory pay for National Day of Truth and Reconciliation	670,000	0.2%	Council approved one-time funding in the 2023 budget for the National Day of Truth and Reconciliation statutory holiday. This request is for ongoing funding as VPD members working on this day are entitled to statutory pay per the collective agreement.
Ammunition disposal	20,000	0.0%	The RCMP Explosive Disposal Unit no longer provides free ammunition disposal. Annual cost associated with this downloaded cost is approximately \$20K.
Total Government/Third Party Impact	1,617,800		

<u>Contractual Agreement</u>			
Jail nursing and physician contract	745,269	0.2%	Incremental cost for the jail nursing and physician contract.
Jail HVAC and lighting replacement	507,663	0.1%	The Vancouver jail is a provincial building. Incremental cost for upgrading the HVAC system and lighting.
Laundering and cleaning contract	50,000	0.0%	Incremental cost for the uniform laundering and cleaning services contract.
Statutory holiday pay adjustment	406,771	0.1%	Per the Vancouver Police Union's (VPU) collective agreement, officers working on a statutory holiday are to be additionally compensated for hours worked. Unlike other City Department employees, not all police officers will have the day off. Additional funding is required to right-size this line item.
Salary premiums and payout	314,910	0.1%	Funding required for various bank payout entitlements, vacation and gratuity payouts for retirements and officers departed from the VPD, pursuant to collective agreement terms.
Benefits	151,707	0.0%	This is a placeholder for funding pending the completion of the City-wide review of extended health (EHB) and dental premiums. As standard practice, the budget for these items will be included in VPD's base budget when the actual rates are known.
Civilian professionals' position reclassification	189,765	0.0%	Since 2018, City Staff mandated all position reclassification for civilian professionals' cost be managed within each departments/Boards existing budget. Additional funding is required to right-size this line item.
Total Contractual Agreement	2,366,086		
<u>Operational Right-sizing</u>			
Protests and demonstrations overtime budget	969,468	0.3%	Council approved a one-time overtime increase in the 2023 budget in recognition of the significant number of protests and demonstrations. As the number of instances is increasing, this request is for ongoing funding.
Vancouver Police Board budget re-alignment	395,000	0.1%	As legislated under the Police Act, the Board provides independent oversight and governance of the VPD. The Board's function has grown in complexity and funding is required to better align costs for legal, stipend contract services and other budget items.
Parking and unclaimed cash	350,000	0.1%	The VPD's parking revenue budget is \$150K. However, employees are no longer required to pay for parking as negotiated in the last collective agreement. Unclaimed cash policy has been updated resulting in a reduction of this revenue line item. This \$200k budget is an unachievable target.
Total Operational Right-sizing	1,714,468		

<u>Community Investments</u>			
Project 529	28,000	0.0%	Project 529 is a successful bike registration project that was fully supported and funded by the Vancouver Police Foundation (VPF) over the past several years. As of 2023, VPF funding will no longer be available. The incremental cost requested is \$28K.
Special Advisory Committee honorarium	28,000	0.0%	There are several key community engagement partners that meet regularly with the VPD. The community members are volunteers and some members receive an honorarium. Other members have asked to receive a small honorarium for their time, guidance and input. The incremental cost for honorariums requested is \$28K.
Total Community investments	56,000		
Total VPD requested items	6,130,094		
Total budget increase, over City Staff supported budget	36,195,392	9.5%	
Total net VPD budget	415,863,401		

The items listed above total \$6,130,094. Salary and benefits comprise 79% of the VPD budget including all requested items. See Appendix 3 for a further breakdown of key budget cost categories.

Routine, Mid-Year Budget Adjustments for Benefit Rates

Similar to prior years, the established, routine practice is for City Staff to support the funding of 2024 wage related benefit rate increases. Once the actual rates are released and if it results in an overall dollar increase, the VPD will be funded for this increase through a mid-year budget transfer from the city-wide benefit provision that City Staff will put forward for Council approval.

VPD Specific Reserve

The City has a reserve policy that outlines the conditions required for creating and using funding from reserves. In 2013, the City Staff created a VPD-specific reserve. Subject to the Police Board's and City's approval, the VPD can draw upon this reserve if the costs of policing an unforeseen major incident or large-scale event would cause the VPD to go into deficit for the year. This means that although the 2024 budget does not include a provision for these types of events, such as sporting event playoffs or large protests, the risk is mitigated through this reserve.

In addition to major incidents or events, a portion of this VPD-specific reserve is also intended for up to \$253,000 of the costs to police the Granville Entertainment District. The City has committed that should the VPD be in an overall year-end deficit position, the deficit will be offset by up to \$253,000 from the VPD's reserve.

Other Items

Although the 2024 budget has increased, similar to the past few years, there has been minimal general inflation provisions included for expenditure budgets such as fleet, facilities, utilities, rent and insurance, and various third party contractual items. However, many of the other budget items such as, but not limited to, equipment, safety supplies and professional fees have not had

any inflationary adjustment for a number of years, albeit the adjustments are not material and will likely be absorbed within the VPD's existing budget.

Additionally, as with prior years, the City does not allocate directly to the VPD's budget, the City's share of the Provincial traffic fine revenues under the Traffic Fine Revenue Sharing program, which is a Provincial program to assist municipalities in ensuring community safety and addressing community specific strategic priorities. Revenues are generated from issuing various traffic violations and red light camera tickets. Likewise, the City also does not provide the revenues generated from the False Alarm Reduction Program (FARP). The intent of the program is to reduce the amount of time police officers spend responding to false security alarms through co-operation with alarm companies and alarm users. Residents and business owners with security alarms require a valid permit, which are available through the City of Vancouver. This registration allows the City and the VPD to identify users that generate excessive false alarms, which is three or more in a 12-month period.

2025-2028 Outlook

As the nature of policing is highly reactive, the VPD will continue to be cognisant of the emerging challenges and increasing complexity in the community and policing.

There are many factors that can change the policing climate such as decisions by other levels of government and Commissions of Inquiry, changes in investigative standards and to the Criminal Code or Police Act, Council motions, technological advances, and attrition can affect how the VPD uses its resources and how it adapts to change. While the VPD must be flexible to the potential changes in policing, VPD staff must continue to address hate crimes, street disorder, cybercrime, new illicit drugs, social issues, encampments, downloaded costs from governing bodies, potential recruiting challenges and officer wellness. The web of international organized crime and gang activities continue to necessitate additional resources, and increasing deployments for large events, protests and demonstrations.

Wage settlements from ratified or arbitrated collective agreements continue to grow at a rate faster than inflation.

The Provincial government formed a Special Committee on Reforming the Police Act (SCRPA) and will have oversight about policing, funding and training for the future of policing. It is unknown at this time the various changes and related financial impacts for the VPD.

Also evolving is the federally mandated modernization of the national emergency communications network - Next Generation 9-1-1. This nation-wide system upgrade is planned to start in 2024. While the Provincial government has announced its funding support for the initial implementation, it is unknown at this time the ongoing cost implications for the VPD and other contributing police agencies as E-COMM 9-1-1 undertakes extensive technical and operational improvements with this system.

The City of Vancouver and the Province of BC will be hosting the 2024 Canadian Football League championship game. While the Grey Cup will have an impact to the public safety and security measures in the City, it is not anticipated to be significant at this time. The specific deployment, public safety details and related financial impact are yet to be determined. In addition, since being named an official host city for the 2026 FIFA World Cup, the VPD has been working closely with the City and the Province on preliminary cost estimates for public safety planning and staff deployment. Costs are to be borne by the Province and there should be no budgetary impact to the VPD.

The below table provides the projected annual budget increase for the next five (5) years based on the fully funded 2024 budget. The VPD's budget is averaging a projected increase of

approximately 4.0% from 2025-2028, which includes estimated salary and payroll benefit cost increases, attrition, the impact of the 100 new police officers, potential future collective agreement wage increases, anticipated E-COMM levy increases and minor inflation adjustments for some non-salary items.

Total Net Budget (in millions)

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Net Operating Budget	<u>\$371.9</u>	\$415.9	\$440.3	\$456.5	\$471.9	\$486.9
% increase		11.8%	5.9%	3.7%	3.4%	3.2%

CONCLUSION:

The VPD's 2024 operating budget of \$415,863,401 includes all requested items, which is an additional increase of \$36,195,392 or 9.5% from the 2023 restated budget.

Author: Kimberly Jang

Date: November 1, 2023

Submitting Executive Member: Senior Director Nancy Eng


(signature)

Date: November 1, 2023

**Vancouver Police Department
2024 Operating Budget Summary**

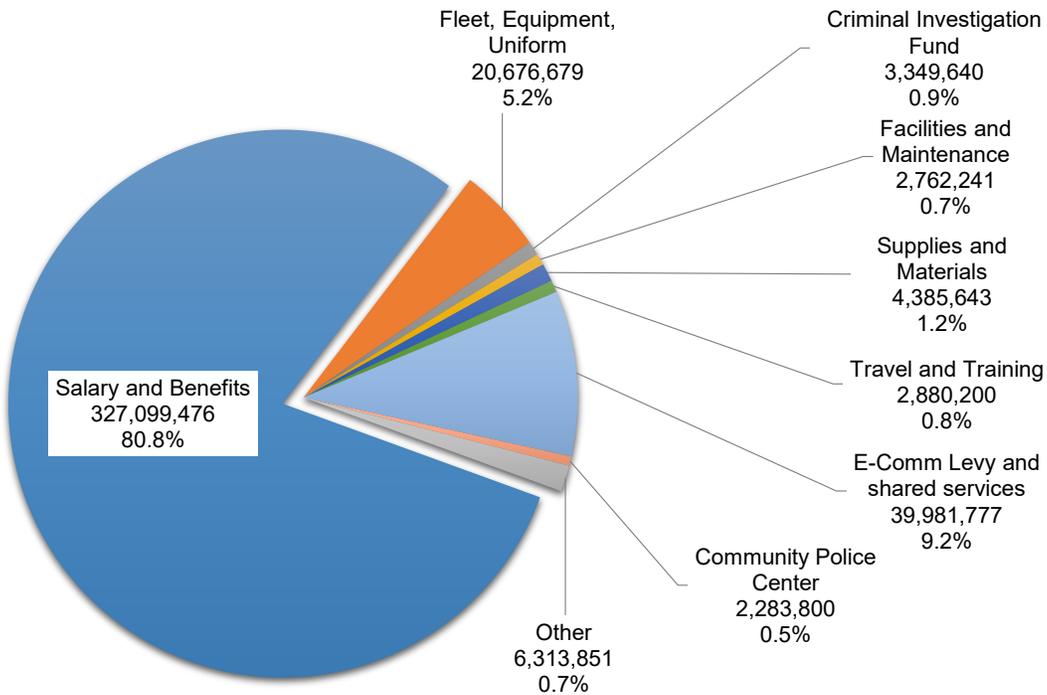
	<u>Recoveries</u>	<u>Expenditures</u>	<u>Net Change</u>	<u>Net Budget</u>	<u>% Change</u>	<u>Cumulative Change %</u>	<u>Cumulative City Tax increase %</u>
2023 Restated Budget	<u>\$(28,272,123)</u>	<u>\$ 407,940,132</u>	<u>\$ 6,105,610</u>	<u>\$ 379,668,009</u>			
1. City Staff supported Budget							
Salary, benefits and wage provisions	(1,994,331)	17,155,812	15,161,482				
Non-salary items and shared services	-	7,031,382	7,031,382				
100 New officers	-	7,872,434	7,872,434				
Total Budget Changes	<u>(1,994,331)</u>	<u>32,059,628</u>	<u>30,065,298</u>				
Total 2024 City Staff supported budget	<u>(\$30,266,454)</u>	<u>\$439,999,760</u>	<u>30,065,298</u>	<u>\$409,733,307</u>	<u>7.92%</u>	<u>7.92%</u>	<u>3.16%</u>
2. Budget including all requested items							
<u>Council approved or directed</u>							
Body Worn Camera (BWC) pilot full year cost		307,000					
Community Policing Centres (CPC) cost of living adjustment		68,741					
		<u>375,741</u>	<u>375,741</u>				
<u>Government or third party impact</u>							
Digital Evidence Management System (DEMS) final year		187,200					
Coroner's Inquest recommendations		659,400					
JIBC recruit training fee increase		81,200					
Statutory pay - National Day of Truth and Reconciliation		670,000					
Ammunition disposal		20,000					
		<u>1,617,800</u>	<u>1,617,800</u>				
<u>Contractual agreement</u>							
Jail nursing and physician contract		745,269					
Jail HVAC and lighting replacement		507,663					
Laundering and cleaning contract		50,000					
Statutory holiday		406,771					
Salary premiums and payout		314,910					
Benefits		151,707					
Position reclassification		189,765					
		<u>2,366,086</u>	<u>2,366,086</u>				
<u>Operational right-sizing</u>							
Protests and demonstrations overtime budget increase		969,468					
Vancouver Police Board budget re-alignment		395,000					
Parking and unclaimed cash		350,000					
		<u>1,714,468</u>	<u>1,714,468</u>				
<u>Community investments</u>							
Project 529		28,000					
Special Advisory Committee honorarium		28,000					
		<u>\$56,000</u>	<u>\$56,000</u>				
Additional amount including all requested items		<u>6,130,094</u>	<u>6,130,094</u>				
Total Increase/Budget including all requested items	<u>(\$30,266,454)</u>	<u>\$446,129,855</u>	<u>\$36,195,392</u>	<u>\$415,863,401</u>	<u>1.61%</u>	<u>9.53%</u>	<u>3.81%</u>
Total Budget	<u>(\$30,266,454)</u>	<u>\$446,129,855</u>	<u>\$36,195,392</u>	<u>\$415,863,401</u>	<u>1.61%</u>	<u>9.53%</u>	<u>3.81%</u>

Appendix 2

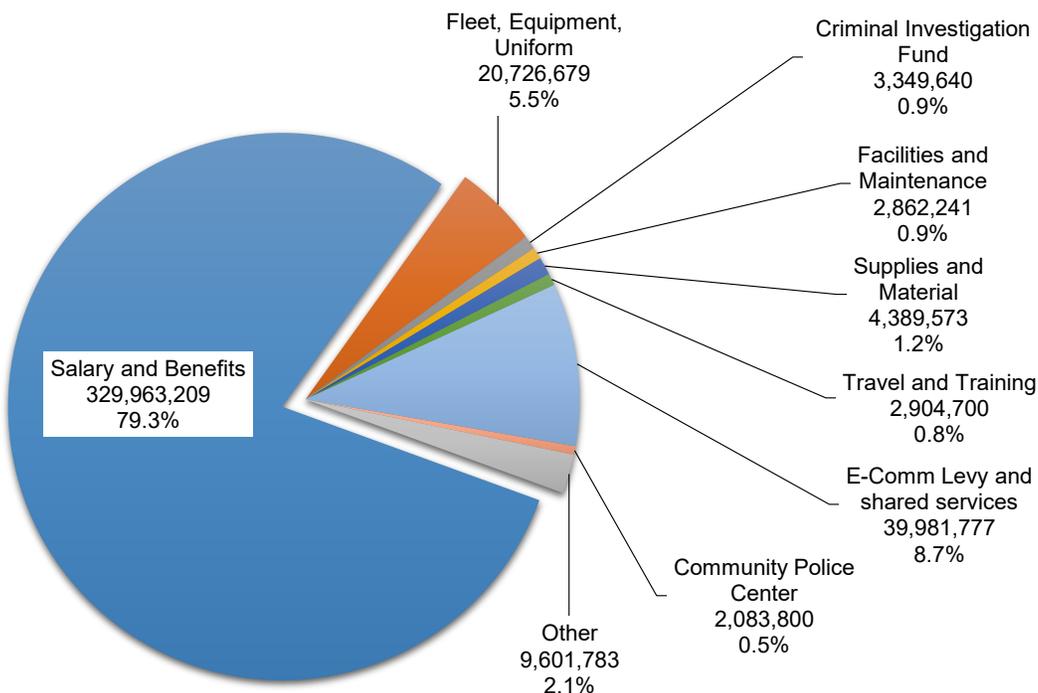
Statement of Recoveries and Expenditures Budget

	2023	2024 Budget Proposals					
	Restated	City Supported	\$ Change	% Change	\$ Budget including Unfunded items	\$ Change	% Change
RECOVERIES							
Cost Recoveries, Grants & Donations							
Third Party Events	(\$5,789,460)	(\$5,789,460)	\$0		(\$5,789,460)	\$0	
Overtime	(512,500)	(512,500)	-		(512,500)	-	
Total Sworn Overtime Recoveries	(\$6,301,960)	(\$6,301,960)	\$0		(\$6,301,960)	\$0	
Secondments	(\$16,691,464)	(\$18,685,796)	(\$1,994,332)		(\$18,685,796)	(\$1,994,332)	
Grants & Donations	(1,500,000)	(1,500,000)	-		(1,500,000)	-	
Government	(1,230,000)	(1,230,000)	-		(1,230,000)	-	
Fee for Service	(2,186,299)	(2,186,299)	-		(2,186,299)	-	
Other	(362,400)	(362,400)	-		(12,400)	350,000	
TOTAL RECOVERIES	(\$28,272,123)	(\$30,266,455)	(\$1,994,332)	7.05%	(\$29,916,455)	(\$1,644,332)	5.82%
EXPENDITURES							
<u>Salaries and Benefits</u>							
Sworn							
Salaries	\$205,553,806	\$223,947,309	\$18,393,503		\$224,262,220	\$18,708,414	
Overtime	16,312,610	16,312,610	-		17,282,078	969,468	
Secondment Overtime	1,995,975	1,995,975	-		1,995,975	-	
Entertainment District Callouts	1,061,715	1,061,715	-		1,061,715	-	
Civilian Professionals							
Salaries	26,645,612	28,489,569	1,843,957		28,840,446	2,194,834	
Casual & Temp Salaries	5,245,725	5,395,725	150,000		5,611,725	366,000	
Overtime	352,731	352,729	(2)		352,729	(2)	
Statutory Holiday Pay	6,465,347	6,656,420	191,073		7,733,191	1,267,844	
Benefits	62,975,263	66,817,280	3,842,017		66,968,987	3,993,724	
Total Salaries and Benefits	\$326,608,784	\$351,029,332	\$24,420,548		\$354,109,066	\$27,500,282	
<u>Non-Salary Items</u>							
Equipment & Fleet							
Fleet	\$12,844,502	\$14,014,716	\$1,170,214		\$14,014,716	\$1,170,214	
Uniforms & Equipment	7,036,106	5,751,562	(1,284,544)		5,751,562	(1,284,544)	
Other	10,924	10,924	-		10,924	-	
	\$19,891,532	\$19,777,202	(\$114,330)		\$19,777,202	(\$114,330)	
Other Expenses							
Criminal Investigation Fund	\$3,349,640	\$3,349,640	\$0		\$3,349,640	\$0	
Travel & Training	2,880,200	2,880,200	-		2,904,700	24,500	
Community Policing Centres	2,283,800	2,283,800	-		2,352,541	68,741	
Other	4,197,303	3,626,050	(571,253)		3,804,594	(392,709)	
	\$12,710,943	\$12,139,690	(\$571,253)		\$12,411,475	(\$299,468)	
Professional Fees							
Legal	\$482,500	\$482,500	\$0		\$602,500	\$120,000	
Contract Services	4,962,881	5,194,336	231,455		6,720,913	1,758,032	
Medical	1,796,690	1,796,690	-		2,541,959	745,269	
Other	209,900	209,900	-		142,700	(67,200)	
	\$7,451,971	\$7,683,426	\$231,455		\$10,008,073	\$2,556,102	
Facilities & Maintenance							
Supplies & Materials	\$3,171,022	\$2,762,241	(\$408,781)		\$2,862,241	(\$308,781)	
City Allocations	4,395,643	4,385,643	(10,000)		4,389,573	(6,070)	
Transfers	33,568,327	39,981,777	6,413,451		39,981,776	6,413,450	
Other	141,910	2,240,450	2,098,540		2,240,450	2,098,540	
Total Non-Salary Items	\$81,331,348	\$88,970,429	\$7,639,082		\$91,670,790	\$10,339,442	
TOTAL EXPENDITURES	\$407,940,132	\$439,999,761	\$32,059,629	7.86%	\$445,779,856	\$37,839,724	9.28%
NET BUDGET	\$379,668,009	\$409,733,307	\$30,065,298	7.92%	\$415,863,401	\$36,195,394	9.53%
\$ Change		\$30,065,298			\$36,195,392		
% Change		7.92%			9.53%		

Current Budget Supported by City Staff: \$409,733,307



Net Budget including all requested items: \$415,863,401





VANCOUVER POLICE DEPARTMENT

REPORT TO THE VANCOUVER POLICE BOARD

REPORT DATE: October 11, 2023

BOARD MEETING DATE: November 23, 2023

BOARD REPORT # 2311F10

Regular

TO: Vancouver Police Board

FROM: DCC Steve Rai, Commanding Support Services Division

SUBJECT: 2024 Capital Budget

RECOMMENDATION:

THAT, the Vancouver Police Board approve the Vancouver Police Department (VPD) 2024 Capital Budget totaling \$8,334,000, of which \$6,960,000 is supported by and will be submitted by the various City departments to City Council on behalf of the VPD by November 30, pursuant to section 27 of the Police Act.

SUMMARY:

The VPD's 2024 annual capital budget request is \$8,334,000, of which \$6,960,000 is currently supported by and will be submitted by three departments of the City on behalf of the VPD to City Council as outlined below:

- Technology Services (TS) - \$3,200,000;
- Real Estate, Environment and Facilities Management (REFM) - \$2,110,000;
- and,
- Fleet and Manufacturing Services (FMS) - \$1,650,000

The remaining capital request of \$1,374,000 is for VPD's Information, Communications and Technology (ICT) capital program and projects. This is due to the City's Technology Services (TS) capital process which does not approve these items until late November and into 2024.

VPD continues to work closely with City departments to prioritize projects for the upcoming year. For any emerging capital items not included in the capital budget, the City has a capital budget adjustment process to provide for these types of requests.

POLICY:

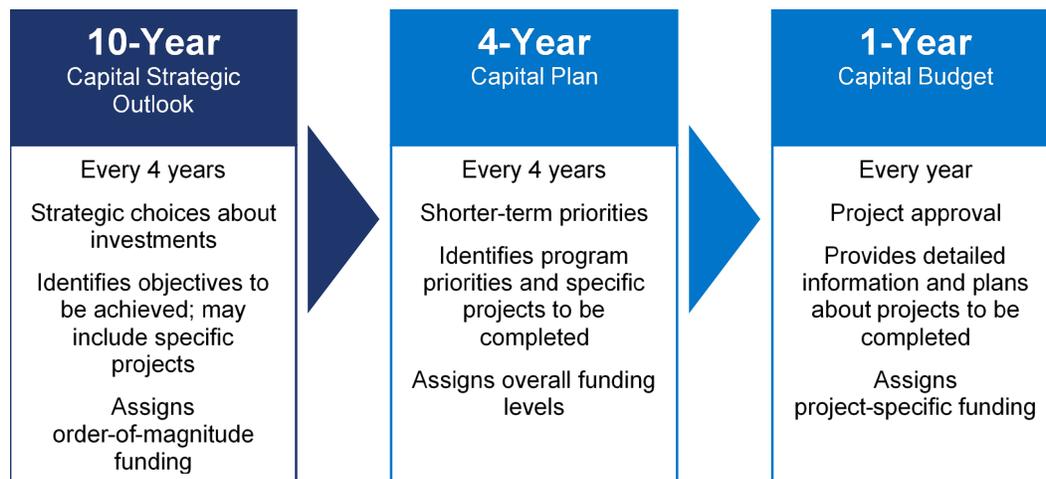
The Board must prepare and submit a budget to City Council on or before November 30 pursuant to Section 27 of the Police Act.

DISCUSSION:

Capital projects and programs maintain, improve or build new buildings, services and other City assets – such as maintenance and restoration of existing VPD buildings, consulting services for a new VPD purpose built headquarters, IT maintenance, software renewals, new projects, and the replacement of existing and new additions to the VPD’s vehicles/fleet.

The VPD has its own internal sections that manage the various capital projects, but the funding is streamlined and submitted through TS, REFM, and FMS and these City departments will submit for funding on behalf of the VPD. Where a VPD project does not fall within the scope of the various City departments, then the VPD would submit for capital funding separately. An example would be a specific type of equipment that is unique to the VPD, to which the City departments could not assist or fall outside the department’s scope.

The City’s capital planning framework consists of two forward looking planning tools: a longer term ten year Capital Strategic Outlook and a medium term four year Capital Plan, which is then implemented via Annual Capital Budgets. The approved project can range in duration such that a project may be completed/implemented within a year or it may span multiple years. The VPD works with City departments to determine and allocate an annual budget that will be actually spent in the upcoming year. This annual amount is presented to the Police Board for information and approval.



The 4-year Capital Plan (2023-2026) was approved by Council on June 29, 2022, and the VPD was initially allocated a total of \$38,400,000. This was subsequently increased to \$38,650,000 to reflect revised priorities and updated project works & scope under the Capital Maintenance program (REFM). The additional funding was allocated to the 2023 year.

The Capital Plan allocates funding for the following programs and projects:

REFM: \$8,750,000

- planning and scoping of a new VPD purpose built headquarters, and,
- various maintenance and renovations

FMS: \$18,900,000

- renewal of existing vehicles, and,
- electrifying some existing vehicles

IT: \$11,000,000 and discretionary funding to be determined

- maintenance and upgrade of IT systems and infrastructure, and
- City IT does not allocate discretionary funding specifically to any one department.

For 2024, the VPD is requesting \$6,510,000 of capital funding to be allocated from the 4-year Capital Plan. In addition, TS has approved \$450,000 to be allocated from their technology transformation funding to VPD for public safety system maintenance. A summary of the 4 year funding, allocations and remaining budget is outlined below:

Lead Department	Capital Plan Program / Project Name	2023-2026 Capital Plan	2023 Capital Budget	2024 Capital Budget (pending Council approval)	Remaining Capital Plan budget
Engineering Services	Electrification of vehicles & equipment	\$ 3,400,000	\$ -	\$ -	\$ 3,400,000
	Renewal of vehicles & equipment	15,500,000	2,750,000	1,650,000	11,100,000
Engineering Services Total		\$ 18,900,000	\$ 2,750,000	\$ 1,650,000	\$ 14,500,000
Real Estate, Environment & Facilities Mgmt	Capital maintenance	5,850,000	1,650,000	2,110,000	2,090,000
	Renovations	1,900,000	1,900,000	-	-
	VPD Headquarters - planning & scoping	1,000,000	100,000	-	900,000
Real Estate, Environment & Facilities Mgmt Total		\$ 8,750,000	\$ 3,650,000	\$ 2,110,000	\$ 2,990,000
Technology Services	Maintenance & upgrades of IT systems & infrastructure	11,000,000	2,750,000	2,750,000	5,500,000
Technology Services Total		\$ 11,000,000	\$ 2,750,000	\$ 2,750,000	\$ 5,500,000
Total Capital Plan and Capital Budget allocations		\$ 38,650,000	\$ 9,150,000	\$ 6,510,000	\$ 22,990,000
<i>Technology Services</i>	<i>Technology transformation</i>	-	-	450,000	
Total including TS allocations		\$ 38,650,000	\$ 9,150,000	\$ 6,960,000	\$ 22,990,000

In early 2024, the City of Vancouver will begin a mid-term review addressing emerging funding needs in the 2023-2026 capital plan. The VPD will work with the City to identify potential projects and associated costs for consideration during this process. Council approval is expected in July.

Technology Services

The VPD's Information, Communications, and Technology (ICT) section manages the technology needs at the VPD and has submitted a total of \$4,574,000 for various projects, of

which \$3,200,000 is for existing infrastructure and public safety system maintenance and has been supported by City TS.

The remaining projects totalling \$1,374,000 have not yet received City TS support as the City's IT process does not approve these items from the TS business priority budget until late in the year and throughout 2024.

Real Estate, Environment and Facilities Management

The VPD's Facilities Section continues to work with the City's REFM department to determine and establish priority projects.

In addition, funding is allocated for the ongoing planning and consulting of the VPD's consolidated, purpose-built headquarters. The VPD and City REFM continue to work collaboratively to secure land for a suitable site.

Subject to discussions with stakeholders, changes, and available funding, the VPD is requesting \$2,110,000 in 2024 for maintenance projects relating to existing facilities infrastructure. At this time, VPD facilities has not identified any new facilities initiatives/projects for completion in 2024; however, the City has a capital budget adjustment process to provide for any emerging capital items not included in the capital budget.

Fleet and Manufacturing Services

The City's FMS department is responsible for the capital budget that funds the City's Plant and Equipment Reserve, a capital reserve account set up to make fleet purchases for all City departments. FMS purchases all the vehicles on behalf of the VPD using this capital reserve account. In turn, the VPD pays a monthly rental amount per vehicle from the VPD's operating budget to repay the City's Plant and Equipment Reserve.

The VPD's Fleet Services Section manages the VPD's entire fleet, including vehicles, motorcycles, all-terrain vehicles (ATV), and boats, to name a few, and determines the needs, replacements and changes that will be required. The VPD's Fleet Services Section works collaboratively with the City's FMS department to ensure that funding and capacity can be secured to ensure the VPD's needs are met.

One of the VPD's main goals is to green its fleet and the VPD has been working with FMS to achieve this. While this is both a VPD goal and City Council priority, green options are more expensive and the overall City FMS budget cannot absorb the additional amount within the span of a single or a few budget cycles. Available funding is being allocated to build out the charging infrastructure as well as to introduce Battery Electric Vehicles (BEV) and Hybrid Electric Vehicles (HEV) to replace vehicles that are at the end-of-life where operationally feasible.

For 2024, \$1,650,000 is allocated towards vehicle acquisition, consisting primarily of patrol and covert vehicles. It is expected that approximately 80% of these vehicles will have some degree of electrification, hybrid-electric at the minimum, subject to available funding, the

manufacturers' availability and pricing, various changes and upfitting required, and any associated delays that could affect delivery timing.

The City's FMS department and VPD were advised in mid-2022 that Dodge would cease the production of the Charger model in early 2023. Given that Dodge Chargers are used extensively as a VPD patrol vehicle, Fleet Operations Services, in conjunction with the Planning, Research and Audit section, led an in-depth analysis to find a suitable replacement patrol vehicle. The comprehensive study included input from patrol and various operations sections, the Vancouver Police Union, a scan of the market and agencies across Canada and suitability. The resulting recommendation has the support of the City's FMS staff, and the transition to the replacement patrol vehicle is underway and is anticipated to take place over several years.

Construction for the R.G. McBeath boat replacement is ongoing throughout 2023 and is scheduled for completion mid-2024. As such, no 2024 capital budget is required for this unit as the funding has been carried over from previous budget years.

CONCLUSION:

The VPD's 2024 annual capital budget request is \$8,334,000, of which \$6,960,000 will be submitted by three departments of the City on behalf of the VPD as outlined below:

- Technology Services (TS) \$3,200,000,
- Real Estate, Environment and Facilities Management (REFM) \$2,110,000 and,
- Fleet and Manufacturing Services (FMS) \$1,650,000

Author: Kimberly Jang

Date: October 11, 2023

Submitting Executive Member: Nancy Eng


(signature)

Date: October 11, 2023

Compliments Report (October - November 2023)				
Date	From	Member(s)	Synopsis	Excerpt from Letters
October 05, 2023	[citizen]	Chief Palmer and VPD	Grateful for officers professionalism while de-escalating a situation at VGH.	"I am very grateful to the teams you have assembled at VPD and the professionalism of your officers last night."
October 09, 2023	CEO Jewish Federation of Greater Vancouver	VPD	Thank you for the VPD's support to the Jewish community.	"You are all the best...I am feeling deeply emotional these days and I want to know I never take you for granted."
October 09, 2023	Vice-President, CIJA	VPD	Thank you for the VPD's support to the Jewish community.	"I am at the JCC right now and there is a police patrol outside. The community feels and sees the police presence. Thank you for all the VPD is doing to keep us safe and reassure the community."
October 09, 2023	Partner, Eyford Partners LLP	Chief Palmer Deputy Chow	Thank you for the VPD's support to the Jewish community.	"...thank you for VPD's efforts to keep our community safe and secure, especially in light of the horrifying attacks against our family in Israel."
October 11, 2023	[citizen]	Chief Palmer and VPD	Thank you for the VPD's support to the Jewish community.	"Thank you for all your support for the community and for keeping our loved ones safe."
October 12, 2023	Vancouver Talmud Torah School	Sgt. Butterman	Facebook post which demonstrates strong relationship between VPD and Jewish community.	"Thank you to this Hebrew school alum and community member for providing protection for the 2500+ people who came to support our brothers and sisters in Israel".
October 13, 2023	[citizen]	VPD	Thank you for the VPD's support to the Jewish community.	"We especially want to acknowledge and thank the entire VPD for its support and presence at our community solidarity gathering as well as around Jewish day school, synagogues, our community centre and local businesses."
October 15, 2023	[citizen]	VPD	Thank you for the VPD's support to the Jewish community.	"Sincere gratitude to our Police Force for keeping the Vancouver Jewish population safe."
October 16, 2023	[citizen]	Chief Palmer	Thank you for the VPD's support to the Jewish community.	"Mark and I want to thank you for daily protecting our citizens, especially safeguarding our Jewish institutions."
October 17, 2023	[citizen]	Cst. Nguyen	Appreciative of support and kindness received after being grabbed by a unknown female.	"Your police officer was so wonderful, kind and went above duty to help me. Calmed me down, got me laughing. He deserves to be recognized."
October 17, 2023	[citizen]	VPD	Thankful for VPD support during a Ukrainian Walk of Honour.	"I'm a half-Ukrainian who participated in the Walk of Honour this past weekend, and I just wanted to thank you all for keeping us safe and helping us exercise our Charter freedoms".
October 18, 2023	Consulate General of India	Cst. Dhillon Cst. Goncalves Cst. Orahim Cst. Cheng Cst. Maclellan Cst. Beesla	Thank you for locating and retrieving a lost mobile phone.	"This is to convey my appreciation for the quick response and excellent job done by the personnel of the VPD in locating and retrieving a mobile phone lost by one of the officials at the Consulate on September 23, 2023.
October 19, 2023	S/Sergeant, RCMP, Burnaby Detachment	VPD	Grateful for VPD members who attended the 1-year anniversary memorial service.	"Please accept our most sincere gratitude for those who were able to attend the memorial service to honour Constable Shaelyn Yang."

Date	From	Member(s)	Synopsis	Excerpt from Letters
October 30, 2023	[citizen]	Cst. Barirani	Grateful to Cst. Barirani's swift and decisive action during an attempted assault.	"During a recent protest, an individual attempted to assault me and other. However, thanks to [Cst. Barirani's] swift and decisive action, the assailant was promptly apprehended, ensuring my and my friends safety."
October 30, 2023	[citizen]	Cst. Tjipta	Grateful for positive and helpful demeanor from Cst. Tjipta while reporting an incident.	"I really felt the need to express my very real gratitude for how compassionate, diligent and non-judgemental Cst. Tjipta was with me on the phone while discussing my experiences of verbal abuse and harassment..."
October 30, 2023	Buddha-Pharma Practice and Study Group	Chief Palmer	Thank you for police service.	"Respectfully, we offer our commendations for your wise and excellent work and efforts in public order and public safety, in these very challenging times."
October 31, 2023	Lieutenant, Lubbock County Sheriff's Office	Dr. Mackoff	Grateful for Dr. Mackoff's assistance in helping the family deal with his Aunt's medical emergency in Vancouver.	"His time, generosity, and compassion for a stranger, no less, told me everything I needed to know about [Dr. Mackoff]. I am writing this letter as a sincere thank you to [Dr. Mackoff], but also as a commendation for an Officer with such humility and a genuine care for a complete stranger."
October 31, 2023	Israels Law Corporation	Chief Palmer and VPD	Thank you for the VPD's support to the Jewish community.	"As a member of the Jewish community in Greater Vancouver, I wish to extend and express my heartfelt gratitude to the brave men and women of the VPD, who continue to go above and beyond by providing protection to my community in these very trying times."
October 31, 2023	[citizen]	Sgt. Quintanilla S/Sgt. Baird Cst. Hooper Sgt. Blondeau	Grateful for friendly interaction.	"...we ran into this group of lovely officers who all took the time to converse with my eight-year-old son, Alistair, and even agreed to having their photo taken with him."
October 31, 2023	[citizens]	VPD	Thank you for the VPD's support to the Jewish community.	"We are deeply grateful for the support and protection of our Jewish community following the heinous terrorist attack on Israel on October 7, and the ensuing war."
November 01, 2023	[citizen]	A/Insp. Anderson	Grateful for meeting with A/Insp. Anderson.	"...I had an in person meeting with VPD A/Inspector Anderson to learn about Axon body cam. I look forward to watch her present at a virtual town hall. The public/police communication, collaboration and cooperation makes a huge difference and I want to thank you all"
November 01, 2023	[citizen]	VPD	Thank you for the VPD's support to the Jewish community.	"My kids go to VTT on Oak and 26th Ave. We truly appreciate the Police presence and we sincerely THANK YOU!!!!"
November 01, 2023	[citizen]	Sgt. Pollard	Grateful for friendliness and advice from Sgt. Pollard during their interactions.	"Sergeant Pollard has given me many amazing tips and advise to assist me in my career choice. In my opinion, he would be an amazing standard for police officers province-wide".
November 02, 2023	CEO of Candian Mental Health Association	Chief Palmer	Grateful for comments at Greater Vancouver Board of Trade event.	"Thank you for the balanced messaging about between mental health and crime during your address at the GVBOT event this week".
November 05, 2023	[citizen]	Cst. McCormack Cst. Bebek	Impressed with kindness and professionalism displayed by officers.	"The two officers who responded were professional and kind. Their badge #3331 and 3408. Please pass this on to them."

Date	From	Member(s)	Synopsis	Excerpt from Letters
November 06, 2023	[citizen]	VPD Pipe Band Ceremonial Unit	Grateful for VPD support for Robert Cooper's Celebration of Life.	"It was an incredible gift, to have the VPD Piper and Honor Guards participate in Bob's Celebration of Life. We were able to honour Bob's remarkable career and accomplishments in such a special and meaningful way."
November 07, 2023	[citizen]	Cst. Ramdour	Grateful for kindness and support shown to family.	"Even though you had other business and another patient in tow, you took the time to talk to [our sister], help settle her down and indeed made what was a very traumatic event for all of us very bearable."
November 09, 2023	[citizens]	Cst. Chiao Cst. Emerslund	Grateful to officers who retrieved stolen goods.	"I am writing to thank the VPD for its amazing efficiency in handling my case. My family and I, and all my friends and my whole network, are so impressed."



VANCOUVER POLICE DEPARTMENT

REPORT TO THE VANCOUVER POLICE BOARD

REPORT DATE: October 10, 2023
BOARD MEETING DATE: November 23, 2023
BOARD REPORT # 2311P02
Regular

TO: Vancouver Police Board
FROM: Simon Demers, Director, Planning, Research & Audit Section
SUBJECT: **Public Safety Indicators (PSI) Report Q3 2023**

RECOMMENDATION:

THAT the Vancouver Police Board (VPB) receive this report for information.

BACKGROUND:

The Public Safety Indicators (PSI) report of the Vancouver Police Department (VPD) covers the following trends: violent crimes, property crimes, cybercrime, apprehensions under the *Mental Health Act* (MHA), calls for service, priority 1 (P1) response times, traffic incidents with injuries reported to the Insurance Corporation of British Columbia (ICBC), and traffic fatalities. Starting in 2023, the PSI report also provides additional details around victimization.

The PSI report makes two different comparisons:

1. Year-to-date (YTD): this method compares the first nine months of 2022 to the first nine months of 2023.
2. Year-over-year (YoY): the last completed quarter is compared to the same period of the previous year.

DISCUSSION:

The following noteworthy trends are presented as an overall summary:

- There were 181,678 calls for service YTD in 2023. This was up 10.6% compared to the same period in 2022 (164,193). While abandoned calls on the non-emergency line are down 45.4% YTD, there was a significant increase of 168.4% in abandoned non-emergency calls from Q1 2023 to Q3 2023. This trend is being carefully monitored.
- Violent crimes remained stable YTD. There were approximately 4,700 violent crimes recorded in the first nine months of the year, both in 2022 and 2023.

- Property crimes reported to the VPD increased by 8.9% YTD but remain below pre-pandemic levels. The reduction in abandoned calls on the non-emergency line likely resulted in increased property crime reporting.
- Follow-up analysis suggests that there has been a steady decline in unprovoked stranger assaults since 2021.

Table 1 provides an overview of the year-to-date (YTD) and year-over-year (YoY) comparisons.

Table 1: Public Safety Trends

	Year-to-Date (YTD)			Year-over-Year (YoY)		
	Q1-Q3 2022	Q1-Q3 2023	% Chg	Q3 2022	Q3 2023	% Chg
Violent Crimes	4,757	4,728	-0.6% ▼	1,768	1,703	-3.7% ▼
Property Crimes	23,676	25,790	8.9% ▲	8,287	9,134	10.2% ▲
Total Crimes*	32,656	35,392	8.4% ▲	11,570	12,717	9.9% ▲
<i>Mental Health Act**</i>	3,305	3,359	1.6% ▲	1,172	1,136	-3.1% ▼
Traffic Fatalities	15	11	-26.7% ▼	4	5	25.0% ▲
Calls for Service	164,193	181,678	10.6% ▲	58,656	63,437	8.2% ▲
Average P1 Response Time	10:13	10:35	3.6% ▲	10:16	10:42	4.2% ▲

* Includes Other Criminal Code offences.

** Includes s. 28, Form 21 and Form 4 apprehensions.

REPORT SCHEDULE:

The VPD's crime statistics are publicly available at <https://vpd.ca/crime-statistics/>. The latest Public Safety Indicators (PSI) reports are also available publicly: [2022 Q1](#) | [2022 Q2](#) | [2022 Q3](#) | [2022 Year-End](#) | [2023 Q1](#) | [2023 Q2](#). The VPD will provide to the Vancouver Police Board the 2023 year-end report in February 2024.

Author: Correen Smitas Date: November 1, 2023

Submitting Executive Member:
Deputy Chief Steve Rai Date: November 2, 2023



Vancouver Police Department (VPD) Public Safety Indicators

2023 Q3

The Public Safety Indicators (PSI) report of the Vancouver Police Department (VPD) covers the following trends: violent crimes, property crimes, cybercrime, apprehensions under the *Mental Health Act* (MHA), calls for service, priority 1 (P1) response times, traffic incidents with injuries reported to the Insurance Corporation of British Columbia (ICBC), and traffic fatalities. Starting in 2023, the PSI report also provides additional details around victimization.

This report provides two types of comparisons:

1. Year-to-date (YTD): this method compares the first nine months of 2022 to the first nine months of 2023. Prior months and quarters are included in this comparison and have the potential to influence the trend(s).
2. Year-over-year (YoY): this method compares Q3 2022 to Q3 2023. This comparison does not take into account the earlier months of the year.

VIOLENT CRIMES

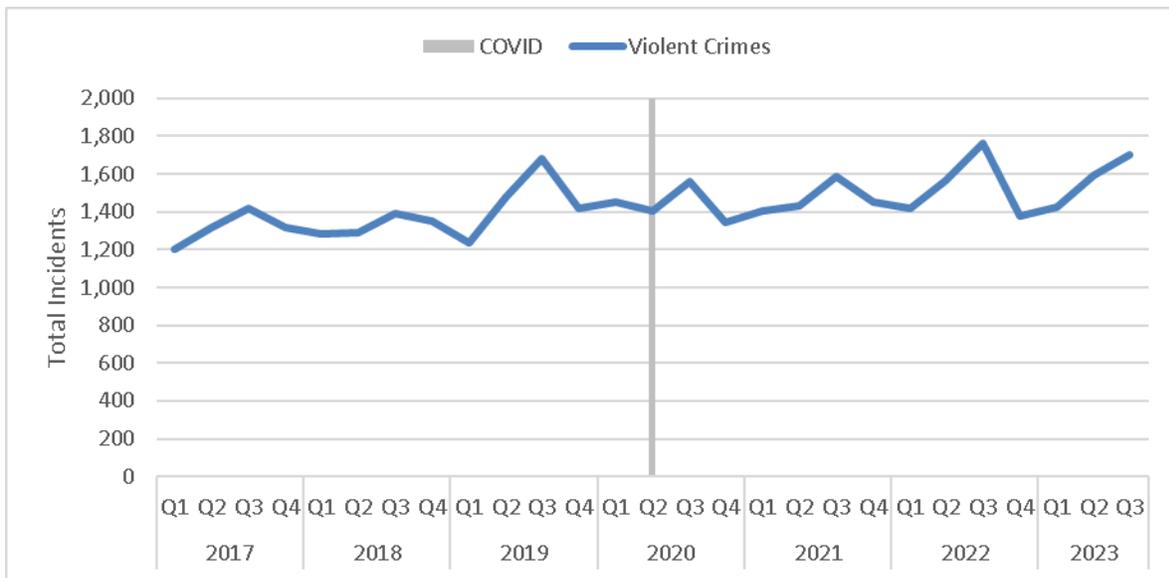
- Violent crimes remained stable YTD, with 4,757 incidents in 2022 and 4,728 in 2023.
- Vancouver had ten culpable homicides YTD in 2022 compared to 12 in 2023. There were 18 attempted murders in 2022 and eight in 2023.
- Sexual offences increased by 12.4% YTD from 477 incidents in 2022 to 536 in 2023.
- Robberies decreased by 12.9% YTD from 519 incidents in 2022 to 452 in 2023.
- Violent shoplifters decreased by 8.4% YTD, with 251 in 2022 and 230 in 2023.

Table 2: Violent Crimes

Criminal Offences	YTD			YoY		
	Q1-Q3 2022	Q1-Q3 2023	% Chg	Q3 2022	Q3 2023	% Chg
Violent Crimes	4,757	4,728	-0.6% ▼	1,768	1,703	-3.7% ▼
Culpable Homicide	10	12	20.0% ▲	3	3	0.0% ▲
Attempted Murder	18	8	-55.6% ▼	5	3	-40.0% ▼
Sexual Offences	477	536	12.4% ▲	170	181	6.5% ▲
Robbery	519	452	-12.9% ▼	195	175	-10.3% ▼
Assaults	3,733	3,720	-0.3% ▼	1,395	1,341	-3.9% ▼
Level 1 - Common	2,147	2,199	2.4% ▲	765	779	1.8% ▲
Level 2 & 3 - Serious Assault	1,473	1,420	-3.6% ▼	585	514	-12.1% ▼

As shown by the following graph, violent crime reached a six-year high in 2022 Q3. On a YoY basis, violent crime in the third quarter of 2023 was slightly lower than 2022. However, it was above the historical average.

Figure 1: Violent Crimes by Quarter Since 2017

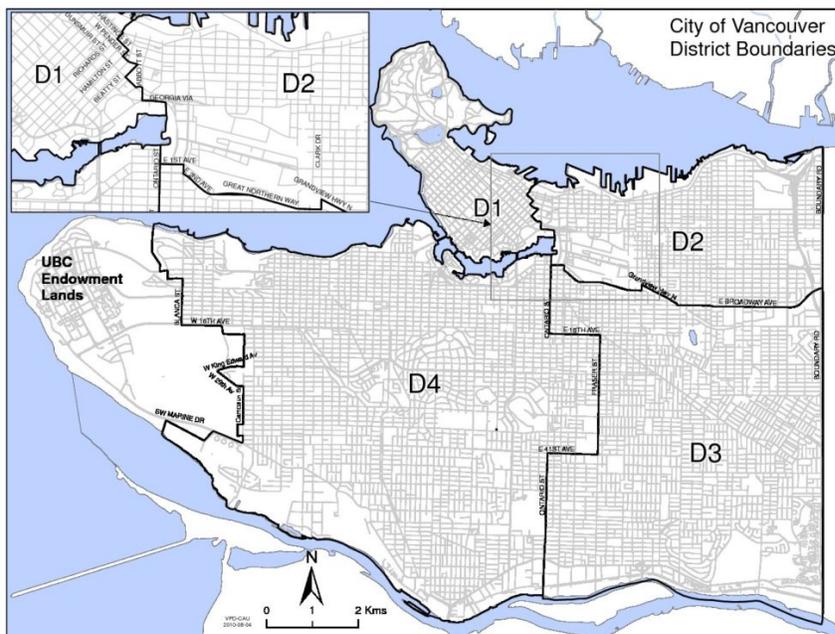


These crime trends were reflected in the [2022-23 Community Satisfaction Survey](#) conducted by Leger on behalf of the VPD. At the end of 2022 and beginning of 2023, 67% of all respondents believed that crime in Vancouver had gotten worse compared to the previous year.

Violent crimes are also tracked by VPD patrol districts and by City of Vancouver (COV) neighbourhoods. The following map shows how the City of Vancouver is divided into four patrol districts. District 1 consists of Vancouver’s Downtown peninsula. District 2 is the North East portion of Vancouver and includes East Vancouver neighbourhoods. District 3 is the South East portion of Vancouver. District 4 is the largest geographical district of Vancouver and consists of the South West portion of the city. More details can be found on the [VPD’s website](#).¹

¹ <https://vpd.ca/about-the-vpd/organizations-divisions/>

Figure 2: Map of Vancouver Districts



As shown in the following table, violent crimes have been trending up the most in District 4, with an increase of 7.6% YTD 2023. Since Q2 2023, this increase in violence has decreased due to proactive projects addressing violent shoplifters and youth violence.

Table 3: Violent Crimes by District

Violent Crimes*	YTD			YoY		
	Q1-Q3 2022	Q1-Q3 2023	% Chg	Q3 2022	Q3 2023	% Chg
District 1	1,530	1,433	-6.3% ▼	577	525	-9.0% ▼
District 2	1,772	1,803	1.7% ▲	669	677	1.2% ▲
District 3	726	736	1.4% ▲	247	253	2.4% ▲
District 4	609	655	7.6% ▲	225	219	-2.7% ▼

* The citywide total includes a small number of offences for which the precise location was unknown.

VIOLENT CRIME TRENDS

Child Sexual Abuse Material

The Internet Child Exploitation (ICE) Unit investigates the global problem of child sexual abuse, as well as possession and distribution of child sexual abuse material (CSAM) online. The ICE Unit’s broad objectives are to identify and prosecute offenders who produce, possess or distribute CSAM, and to work with national and international partners to safeguard children who are being abused, wherever they may be in the world.

Sextortion is becoming a significant and compounding crime trend. The Cybertip.ca website currently receives an average of 70 weekly sextortion reports involving youth.² As sextortion cases increase among youth³, companies claiming they can delete intimate images for a fee are also increasing. These companies are known as recovery scammers. This recovery scam results in the youth and their families being victimized for a second time. Sextortion is also a vastly under-reported crime because the victim fearing stigmatized or humiliation.⁴

Cases involving child sexual abuse material (CSAM) increased 17.7% when comparing Q3 2023 YTD (413) with the same period in 2022 (351). This increase may be attributable to higher reporting rates overall in BC, and most likely this trend will continue. Of note, the National Child Exploitation Crime Centre (NCECC) was able to complete year-end files more quickly than in previous years, and this may also explain a portion of the percentage increase. This is a closely monitored crime trend.

Elder Assaults

The Elder Abuse Unit carefully monitors elder abuse files involving people who are 65 and older. Assault files involving a victim over the age of 65 have remained unchanged, with 193 YTD in 2023 and 193 files during the same period in 2022. The Elder Abuse Unit provides further follow-up and support to victims that have been assaulted by someone they know and may be experiencing ongoing abuse.

Hate-Motivated Incidents

The VPD thoroughly investigates all reported incidents motivated by hate, prejudice or bias as minor offences such as mischief can sometimes be pre-cursor to more violent offences. Hate crimes increased from 163 incidents YTD 2022 to 180 YTD 2023. The most significant YTD increase was against 2SLGBTQ+ individuals, with 26 recorded incidents YTD 2022 compared to 44 in 2023 YTD 2023. The VPD has been actively engaging with the 2SLGBTQ+ community by establishing a community liaison committee and is currently addressing under-reporting in this community.

The VPD is closely monitoring incidents motivated by hate, prejudice, or bias that are resulting from the Israel-Hamas war. The VPD is actively working with community members and faith leaders to keep everyone safe. Since these are recent events, the repercussions are not seen in this Q3 report and will be further analysed as part of the Q4 data, which is expected to rise.

Sexual Offences

Reported sexual offences were up 12.4% YTD, with 536 incidents reported YTD 2023 compared to 477 during the same period in 2022. Within the PSI report, crimes are typically counted based on the date they were *reported*, as opposed to when they actually *occurred*. This is consistent with Statistics Canada's crime reporting standards. For most crime types, the difference between the occurred date and reported date is immaterial. However, using the reported date impacts sexual offence trends because these incidents are often reported to the VPD long after they have

² <https://www.cybertip.ca/en/online-harms/sexortion/>

³ <https://www.rcmp-grc.gc.ca/en/news/2022/rcmp-collaborates-new-zealand-global-online-child-sexual-exploitation-investigation-leads>

⁴ <https://www.nbcnews.com/think/opinion/fbi-warning-teens-sexortion-means-parents-need-take-steps-rcna62795>

occurred, sometimes after many years. For example, 19.6% of the sexual offences reported to the VPD in 2022 were historical as these occurred in previous years. By comparison, 97.9% of all property crimes, 99.4% of assaults, and 99.4% of all robberies reported in 2022 also occurred in 2022.

Based on the occurred date, sexual offences in Vancouver increased only slightly by 0.7% YTD (418) compared to the same period in 2022 (415). Importantly, sexual offences are often reported some time after they have occurred. The count based on occurred date is therefore subject to increase as more sexual offences get reported in future quarters.

Shots Fired

There were 20 shots fired incidents YTD in 2023 compared to 15 in 2022. The ongoing British Columbia Gang Conflict (BCGC) has resulted in multiple incidents of serious violence throughout the province, including several public shootings and targeted acts of violence. The VPD actively partners with regional and provincial policing partners to prioritize and coordinate enforcement efforts that target organized crime groups involved in the BCGC.

Unprovoked Stranger Assaults

Unprovoked stranger assaults are identified as assaults where no pre-existing relationship exists and the interaction prior to the assault between the suspect and victim was brief in nature (i.e. less than 15-20 seconds). Shoplifting, thefts, and robberies do not meet the definition of unprovoked stranger assault, nor would an assault of a police officer where the officer was acting in the course of their duties such as apprehending an individual.

A random sample of assault data from 2021, 2022, and 2023 suggests a steady decline in unprovoked stranger assaults. This trend is continuously monitored. During the COVID-19 pandemic, there was less pedestrian traffic and fewer guardians or bystanders which can contribute to increased opportunities for violence. This is consistent with the routine activity theory originally developed by [Cohen and Felson \(1979\)](#). This was further exacerbated by mental health pressures triggered by the COVID-19 pandemic, sometimes resulting in violent interactions between strangers. The return of pre-pandemic daily routines has now led to more pedestrians and increased guardianship within public spaces.

Violent Victimization

The VPD actively addresses systemic inequities, as reflected in victimization trends, by developing targeted prevention strategies. The June 2023 *Police Chief* journal focused on policing vulnerable populations stating in their preamble: "Some persons are more susceptible than others to become a victim to a crime. Older adults, individuals with disabilities, and children, among other groups, are often targeted and victimized disproportionately due to their real or perceived vulnerability."⁵

Table 4 displays victims of violent crimes by gender, age and ethnicity ($N = 6,045$). This table reflects a rolling average based on the past 12 months. The odds ratios in the Grand Total column

⁵https://www.policchiefmagazine.org/magazine-issues/june-2023-policing-with-vulnerable-populations/?utm_source=informz&utm_medium=email&utm_campaign=Informz%20Email

include 16 victims who have non-binary gender expression. An odds ratio⁶ greater than 1.0 indicates that the group is over-represented as victims of violent crimes.

Table 4: Victimization in Last 12 Months by Gender and Age

	Female by Age Group				Male by Age Group				Total w/ Non-binary
	<35	35-64	65+	Total	<35	35-64	65+	Total	
Asian	0.30	0.22	0.52	0.26	0.23	0.21	0.32	0.23	0.23
Black	2.63	2.28	0.00	2.88	2.33	3.86	0.00	3.10	3.08
White	0.82	1.37	1.24	1.00	0.65	1.32	1.85	0.92	0.97
Hispanic	1.75	1.04	1.47	1.70	1.39	0.98	2.91	1.36	1.50
Indigenous	6.29	11.59	4.13	8.83	3.06	4.73	3.56	4.03	5.86
Middle Eastern	1.74	1.66	1.73	1.84	2.96	2.22	2.64	2.72	2.42
South Asian	2.05	0.98	1.67	1.75	4.07	1.34	0.94	2.92	2.48
Other	0.23	0.19	0.00	0.24	0.09	0.27	0.00	0.15	0.19
Age Group	1.74	1.00	0.18	0.63	1.37	1.11	0.28	1.57	1.00

Decreased Odds <1
Proportional to Population
Increased Odds >1

Indigenous females under 35-64 years old are the most over-represented (11.59), followed by Indigenous males in the same age group (4.73). This victimization data is consistent with earlier research which showed that Indigenous women and girls are 12 times more likely to be murdered or missing than other women in Canada ([National Inquiry into Missing and Murdered Indigenous Women and Girls, 2019](#)), and have a rate of violent victimization that is consistently double that of Indigenous males ([Victimization of Aboriginal people in Canada, 2014](#)) and significantly higher relative to the violent victimization rate of non-Indigenous women ([Statistics Canada, 2022](#)).

Violent and Repeat Shoplifters

The VPD carefully monitors incidents on a daily basis to detect trends of concern to the community and shifts in offending behaviour. Through this process, the VPD detected a rise in violent offending as part the shoplifting *modus operandi*. A detailed review of shoplifting cases was completed and the VPD determined that repeat shoplifters were engaging in this violence. A proactive project was developed and implemented at the beginning of 2023 to address this disturbing trend.

[Project Barcode](#) was a VPD initiative that took place February 15 to March 10 and was designed to target repeat and violent shoplifters that resulted in 217 people being arrested, 47 of those arrested were repeat offenders and 24 weapons were seized. The project generated 280 files that were investigated. This project recovered \$80,000 in stolen merchandise.

⁶ <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2938757/>

Since then, the VPD has made additional efforts with Project Barcode 2, resulting in 138 arrests and almost \$37,000 in stolen merchandise recovered. This two-week project, named [Project Barcode 2](#) ran between April 24 and May 9. It resulted in the apprehension of 14 repeat offenders and the seizure of 12 weapons (mostly knives). The most recent data shows violent shoplifters remained stable when comparing YTD 2022 (78) to YTD 2023 (80).

Project Barcode 3 ran from September 11 to 26 throughout Vancouver. This project resulted in a total of 260 files, 258 arrests, and 25 files involving repeat offenders. There was \$57,000 recovered in stolen merchandise and 26 weapons seized (77% of the files involved knives). This is an issue actively monitored by the Retail Council of Canada.⁷

Youth Violence

The Youth Services Section (YSS) promotes engagement with youth and works with agencies to identify children at-risk and to prevent youth from becoming involved in the criminal justice system. YSS is guided by diversion principles to divert youth away from the court system. The referrals and justice processes promoted by YSS are timely and effective at restoring youth back into a positive environment.

In 2022, the VPD identified a concerning trend of serious bear spray incidents involving youth. After conducting research and collaborating with City of Vancouver staff, the VPD developed a strategy and recommended that the City of Vancouver implement a bylaw to address this issue. The bylaw to restrict the sale and display of bear spray was passed unanimously on March 28, 2023.⁸ Despite this, youth violent offences involving bear spray went up from 95 incidents in YTD 2022 to 127 in YTD 2023, an increase of 33.7%.

Table 5: Youth Bear Spray Incidents

	Q1-Q3 2022	Q1-Q3 2023	% Change
Robbery	20	30	50.0% ▲
Assault	65	86	32.3% ▲
Threat	10	11	10.0% ▲
Total Youth Bear Spray Incidents	95	127	33.7% ▲

There is growing evidence that the COVID-19 pandemic had an emotional impact on young persons, and a lasting detrimental impact on their psychological and social well-being. For instance, [Reid et al. \(2021\)](#) found significant increases after the COVID-19 pandemic in aggressive behaviours, poor frustration tolerance, school conduct problems, and drug use across at-risk youths on probation regardless of gender, race, or ethnicity.⁹

There has been a 7.0% increase in youth involved in incidents whereby youth have been a victim of crime. There were 374 incidents whereby the victim was a youth in YTD 2022 and this figure increased to 400 incidents in YTD 2023.

⁷ <https://globalnews.ca/video/9970212/retail-council-of-canada-receiving-daily-reports-of-violent-shoplifters>

⁸ <https://council.vancouver.ca/20230328/documents/r9.pdf>

⁹ <https://doi.org/10.1177/00111287221084295>

PROPERTY CRIMES

Currently, property crimes in Vancouver are increasing back to historical baselines after experiencing a drop during the COVID-19 pandemic. This was predictable based on academic research findings from the United States ([Riddell et al., 2022](#)), England and Wales ([Langton et al., 2021](#)), Northern Ireland ([Buil-Gil et al., 2022](#)), Queensland, Australia ([Andresen & Hodgkinson, 2020](#)), and China ([Borrion et al., 2020](#); [Dai et al., 2022](#)).

- Property crimes increased by 8.9% from 23,676 incidents YTD Q3 2022 to 25,790 YTD Q3 2023, a difference of 2,114 incidents.
- Property crimes increased in all four patrol districts and in 15 of the 24 Vancouver neighbourhoods (referred to as areas by the City of Vancouver). In the Central Business District, they increased by 20.3%.
- Theft from auto (TFA) increased 1.2% from 5,467 incidents YTD 2022 to 5,534 YTD 2023. During the same period, motor vehicle theft decreased 16.4%, from 745 incidents YTD 2022 to 623 YTD 2023. Other types of theft, the most likely property crime to be reported to police, was up 14.0%, from 8,400 incidents in YTD 2022 to 9,574 YTD 2023.
- Break & enter (B&E) incidents reported to the VPD were down 6.9% YTD, from 2,468 incidents in 2022 to 2,298 in 2023.
- The reduction of abandoned calls likely resulted in increased property crime reporting.

Table 6: Property Crimes

Criminal Offences	YTD			YoY		
	Q1-Q3 2022	Q1-Q3 2023	% Chg	Q3 22	Q3 23	% Chg
Property Crimes	23,676	25,790	8.9% ▲	8,287	9,134	10.2% ▲
B&E Total	2,468	2,298	-6.9% ▼	762	689	-9.6% ▼
B&E - Business	1,553	1,393	-10.3% ▼	485	402	-17.1% ▼
B&E - Residence	535	600	12.1% ▲	184	194	5.4% ▲
B&E - Other	380	305	-19.7% ▼	93	93	0.0% ▲
Theft of Motor Vehicle	745	623	-16.4% ▼	279	213	-23.7% ▼
Theft from Auto	5,467	5,534	1.2% ▲	1,800	2,024	12.4% ▲
Theft	8,400	9,574	14.0% ▲	3,106	3,454	11.2% ▲
Possession of Stolen Property	240	304	26.7% ▲	85	165	94.1% ▲
Fraud	2,265	2,667	17.7% ▲	831	888	6.9% ▲
Arson	250	315	26.0% ▲	87	111	27.6% ▲
Mischief	3,841	4,475	16.5% ▲	1,337	1,590	18.9% ▲

There was a significant sustained decrease in property crimes after the pandemic was declared near the end of Q1 2020. Property crimes have increased in seven of the last nine quarters, including the last three quarters in a row from Q1 2023 (8,145) to Q3 2023 (9,134).

Figure 3: Property Crimes by Quarter Since 2017



As shown in the following table, there was an increase in property crimes YTD in all four patrol districts. District 2 experienced the largest increase (17.3%).

Table 7: Property Crimes by District

Property Crimes*	YTD			YoY		
	Q1-Q3 2022	Q1-Q3 2023	% Chg	Q3 22	Q3 23	% Chg
District 1	6,899	8,009	16.1% ▲	2,533	2,964	17.0% ▲
District 2	4,836	5,671	17.3% ▲	1,616	2,104	30.2% ▲
District 3	5,516	5,682	3.0% ▲	1,854	1,924	3.8% ▲
District 4	5,680	5,730	0.9% ▲	1,986	1,991	0.3% ▲

* Includes a small number of offences for which the precise location was unknown.

PROPERTY CRIME TRENDS

Fraud

Fraud cases reported to the VPD increased by 17.7% in the first nine months of 2023 when compared to the same period in 2022. According to [Chartered Professional Accountants of Canada](#)¹⁰, younger Canadians are the largest cohort victimized by financial fraud. This is due to their financial exposure to banking and managing credit cards online. [TD Bank Group's](#) 2023 survey also found that 62% of Canadians are being targeted by financial fraudsters and 78% do not have confidence in their ability to identify scams.

Cybercrimes

Cybercrimes are committed online daily and represent persisting threats to personal privacy, financial security, and organizational reputation. The Cybercrime Unit is carefully monitoring the

¹⁰ <https://www.cpacanada.ca/en/the-cpa-profession/about-cpa-canada/media-centre/2023/february/cpa-canada-fraud-survey-2023>

emergence of new AI technologies such as ChatGPT as they can have a significant impact on cybercrimes. AI-assisted cyber-enabled crimes are expected to grow exponentially in the coming years.

Cybercrime incidents increased by 32.3% YTD in 2023 (2,084) compared to 2022 (1,575). Vancouver victims of cybercrime reported total losses of \$27.94M YTD in 2023. This is 106.9% higher than the \$13.52M in losses reported in 2022. Frauds involving cryptocurrencies and extortion accounted for \$7.78M in losses YTD. This is 9.6% lower than the losses of \$8.6M reported in 2022.

Graffiti

Graffiti is often localized to certain neighbourhoods and impacts feelings of safety. People who commit graffiti mischief are prone to shoplifting to acquire spray paint needed to deface property.¹¹ Also, graffiti is an expensive offence to clean-up for both residential and business owners. In addition, hate graffiti does target specific communities. Graffiti was up 31% YTD in 2023 (930) compared to 2022 (712).

MENTAL HEALTH ACT (MHA) APPREHENSIONS

The VPD works in close partnerships with the Vancouver Coastal Health Authority (VCH), Providence Health Care (PHC), Provincial Health Services Authority (PHSA) and others to provide a coordinated response to support persons in the community who may be exhibiting signs of deteriorating mental health. Through these partnerships, the VPD aims to reduce reactive responses such as Section 28 MHA apprehensions while increasing proactive and preventive interventions through outreach, intensive case management, and Form 4/21 apprehensions.

Section 22 Involuntary Admissions (Form 4 MHA Apprehension)

Under Section 22 of the MHA, a physician or nurse practitioner may complete a Form 4 medical certificate for involuntary admission. The medical certificate allows a person with a mental disorder to be apprehended, transported, admitted, treated, and detained as an involuntary patient for up to 48 hours after admission. After 48 hours, the person must be discharged from the facility or admitted as a voluntary patient unless a second examination by another physician is completed which allows the designated facility to detain the person involuntarily for up to one month after date of admission, or longer if another reassessment is necessary.

Section 28 Emergency Procedures (MHA Apprehension)

Under Section 28 of the MHA, “a police officer or constable may apprehend and immediately take a person to a physician or nurse practitioner for examination if satisfied from personal observations, or information received, that the person is acting in a manner likely to endanger that person’s own safety or the safety of others, and is apparently a person with a mental disorder.”¹²

¹¹ <https://popcenter.asu.edu/content/graffiti-0>

¹² https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96288_01

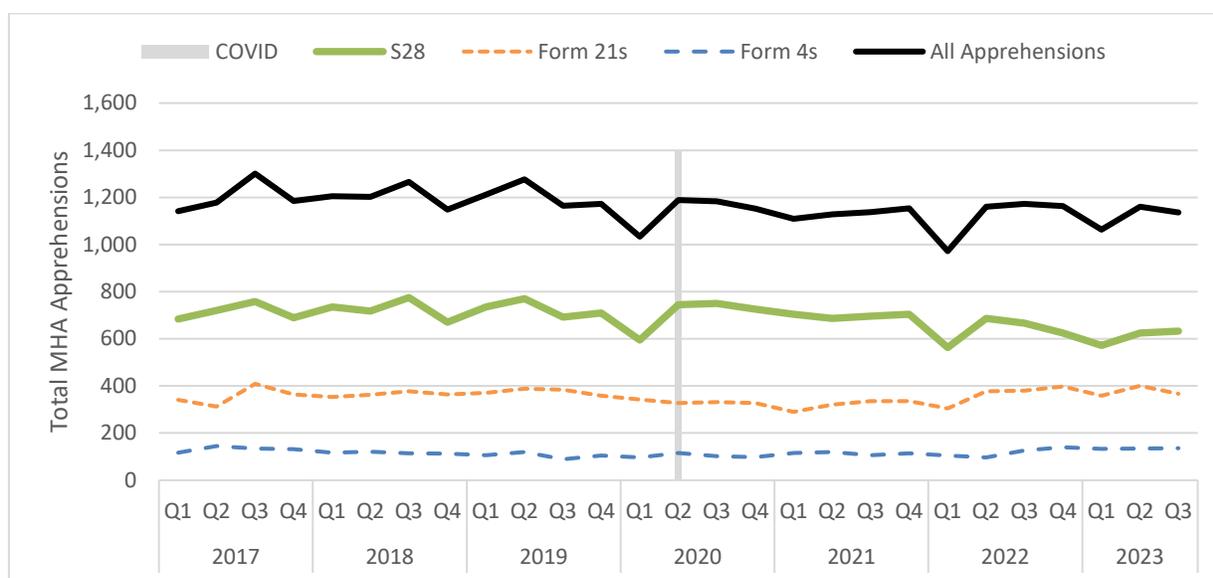
Section 41 Unauthorized Absences (Form 21 MHA Apprehension)

Under Section 41 of the MHA, a Form 21 Director's Warrant allows a director or designate to recall a patient back to a designated facility. A recall would occur when a person who is on extended leave living in community under certain imposed conditions does not abide by the conditions (e.g., failing to take required medication). A Form 21 may also be issued if a patient leaves a designated facility without permission (e.g., absent without leave (AWOL)).

Trends

The following figure shows how Mental Health apprehensions fluctuated between 2017 and Q3 2023.

Figure 4: Mental Health Act Apprehensions by Quarter Since 2017



Overall, Section 28 MHA apprehensions decreased by 4.4%, from 1,915 YTD in 2022 to 1,830 YTD in 2023. These incidents involved 1,426 unique individuals. As shown by the following table, 428 of these individuals, or 30%, have been apprehended more than once in the last four years.

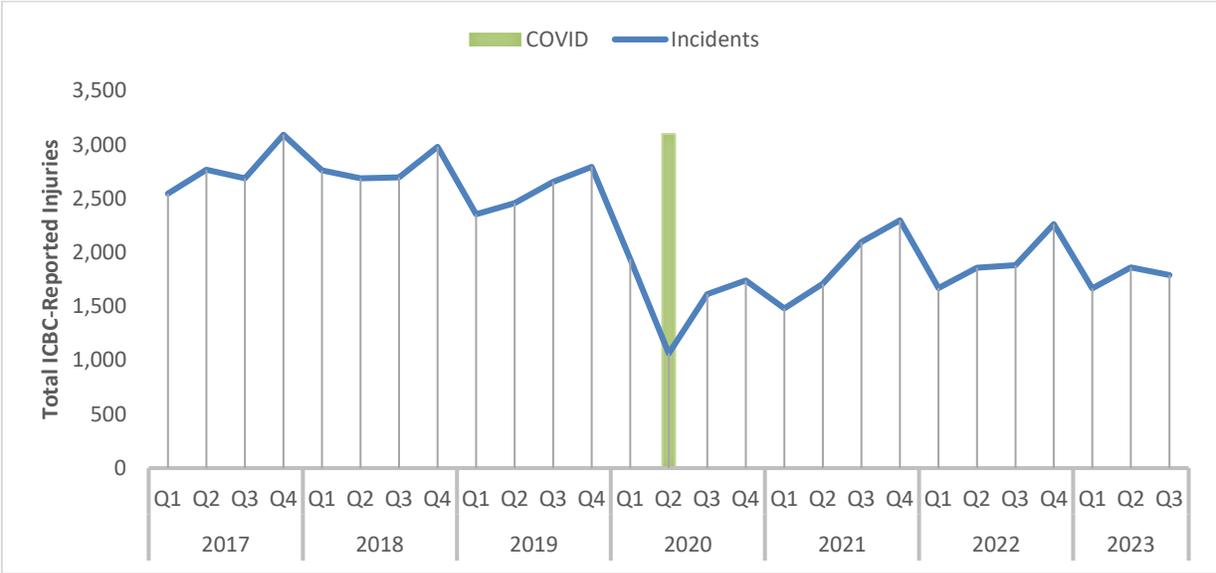
Table 8: MHA Section 28 Apprehensions

MHA Section 28 Apprehensions	Q1-Q3 2022	Q1-Q3 2023	% Change
# of apprehensions	1,915	1,830	-4.4% ▼
# of unique individuals apprehended	1,477	1,426	-3.5% ▼
# of individuals previously apprehended in the last 4 years	468	428	-8.5% ▼
% of individuals previously apprehended	32%	30%	-6.3% ▼

TRAFFIC RELATED INJURIES & DEATHS

The Insurance Corporation of British Columbia (ICBC) collects data on all reportable motor vehicle incidents in BC to help address various road safety issues with the goal of reducing the number of traffic related fatalities and injuries. The most recent data shows that there were 5,324 ICBC-reported motor vehicle incidents with injuries YTD in 2023.¹³ This was stable relative to the same period in 2022 (5,412). There were 11 traffic fatalities YTD in 2023 compared to 15 in the same period in 2022.

Figure 5: ICBC-Reported Motor Vehicle Incidents with Injuries by Quarter Since 2017



CALLS FOR SERVICE

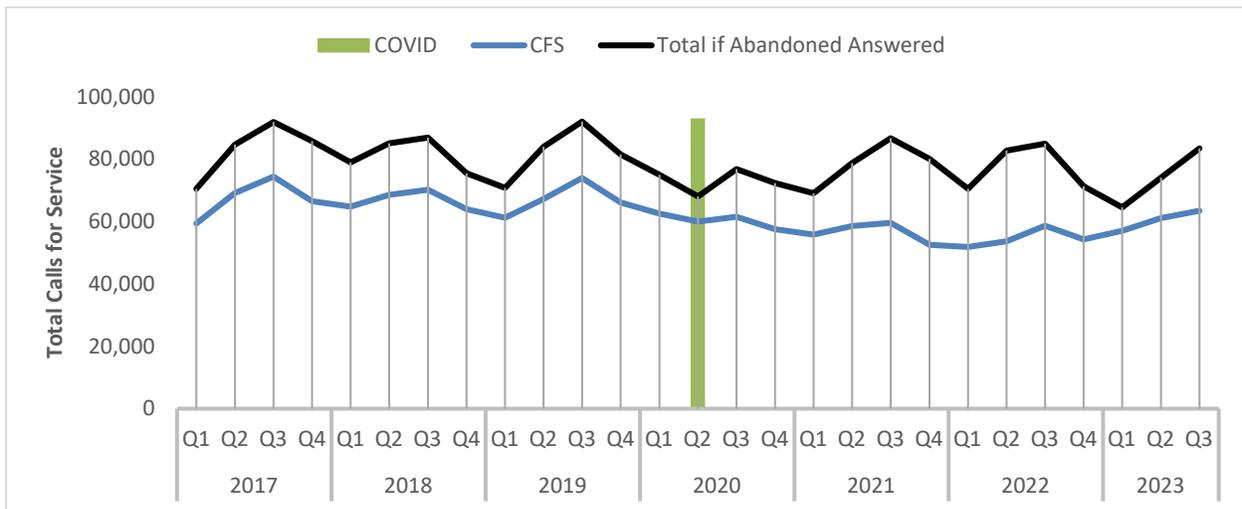
Calls for service (CFS) include calls to 9-1-1 for emergency assistance, non-emergency calls for service, on-view incidents, and online crime reporting. E-Comm abandoned calls for service are calls from the public to the non-emergency line managed by E-Comm that were attempted but eventually were abandoned by the caller. E-Comm has implemented strategies to strengthen and improve their services, providing monthly updates to police and government partners. However, the public is still experiencing long delays and the undercounting of crime leads to an underestimation of the true demand for policing in Vancouver.

There were 181,678 calls for service YTD in 2023. This was up 10.6% compared to the same period in 2022 (164,193). While abandoned calls on the non-emergency line are down overall YTD (45.4%) as compared to 2022, there was a significant increase of 168.4% in abandoned calls from Q1 2023 to Q3 2023. This trend is being carefully monitored.

¹³ ICBC updated their system to determine whether a pedestrian or cyclist was involved in a claim. As a result, crash data may be higher than previously reported. ICBC only provided data for year-end 2020 to Q3 2023. People have up to two years to submit a claim.

Overall, the total calls for service (recorded calls plus abandoned calls had they reached the VPD) have been steadily decreasing since Q3 2017 (91,994) with a peak in Q3 2019 (92,094) and the lowest call load reflected in Q1 2023 (64,563). Had abandoned calls been answered in YTD in 2023, then the VPD would have received 83,512 CFS in this latest quarter.

Figure 6: Calls for Service by Quarter Since 2017



E-Comm Abandoned Calls for Service

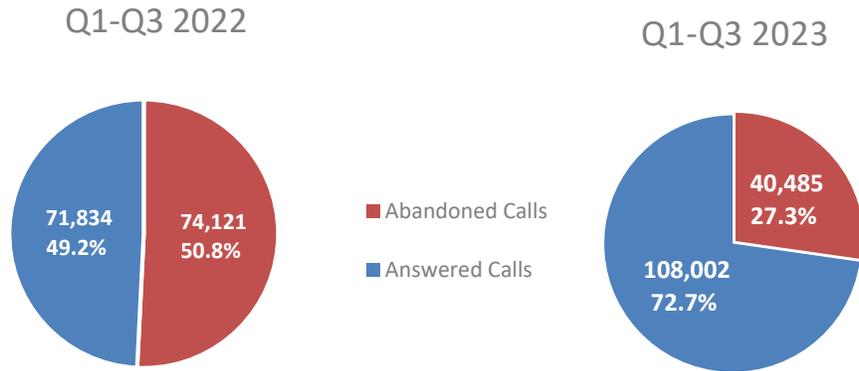
Abandoned non-emergency calls cause significant concerns as this has a negative impact on the public, and the reputation of affected police departments using E-Comm. Callers often do not distinguish E-Comm from the police department they are trying to reach. Abandoned calls also results in undercounting of crime leading to an underestimation of the true demand and need for policing in Vancouver.

In May 2023, E-Comm implemented a pilot project utilizing AI technology on the VPD non-emergency line where callers can interact with a digital agent. The digital agent interacts with callers in a conversational manner to gather or provide information, and route calls accordingly. This technology redirected many calls to other information resources, helping callers get faster answers and allowing call-takers to prioritize calls requiring a human response.

The VPD continues to be the test agency in BC for this AI technology and it is likely the technology will be expanded to other jurisdictions. This software quickly and seamlessly connects callers through various reporting mechanisms, and has the potential to increase recorded calls for service by reducing delays on the non-emergency line. E-Comm has also trained a specific team of non-emergency call-takers who are primarily working weekdays during the daytime.

The following figure breaks down the volume of calls to the non-emergency line managed by E-Comm in YTD 2022 and 2023.

Figure 7: Calls to Non-Emergency Line Managed by E-Comm



The following figure shows the total number of calls each quarter that have been abandoned. Abandoned calls began to significantly increase in Q2 2020 and peaked in Q2 2022 with 29,098 abandoned calls. YTD, there have been 45.4% fewer abandoned calls on the non-emergency line in 2023 compared to 2022.

Figure 8: Percentage of E-Comm Abandoned Calls by Quarter Since 2017

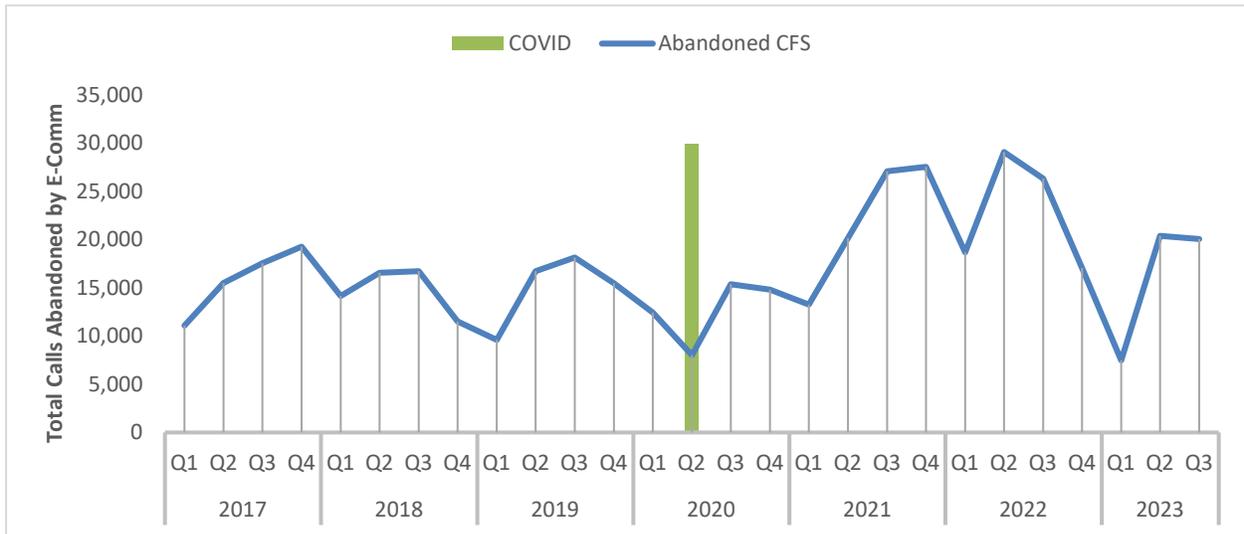


Table 9: Calls for Service

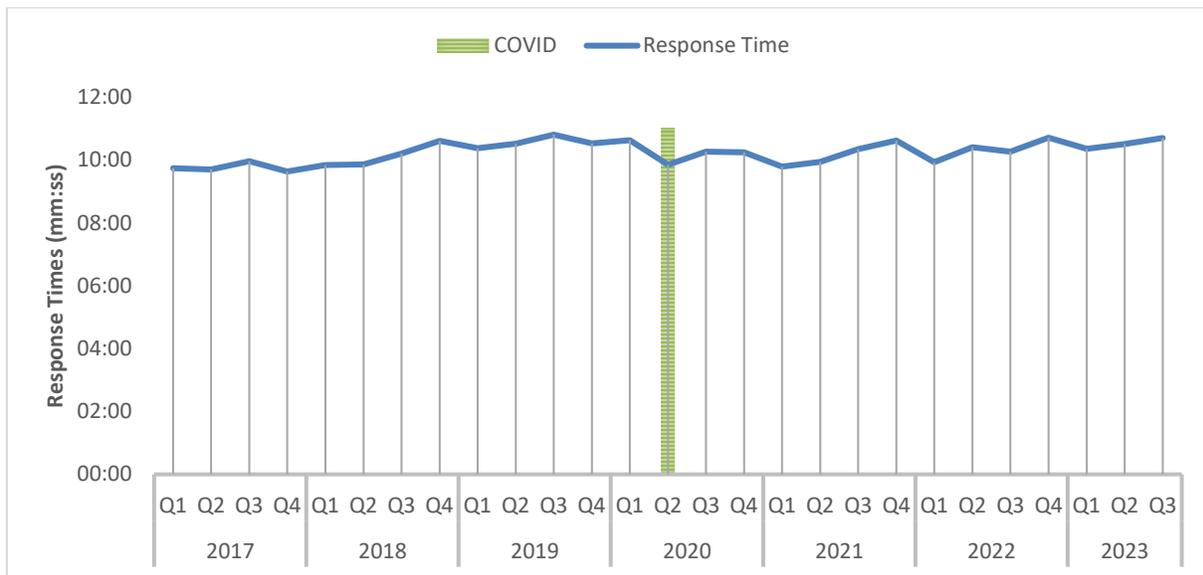
	Q1-Q3 2022	Q1-Q3 2023	% Chg
Calls for Service (CFS)	164,193	181,678	10.6% ▲
Priority 1 CFS	15,701	15,857	1.0% ▲
Priority 2 CFS	38,761	42,019	8.4% ▲
Priority 3 CFS	72,932	83,937	15.1% ▲
911	57,676	58,998	2.3% ▲
On View	29,154	29,816	2.3% ▲
Non-Emergency Line	55,323	70,351	27.2% ▲
Abandoned Calls	74,121	40,485	-45.4% ▼

PRIORITY 1 RESPONSE TIMES

A priority 1 (P1) classification indicates that an incident or call for service requires an immediate police response. With the exception of the first 12 months of the COVID-19 pandemic, there have been consistent year-over-year increases in the average P1 response time. Vancouver’s average P1 response time in the first nine months of 2023 (10:35) was 22 seconds (3.6%) slower than the same period in 2022 (10:13).

Response time metrics are used by many police organizations as key management indicators (Kiedrowski et al., 2013)¹⁴, reflecting the fact that they can impact operational police performance in a meaningful manner and are believed to matter to citizens (Brandl and Horvath 1991¹⁵; Hirschel, Lumb, and Johnson 1998¹⁶). Vidal and Kirchmaier (2018)¹⁷, for example, found that the likelihood of identifying a suspect increased when the police response time was shorter.

Figure 9: Average P1 Response Time by Quarter Since 2017



¹⁴ <http://www.publicsafety.qc.ca/cnt/rsrscs/pblctns/plc-vws-prfrmnc-mtrcs/plc-vws-prfrmnc-mtrcs-eng.pdf>

¹⁵ [https://doi.org/10.1016/0047-2352\(91\)90046-X](https://doi.org/10.1016/0047-2352(91)90046-X)

¹⁶ <https://doi.org/10.1177/109861119800100401>

¹⁷ <https://doi.org/10.1093/restud/rdx044>



VANCOUVER POLICE DEPARTMENT

REPORT TO THE VANCOUVER POLICE BOARD

REPORT DATE: October 19, 2023
MEETING DATE: November 23, 2023
BOARD REPORT # 2311F08
Regular

TO: Vancouver Police Board
FROM: DCC Steve Rai, Commanding Support Services Division
SUBJECT: Variance Report for the Third Quarter ended September 30, 2023

RECOMMENDATION:

THAT, the Vancouver Police Board (Board) receives the Quarter 3 (Q3) Variance Report for the nine-month period ended September 30, 2023.

SUMMARY:

For the third quarter ending September 30, 2023, the VPD was over budget by 1.6% or \$4,398,210, primarily due to Hastings decampment deployment cost, higher ammunition spend to meet necessary training requirements, legal fees, criminal investigations as a result of the number of homicides at this time of the year, training and facilities maintenance. Of note, higher spend on overtime and statutory holiday pay was partially offset by salary savings due to staffing vacancies. In addition, benefits or employer portion of payroll deductions (e.g. WorkSafeBC, health and dental premiums) was over spent due to benefit rate increases which the City agreed to fund as a routine mid-year budget adjustment before year-end.

	Q3 (\$000's)			Year-end Projection (\$000's)		
	Actual	Budget	Under/(Over) Budget	Projection	Budget	Under/(Over) Budget
Recoveries	(\$23,896)	(\$20,990)	\$2,906	(\$31,922)	(\$28,272)	\$3,650
Expenditures	301,417	294,113	(7,304)	405,472	401,835	(3,638)
Under/(Over) Budget	\$277,521	\$273,123	(\$4,398)	\$373,550	\$373,562	\$12

At this time, VPD Leadership is cautiously projecting to be marginally under budget by year-end due to continued salary savings from staffing vacancies offset by criminal investigations, firearms and ammunition costs, legal fees and other variables. Currently pending are anticipated cost recovery for Hastings decampment deployment costs and the routine, mid-year benefit rate budget adjustment that City staff has not yet transferred at the time of this report.

Of note, this projection could change for the remainder of the year due to extraordinary items, such as, but not limited to, the number of homicides, the growing number of protests and

demonstrations, street disorder, gang conflict, youth violence, officer wellness and other unpredictable events. In addition, the VPD is closely monitoring the growing global tension, its local and financial impact, and the policing resources required to maintain public safety.

POLICY:

The Board has directed that VPD Leadership provide a variance report on a quarterly basis. This report provides the operating results for the nine-month period ending September 30, 2023.

This report is intended as a management report, and as such, the figures contained herein include adjustments to improve readability. These adjustments are detailed in Appendix 1.

BUDGET BACKGROUND:

The VPD's 2023 operating budget is \$373,562,399, which is \$28,911,910 or 8.39% increase from the 2022 adjusted budget.

DISCUSSION:

For the third quarter ending September 30, 2023, the VPD was over budget by 1.6% or \$4,398,210 due to several budgetary pressures. Cost increases in ammunition and firearm over the last couple of years, compounded by increasing training demands, led to a large overspend this quarter. In addition, the continued transition to a new body armour has prompted a higher uniform spend than anticipated. Legal consultation from various ongoing files resulted in legal fees being over budget. Furthermore, the VPD has incurred higher than budgeted overtime costs as result of the Hastings deployment, which occurred in early April, and a cost recovery from the City is pending. There was also increased spend in criminal investigations as the VPD reported 12 homicides in the year.

At the time of this report, the year-end forecast is expected to be fluid as the VPD is closely monitoring the escalating global political tension and its local impact from growing and intensifying protests/rallies, potential risk of violence and disorder. The VPD has increased police presence throughout the City to ensure public safety.

With City Council's mandate and the VPD priority to hire 100 new police officers, the VPD has been actively recruiting locally, provincially and nationally. Numerous pre-recruits have been hired in the past few months. Recently, the VPD has reached the milestone hire of 100 police officers since the start of the recruiting campaign in October 2022. Of note, the various recruiting campaigns have resulted in an increase in both recruit and experienced officer applications.

By nature, policing is largely reactive. While the budget was seasonalized using historical actuals and management's best estimate of known expenditure patterns, in some cases, the actual expenditures may have deviated from this pattern. For a summary of the VPD's 2023 recoveries and expenditures, refer to Appendix 2.

Given the existing challenges, the VPD is cautiously projecting to be marginally under budget by year-end.

As at September 30, 2023, the year-to-date results and year-end projection are as follows.

Q3 Recoveries and Year-end Projection

Total recoveries were 13.8% or \$2,904,984 higher than budget at the end of September. This was primarily due to higher than budgeted recoveries for third party events related to sporting events, community events, filming and road closures at various construction sites that happen throughout the city. Higher government recoveries relating to municipal and provincial cost-sharing programs, secondment recoveries, and grants and donations (largely from the Vancouver Police Foundation and Province of BC Civil Forfeiture Office) make up the remaining recoveries which are partially offset by lower fees for fingerprinting, record checks and employee-paid parking.

<i>Recoveries</i>	Q3 (\$000's)			Year-end Projection (\$'000s)		
	Actual	Budget	Variance	Projection	Budget	Variance
Third Party Events	(\$6,685)	(\$4,446)	\$2,239	(\$8,795)	(\$5,789)	\$3,005
Overtime	(701)	(384)	316	(933)	(513)	421
Total Sworn OT Recoveries	(\$7,386)	(\$4,830)	\$2,555	(\$9,728)	(\$6,302)	\$3,426
Grants & Donations	(\$1,786)	(\$1,111)	\$675	(\$2,425)	(\$1,500)	\$925
Secondments	(12,137)	(12,290)	(154)	(16,232)	(16,691)	(459)
Government	(1,354)	(923)	431	(1,819)	(1,230)	589
Fees for Service	(1,292)	(1,563)	(272)	(1,775)	(2,186)	(411)
Other	58	(272)	(330)	57	(362)	(419)
	(\$23,896)	(\$20,990)	\$2,905	(\$31,922)	(\$28,272)	\$3,650

While VPD Leadership is projecting higher than budgeted recoveries at year-end due to the increasing number of community events, other recoveries such as grants and donations, which varies yearly, is challenging to forecast.

Q3 Expenditures and Year-end Projection

Total expenditures were primarily over budget due to overtime costs related to backfill to meet minimum deployment, higher costs for legal consultation, ammunition and firearm spend to meet necessary training requirements. These were partially offset by salary savings from staffing vacancies. As detailed below, salaries and benefits were over budget by 1.3% or \$2,958,303 for the nine-month period.

	Q3 (\$000's)			Year-end Projection (\$000's)		
	Actual	Budget	Under/(Over) Budget	Projection	Budget	Under/(Over) Budget
Salaries & Benefits						
Sworn						
Salaries	\$135,505	\$142,925	\$7,420	\$187,696	\$197,635	\$9,940
Overtime (OT)	20,483	12,619	(7,864)	24,409	17,282	(7,127)
Secondment OT	1,364	1,497	133	1,836	1,996	160
Entertainment District OT	1,048	782	(266)	1,394	1,062	(332)
	158,400	157,823	(577)	215,335	217,975	2,640
Civilian Professionals						
Salaries	19,748	20,093	345	26,338	26,813	475
Casual & Temp Salaries	4,408	4,047	(361)	5,877	5,396	(481)
OT	853	248	(605)	1,133	353	(780)
	25,008	24,387	(621)	33,347	32,561	(786)
Statutory Holiday Pay	4,931	4,350	(581)	8,002	7,135	(867)
Benefits	51,070	49,891	(1,179)	62,982	62,982	0
	\$239,409	\$236,451	(\$2,958)	\$319,666	\$320,653	\$988

Sworn salaries were under budget mainly due to the high number of staffing vacancies. The VPD is actively recruiting to reduce vacancies and meet recruiting targets, having recently hired 100 police officers since the start of the recruiting campaign in October 2022. The VPD is anticipating that this cost category will be favourable at the end of the year.

Overtime spend remains high due to staffing vacancies requiring backfills across various teams to meet minimum deployment, recruiting initiatives and various training requirements. It is projecting to be over budget at the end of the year. The VPD is anticipating a cost recovery for City related Hastings decampment deployment which took place in early April.

Secondment overtime is paid for by the seconding agency and the overall impact to the VPD budget is \$0. A partial offset of the overtime costs incurred are recorded in the recoveries.

The entertainment district budget is specifically for the Granville Entertainment District (GED); however, the VPD incurred costs associated with deployment to Gastown and Yaletown entertainment districts. It is projected that this will be over budget at year-end.

Civilian professionals' salaries were over budget mainly due to higher overtime related to increased workloads to prioritize and support homicides, organized crime investigations, numerous training requirements, and to assist with the implementation of various projects within the VPD. It is projected that the overall civilian salaries and overtime will be over budget at year-end.

Statutory holiday pay were higher than budgeted due to fluctuations in operational necessitated deployment during statutory holidays. A number of statutory holidays landed on the weekend, which historically requires increased deployment. As the budget request for the associated increase was not approved for funding by City Council, this is anticipated to be over budget at year-end.

Benefits include items such as WorkSafeBC, extended health benefits, and employer paid portion of payroll deductions for Canadian Pension Plan and Employment Insurance. These

were \$1.2M over spent at quarter end. The 2023 benefits budget included funding using the 2022 rates, as many rates were unknown during the budget process. It was agreed with City staff that once 2023 rates are known and if it results in an increase, a routine mid-year budget adjustment would be made. Therefore, this line item is projected to be on budget at year end. The VPD is currently in discussion with City staff regarding this adjustment.

Non-Salary Items

Overall, non-salary items were over budget by 7.5% or \$4,345,892 for Q3, as detailed below:

	Q3 (\$000's)			Year-end Projection (\$000's)		
	Actual	Budget	Under/(Over) Budget	Projection	Budget	Under/(Over) Budget
Equipment & Fleet	\$15,921	\$13,965	(\$1,956)	\$21,761	\$19,486	(\$2,274)
Criminal Investigation Fund	2,656	2,211	(445)	4,027	3,350	(677)
Training & Travel	2,356	1,850	(505)	3,261	2,967	(294)
Community Policing Centres	1,678	1,861	183	2,284	2,284	0
Other Expenses	2,233	2,282	49	3,228	3,625	397
Professional Fees	6,777	5,367	(1,410)	9,708	8,289	(1,419)
Facilities & Maintenance	2,382	2,045	(337)	3,660	3,171	(489)
Supplies & Materials	2,731	2,878	147	3,892	4,386	494
City Allocations	25,179	25,107	(73)	33,568	33,568	(0)
Transfers	95	96	1	418	55	(364)
	\$62,008	\$57,662	(\$4,346)	\$85,807	\$81,181	(\$4,625)

Equipment & Fleet includes items such as equipment, fleet, ammunition, firearms and uniforms. These were over budget due to an increase in ammunition and firearm costs over the past couple of years and higher ammunition and firearm usage necessary to uphold mandatory training standards. In addition, the transition to new body armour has increased uniform costs for police officers and recruits. As such, this cost category is projected to be over budget at year-end.

Criminal Investigation Fund (CIF) were over budget as the VPD reported 12 homicides at the quarter-end, leading to increased investigation costs. Due to the number of homicides at this time, increased organized crime activities, resurgence of gang activities and unpredictability of events that occur within the community, CIF spend is projected to be over budget at year-end.

Training & Travel continues to be high due to annual mandatory training requirements that the VPD must fulfil. It is projected that this cost category will be over budget at the end of the year.

There are 12 CPCs in Vancouver; funding for 10 CPCs flow through the VPD while two CPCs financials are managed through the VPD's budget. This line item was under budget due to the timing of accounting entries but is projected to be on budget at the end of the year.

Other Expenses include items such as telecommunications, including the fully funded Digital Evidence Management System (DEMS) and operational cell phones, laundering services for uniforms and program costs. This line item was marginally under budget due to the timing of various expenditures and is projected to be under budget at year-end.

Professional Fees were over budget due to the rising need for legal assistance and consultation for various ongoing files. As a result, it is projected that this will be over budget at year-end. Facilities & Maintenance were over budget as the VPD continues with facility maintenance projects such as the Operational Command Centre and Metro Teams. It is projected that this will be over budget at the end of the year.

Supplies & Materials were under budget due to the timing of expenditures and less spend in photocopying and miscellaneous supplies. It is projected that this will be under budget at the end of the year.

City Allocations include shared City services, base building maintenance for all VPD facilities,

E-Comm levy for radio and dispatch, and the Police Records Information Management Environment (PRIME) levy. In agreement with City staff, the actual spend will match to the budget as the VPD does not directly manage these costs.

Transfers consist of funding that is moved to, or taken from, a City reserve account and carry forward of unspent grants and donations. There is a budget of \$253,000 related to the Entertainment District callouts.

Aside from the cost categories listed above, the VPD has a reserve fund, such that in any given year when there is an extraordinary event (e.g. impacts from protests and demonstrations and/or the gang conflict) that may put the VPD in a deficit position, the VPD can draw from it subject to approval from both the Chief and the City's Chief Financial Officer.

CONCLUSION:

The VPD was over budget for the nine-month period ending in September. Risk exists as a result of the increasing number of criminal investigations, higher ammunition costs and increased usage, legal consultations, various protests and demonstrations, and other unpredictable costs that can vary significantly in response to community circumstances.

At this time, VPD Leadership is cautiously projecting that VPD will be within budget while closely monitoring the growing global political tension, its local and financial impact, and the policing resources required to maintain public safety. The VPD is also proactively engaging with City staff to secure the necessary mid-year budget adjustment for benefits and cost recovery for the Hastings decampment deployment.

Author: Kimberly Jang

Date: October 19, 2023

Submitting Executive Member: Senior Director Nancy Eng


(signature)

Date: October 19, 2023

APPENDIX 1

**MANAGEMENT REPORT ADJUSTMENTS
For the Third Quarter Ended September 30, 2023**

The variance report is intended as a management report, and as such, the figures contained in the report include the following adjustments to improve readability. These adjustments have no net effect and all net to \$0.

	Account	Debit	Credit
1	Salaries	606,673	
	Salaries - Uniformed		606,673
2	Cost Recoveries	1,051,447	
	Traffic Authority Casual Salaries		1,051,447

1. This salary adjustment is necessary because the system-generated monthly salary accrual combines both sworn and civilian professionals salaries in one line. VPD Leadership has had discussions with City of Vancouver accounting staff to rectify this issue, but it remains outstanding.
2. Traffic Authority members are casual employees who are called out for events, much of which is recoverable. The purpose of the Traffic Authority adjustment is to net out the casual salaries paid for Traffic Authority members when the cost is being recovered, thus giving a more accurate representation of the VPD's casual salary expenditures.

**VANCOUVER POLICE DEPARTMENT
STATEMENT OF RECOVERIES AND EXPENDITURES
FOR THE THIRD QUARTER ENDING SEPTEMBER 30, 2023**

	Q3				Year End			
	Actual	Budget	Variance	%	Projection	Budget	Variance	%
RECOVERIES								
Cost Recoveries, Grants & Donations								
Sworn Overtime Recoveries								
Third Party Events	(\$6,685,146)	(\$4,446,117)	\$2,239,029		(\$8,794,880)	(\$5,789,460)	\$3,005,420	
Overtime	(700,767)	(384,370)	316,397		(933,065)	(512,500)	420,565	
Total Sworn Overtime Recoveries	(7,385,913)	(4,830,487)	2,555,426		(9,727,945)	(6,301,960)	3,425,985	
Secondments	(12,136,639)	(12,290,468)	(153,829)		(16,232,488)	(16,691,464)	(458,976)	
Grants & Donations	(1,786,228)	(1,111,353)	674,875		(2,424,718)	(1,500,000)	924,718	
Government	(1,353,877)	(922,500)	431,377		(1,819,286)	(1,230,000)	589,286	
Fees for Service	(1,291,515)	(1,563,351)	(271,836)		(1,775,025)	(2,186,299)	(411,274)	
Other	58,229	(271,800)	(330,029)		56,981	(362,400)	(419,381)	
TOTAL RECOVERIES	(23,895,943)	(20,989,959)	2,905,984	13.8%	(31,922,481)	(28,272,123)	3,650,358	12.9%
EXPENDITURES								
<u>Salaries and Benefits</u>								
Sworn								
Salaries	\$135,504,946	\$142,925,006	\$7,420,060		\$187,695,551	\$197,635,364	\$9,939,813	
Overtime	20,483,193	12,619,224	(7,863,970)		24,408,819	17,282,078	(7,126,741)	
Secondment Overtime	1,364,044	1,496,981	132,937		1,836,343	1,995,975	159,632	
Entertainment District Overtime	1,047,629	781,566	(266,063)		1,394,190	1,061,715	(332,475)	
	158,399,813	157,822,777	(577,036)		215,334,902	217,975,132	2,640,229	
Civilian Professionals								
Salaries	19,747,893	20,092,719	344,826		26,337,680	26,812,572	474,892	
Casual & Temp Salaries	4,407,636	4,046,635	(361,001)		5,876,752	5,395,725	(481,027)	
Overtime	852,575	247,885	(604,690)		1,132,511	352,731	(779,780)	
	25,008,104	24,387,239	(620,865)		33,346,942	32,561,028	(785,915)	
Statutory Holiday Pay	4,930,852	4,349,810	(581,042)		8,002,156	7,135,347	(866,809)	
Benefits	51,070,419	49,891,059	(1,179,360)		62,981,668	62,981,668	0	
Total Salaries and Benefits	239,409,187	236,450,884	(2,958,303)	-1.3%	319,665,668	320,653,174	987,506	0.3%

**VANCOUVER POLICE DEPARTMENT
STATEMENT OF RECOVERIES AND EXPENDITURES
FOR THE THIRD QUARTER ENDING SEPTEMBER 30, 2023**

	Q3				Year End			
	Actual	Budget	Variance	%	Projection	Budget	Variance	%
<i>Non-Salary Items</i>								
Equipment & Fleet								
Fleet	9,309,396	9,639,236	329,840		12,282,048	12,844,502	562,454	
Uniforms & Equipment	6,601,504	4,319,840	(2,281,664)		9,467,429	6,631,046	(2,836,383)	
Other	10,018	6,197	(3,821)		11,482	10,924	(558)	
	<u>15,920,918</u>	<u>13,965,273</u>	<u>(1,955,645)</u>		<u>21,760,959</u>	<u>19,486,472</u>	<u>(2,274,487)</u>	
Other Expenses								
Criminal Investigation Fund	2,655,978	2,210,763	(445,215)		4,026,989	3,349,640	(677,349)	
Travel & Training	2,355,510	1,850,352	(505,158)		3,261,288	2,967,479	(293,809)	
Community Policing Centres	1,678,019	1,860,721	182,702		2,283,510	2,283,800	290	
Other	2,232,766	2,281,543	48,777		3,228,072	3,625,323	397,251	
	<u>8,922,273</u>	<u>8,203,380</u>	<u>(718,893)</u>		<u>12,799,859</u>	<u>12,226,242</u>	<u>(573,617)</u>	
Professional Fees								
Legal	1,700,579	323,187	(1,377,392)		2,273,526	482,500	(1,791,026)	
Contract Services	3,565,986	3,577,242	11,255		5,325,294	5,799,921	474,627	
Nurses & Medical	1,426,861	1,347,516	(79,345)		1,980,690	1,796,690	(184,000)	
Other	83,661	119,142	35,481		128,001	209,900	81,899	
	<u>6,777,087</u>	<u>5,367,087</u>	<u>(1,410,000)</u>		<u>9,707,511</u>	<u>8,289,011</u>	<u>(1,418,500)</u>	
Facilities & Maintenance	2,381,700	2,045,156	(336,543)		3,659,933	3,171,022	(488,911)	
Supplies & Materials	2,731,244	2,878,235	146,991		3,892,048	4,385,643	493,595	
City Allocations	25,179,490	25,106,870	(72,620)		33,568,327	33,568,327	(0)	
Transfers	95,184	96,003	819		418,185	54,631	(363,554)	
Total Non-Salary Items	62,007,895	57,662,004	(4,345,892)	-7.5%	85,806,822	81,181,348	(4,625,474)	-5.7%
TOTAL EXPENDITURES	301,417,083	294,112,888	(7,304,195)	-2.5%	405,472,490	401,834,522	(3,637,968)	-0.9%
TOTAL SURPLUS (DEFICIT)	\$277,521,139	\$273,122,929	(\$4,398,210)	-1.6%	\$373,550,010	\$373,562,399	\$12,390	0.0%