

SURREY POLICE BOARD REGULAR MEETING AGENDA

	ITEM	PRESENTER	TIME
A.	CALL TO ORDER		
1.	First Nation Welcome	Harley Chappell	5 minutes
2.	Opening Remarks	Chair McCallum	5 minutes
3.	Oath of Office Memo 2020-M001 Inauguration Oath of Office, Surrey Police Board		15 minutes
4.	Motion to Create the Surrey Police Service: That the Surrey Police Board, pursuant to its authority under section 26(1) of the Police Act, hereby establishes a municipal police department to be known as the “Surrey Police Service” to provide policing and law enforcement in the City of Surrey.	Chair McCallum	5 minutes
B.	ADOPTIONS		
1.	Adoption of the Agenda – August 6, 2020	Chair McCallum	
C.	DELEGATIONS		
	No delegations.		
D.	REPORTS		
1.	Surrey Police Transition Process to Date Report No. 2020-R001 – Receive For Information (<i>Presentation available</i>)	Terry Waterhouse	20 minutes
2.	Category 1 Status for Surrey Police Service Report No. 2020-R002 – For Decision	Terry Waterhouse	10 minutes
3.	Board Committee Assignments		
	a. Governance	Melissa Granum	5 minutes
	b. Human Resources		
	c. Finance		
	d. Freedom of Information Report No. 2020-R003 – For Decision		

E. INFORMATION

No information.

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

No new business.

H. NEXT MEETING

The next meeting of the Surrey Police Board will be held on September 15, 2020.

I. MOTION TO HOLD A MEETING IN A CLOSED SESSION

It is in order for the Board to pass a motion to close the meeting to the public pursuant to Section 69 (2) (b), (c), and (d) of the *Police Act*, which states:

Chair McCallum

(2) if it believes that any of the following matters will arise in a meeting or hearing held by it, a board or committee may order that the portion of the meeting during which the matter will arise be held in private:

- (b) a matter concerning a person's financial or personal affairs, if the person's interest in the matter outweighs the public's interest in the matter;
- (c) a matter concerning labour contract discussions, labour management relations, layoffs or another personnel matter;
- (d) a matter concerning information that a person has requested he or she be allowed to give in private to the board or committee.

J. ADJOURNMENT

Chair McCallum

2020-M001

TO: **Chair, Surrey Police Board**

FROM: **Executive Director, Surrey Police Board**

DATE: **July 31, 2020** FILE: **60550-20**

RE: **Inauguration – Surrey Police Board - Oath of Office**

This memo is to advise the Chair, Surrey Police Board (the “**Board**”) of the requirements of the Oath of Office to be sworn by each prospective member of the Board.

Pursuant to Section 70 of the Police Act [RSBC 1996] Chapter 367 (the “**Police Act**”), each member of the Board must take an oath or make an affirmation before assuming office, exercising any power or performing any duty or function under the *Police Act*.

A copy of the prescribed form of the oath/affirmation is attached as Appendix I.

At the first Board meeting, arrangements will be made to have each member sign the oath or affirmation before a commissioner for taking affidavits in British Columbia. The original will be filed with the Minister of Public Safety and Solicitor General as prescribed by the regulations to the *Police Act*.

The meeting details are as follows:

Date: August 6, 2020
Time: 10:00 am
Venue: City Hall, 2E Meeting Room

If you have any questions or concerns, please advise.



Melissa Granum
Executive Director

Appendix I – Oath/Affirmation Form



I, [NAME], do swear/solemnly affirm that:

- I will faithfully, honestly and impartially perform my duties as a member of the Surrey Police Board; and
- I will not, except in the proper performance of my duties, disclose to any person any information obtained in the course of those duties.

SWORN before me in the City of Surrey, in
the Province of British Columbia this 6th day
of August, 2020

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THERESE ALEXANDER
PROVINCIAL COURT JUDGE

[NAME]

REGULAR

REPORT DATE: July 30, 2020

BOARD MEETING DATE: August 6, 2020

BOARD REPORT # 2020-R001

TO: Surrey Police Board

FROM: General Manager, Policing Transition
General Manager, Finance

FILE: 7400-01

SUBJECT: Surrey Police Transition Process to Date

RECOMMENDATION

The General Manager, Policing Transition and the General Manager, Finance recommend that the Board receive this report for information.

SUMMARY

This report provides background information on the key stages completed to date by the City of Surrey to assist in the establishment of the Surrey Police Service.

BACKGROUND

This report has been prepared to inform the Surrey Police Board (the Board) of the work to date on the establishment of the Surrey Police Service (SPS). Several areas of work have been advanced since November 2018 to support the Board and the SPS. These are outlined in sequential order and include stages completed by key partner organizations.

DISCUSSION

The process to establish an independent municipal police department has occurred in several key stages.

Stage 1: Communicating the Decision to Change Policing Model

Immediately following its inauguration, on November 5, 2018, the City of Surrey Council unanimously endorsed a Motion (RES. R18-2087) that directed staff to “take all appropriate steps to immediately create a Surrey Police Department in accordance with the BC Police Act”. The Motion also directed staff to notify the Federal and Provincial governments that the City of Surrey (“the City”) was terminating the Municipal Police Unit Agreement (MPUA) for contracted police services effective March 31, 2021. This date is determined under Section 22(1)(c) of the MPUA which requires a municipality to give 25 months notice of termination for the agreement.

In passing the Motion, Council was exercising its authority under Section 3(1)(c) of the *Police Act [RSBC 1996]* to determine the method by which policing services would be provided. This decision was further confirmed through three later actions:

- Approval by Council of the 2019-2023 Five-Year Financial Plan for the City of Surrey which allocated funds to support the transition;
- Approval by the Minister of Public Safety and Solicitor General (the Minister) to appoint a Police Board; and
- Passing of the Order-in-Council to appoint to the members of the Board.

Stage 2: Assigning Staff, Building Implementation Plans and Creating Governance Processes for the Transition

Immediately following the Motion, the City realigned resources to create the Policing Transition Department and appointed a General Manager, Policing Transition. Staff were seconded to the department on a time-limited basis as an internal Transition Team. The Transition Team has worked since November 2018 to build implementation plans for every aspect of the work required to establish the SPS. The core Transition Team is supported by staff from across City departments who provide subject matter expertise. An Internal Management Committee, comprised of senior managers from across City departments, provides leadership.

Stage 3: Developing and Evolving Transition Plans

Developing draft Transition Plans was a necessary next step. These plans provided information for the Director of Police Services and the Minister of Public Safety and Solicitor General to fulfil their duties under the *Police Act* in making the decision to approve the establishment of the Police Board.

In the first instance, this was achieved by putting in place a Technical Assistance Agreement (TAA) with the City of Vancouver and the Vancouver Police Department (VPD) to obtain external expertise in building the initial Transition Plan. In May 2019, the TAA resulted in the submission of the *Surrey Policing Transition Plan* to the Minister of Public Safety and Solicitor General. The report was made public June 2019. This report created a framework for the Transition Plan and shaped early thinking in the design of the SPS.

Completion of the initial framework led the Minister, on August 22, 2019, to announce he had given the City of Surrey the “green light” necessary to establish the SPS. This early approval was followed by the selection by Council of the City Appointment to the Board.

Following the above, in September 2019, the Minister established the Provincial Municipal Policing Transition Study Committee (PMPTSC) Chaired by Hon. Mr. Wally Oppal. The PMPTSC worked on six key areas to provide recommendations to the Director of Police Services, and the Minister:

- Recruitment;
- Training;
- Information management and information technology;
- Investigative file continuity;
- Pensions and collective agreements; and
- Business impacts resulting from Surrey’s establishment of a municipal police service.

The PMPTSC submitted its report to the Director, Police Services in December 2019.

Stage 4: Citizen Engagement, Pension Transfers, Funding the Transition

Other key areas of work were advanced by the City concurrently with stage 3 outlined above. These included:

- Citizen engagement;
- The confirmation of arrangements for transfer of pensions for sworn officers who may seek to join the SPS from either the RCMP or other municipal police services; and
- Approval of the Five-Year Financial Plan to allocate funds to support the transition.

The City undertook a comprehensive Citizen Engagement Strategy to inform the public about the transition and obtain public feedback on public safety priorities for the new police service. Following 23 events held throughout May and June 2019, a summary report was prepared to outline the issues highlighted by citizens. The report was submitted to Council in June 2019. The final report and all related data was subsequently released.

The City also facilitated a Pension Transfer Agreement between the BC Municipal Pension Plan and the RCMP Superannuation Fund. This was completed along with approval by the Municipal Pension Plan of Group 5 status for the SPS which will enable previously experienced officers from other municipal police departments to transfer to SPS without impact to their existing pension arrangements.

In this stage, the City also prepared, based on the initial report drafted under the TAA, a budget for the transition that was included in the Five-Year Financial Plan 2020-2024. The Plan was approved by Council in December 2019. The plan allocated \$45.2M over five years to support one-time and capital costs associated with the transition.

Stage 5: Establishing the Surrey Police Board

Following review of the PMPTSC report the Minister approved the establishment of the Police Board on February 27, 2020. The recommendations of the PMPTSC report have also been used to further evolve and inform detailed implementation plans prepared by the Transition Team. Board reports will be forthcoming on specific aspects of the work completed to date for information and to receive direction from the Board on further implementation steps required.

On June 29, 2020, the Lieutenant Governor in Council (OIC382) appointed seven community members under Section 23(1)(c) of the *Police Act* to the Surrey Police Board, joining the Mayor of Surrey as Chair and the municipal council appointee and completing the nine-person board.

With the establishment of the Surrey Police Board, the City will shift to provide support to the Board consistent with the responsibilities of the municipality under the *Police Act*. The *Police Act* outlines a prescriptive role for the municipality with regard to the independent municipal police service. There are effectively three responsibilities of the municipality:

1. Funding the operation of the department (s.4.03(1)(b) of the *Act*)
2. Provide accommodation, equipment and support for the department (s.15(1)(b) of the *Act*)
3. Provide input to the Board on the priorities, goals and objectives of the municipality regarding public safety (s.26(4.2)(b) of the *Act*)

Over time the role of the City will continue to shift as the Board and the department are firmly established and operational.

CONCLUSION

This report describes how several critical areas of work have been undertaken by the City of Surrey and key partner organizations to lay the groundwork for the establishment of the SPS. This work was important to enable the Board to assume its statutory authorities. The goal of this work has been to lay the foundation for the SPS in a way that sets the Board up for success. Work completed to date supports the Board's forward planning and outlines key milestones achieved to date by the City in establishing the Board and the Department.



Terry Waterhouse
General Manager, Policing Transition



Kam Grewal
General Manager, Finance

REGULAR

REPORT DATE: July 31, 2020

BOARD MEETING DATE: August 6, 2020

BOARD REPORT # 2020-R002

TO: Surrey Police Board

FROM: General Manager, Policing Transition

FILE: 7400-01

SUBJECT: Category 1 Status for Surrey Police Service

RECOMMENDATION

The General Manager, Policing Transition recommends that:

- A. The Board request the Royal Canadian Mounted Police (RCMP) recognize the Surrey Police Service as a category 1 police agency in the National Police Information Service network; and
- B. The City of Surrey, on behalf of the Board, complete the necessary applications to enable connection of Surrey Police Service to the National Police Information Service network.

SUMMARY

This report provides an overview of the process by which the City of Surrey, on behalf of the Surrey Police Board, will obtain necessary approvals to enable the Surrey Police Service (SPS) to connect to the National Police Information Service network.

BACKGROUND

The Provincial Municipal Policing Transition Study Committee (PMPTSC) Report recommended that the Surrey Police Board move expeditiously to establish the appropriate approvals for the SPS to connect to and integrate with mandatory integrated policing technology systems. Mandated integrated policing systems include, but are not limited to:

- National Police Information Service (NPIS);
- Police Records Information Management Environment of British Columbia (PRIME-BC);
- Justice Information Network of British Columbia (JUSTIN); and
- Emergency Communications for British Columbia Incorporated (E-Comm).

Mandated systems are those required under B.C. Policing Standards and/or Provincial or Federal law. The first step in connecting to all mandated integrated systems is recognition of the organization as a category 1 police agency by the RCMP through approval of access to the National Police Information Service network.

DISCUSSION

The Surrey Police Service will require access to mandated integrated policing systems to operate effectively as a police agency. The BC *Police Act* s18(1) outlines how a municipal police service operates as a “designated law enforcement unit”. All independent municipal police agencies hold the status of a category 1 police agency for the purpose of connecting to Federal police information technology systems. The RCMP manages the National Police Services under its authority from the *Royal Canadian Mounted Police Act* (1985). Support is provided by National Police Services to over 500 law enforcement agencies across Canada via the National Police Information System (NPIS). Law enforcement agencies must apply and be recognized as a category 1 police agency to receive authority to connect to the NPIS network.

The National Police Information Service Advisory Council (NPIS-AC) provides strategic advice to the Commissioner of the RCMP through the Deputy Commissioner, Specialized Policing Services. The Council is made up of distinguished experts from fields such as law, science and government. Their mandate is to consider and advise on the overall direction and priorities for the National Police Service and its components. The Council has an information technology sub-committee that handles all requests for access to the NPIS network.

There is a comprehensive process in place whereby a newly designated municipal police agency applies for, and receives approval, to be brought into the NPIS environment. While new police agencies (most recently Metro Vancouver Transit Police) have been brought into these environments, it is not possible to predict how long the process may take as there is no standard process flow for this type of work. Each situation has nuances that must be considered, and this can impact the process and time needed.

To initiate this work, the Board would request in writing that the RCMP provide the necessary documentation and advice to support the SPS completing the necessary Net Connection Authorization Change Request (NCACR) documentation.

The process required to obtain approval to access NPIS and specific services such as the Canadian Police Information Centre (CPIC) involves several steps (Appendix I). Each step has a cascading impact on approvals required to access other mandated integrated policing systems (e.g., JUSTIN, PRIME-BC). The key steps are as follows:

- i. The Board advises the RCMP of its intent to connect to the NPIS;
- ii. The RCMP provides NCACR documentation and guidance to assist the City’s information technology team to prepare the necessary technical documentation on behalf of the Board;
- iii. NCACR technical documentation is submitted to NPIS and reviewed by the IT Sub-Committee of the NPIS-AC;
- iv. IT Sub-Committee approves NCACR documentation (may require iterative process to provide additional documents or answer questions);
- v. NPIS-AC authorizes SPS to access the NPIS network as a category 1 police agency;
- vi. NPIS-AC authorization initiates process to onboard to JUSTIN, PRIME-BC and other mandatory systems (each has its own process);
- vii. The City supports the SPS to connect its technology infrastructure to the NPIS network for secure mandatory police operations data to be access and transferred, other systems are onboarded as approved; and
- viii. SPS staff can now access secured policing operational data and begin to create Surrey Police files in the national databases.

The timeline to prepare documentation, submit requests to the NPIS-AC and for them to complete their reviews and provide approvals are all subject to further research and discussion with the relevant parties and cannot be accurately estimated, although there have been examples of the ITSC accelerating a process for access and approval. There is a points-based system whereby the information technology sub-committee (ITSC) of the NPIS-AC assesses requests for access and prioritizes these based on legislated requirements.

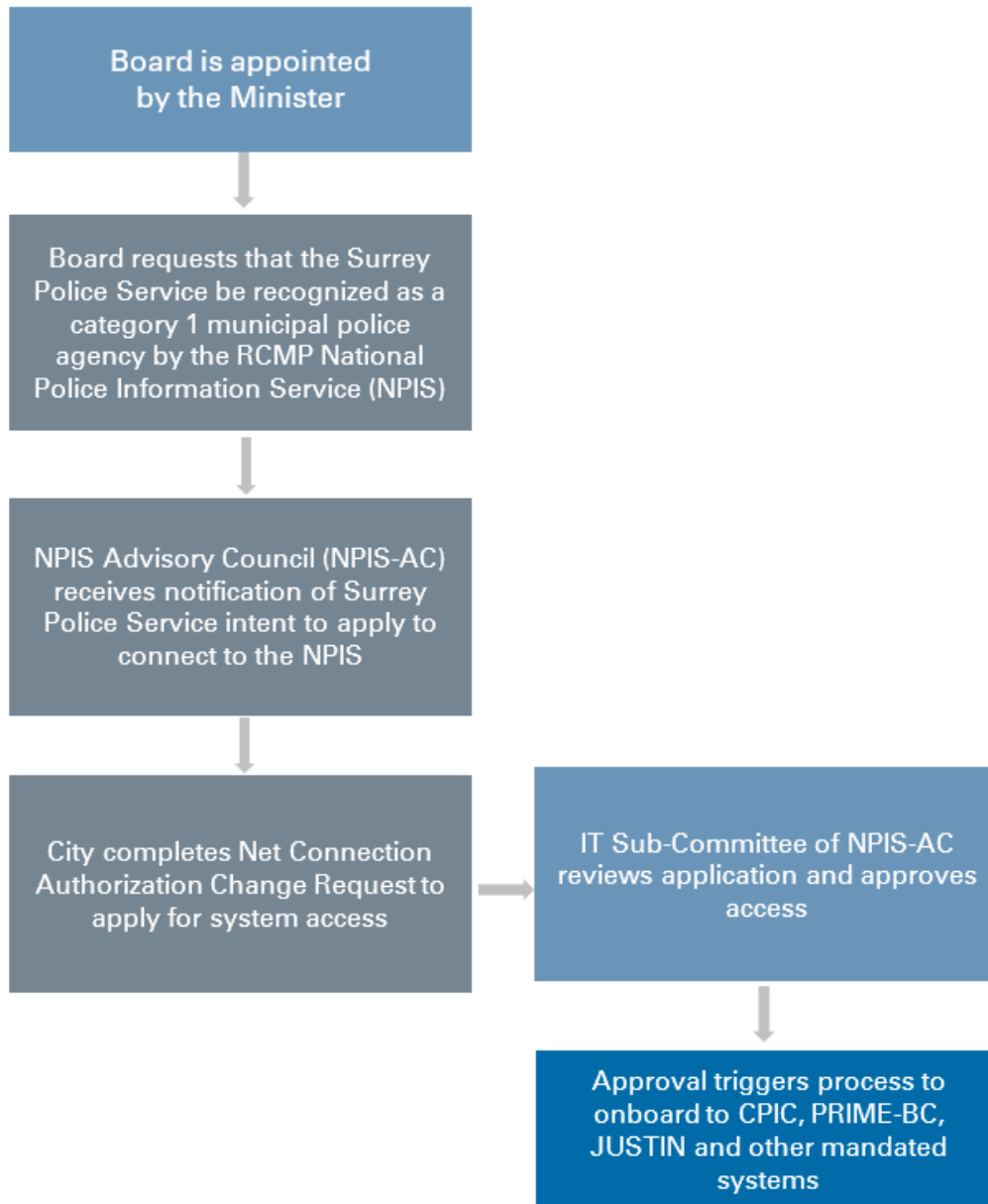
CONCLUSION

Building the necessary relationships and obtaining the necessary approvals is vital to the process to connect the Surrey Police Service to essential mandated policing systems. Therefore, it is recommended that the Board initiate this work through written request to the RCMP, and endorse the City forwarding necessary applications on the Board's behalf.

A handwritten signature in black ink, appearing to read "Terry Waterhouse". The signature is written in a cursive style with a large initial "T".

Terry Waterhouse
General Manager, Policing Transition

DIAGRAM OF PROCESS TO ONBOARD TO NATIONAL POLICE INFORMATION SERVICE



REGULAR

REPORT DATE: July 30, 2020

BOARD MEETING DATE: August 6, 2020

BOARD REPORT # 2020-R003

TO: Surrey Police Board

FROM: Executive Director, Surrey Police Board

FILE: 60550-20-02

SUBJECT: Board Committee Assignments

RECOMMENDATION

The Executive Director recommends that the Board receive this report for information.

SUMMARY

This report serves to advise the Board on committee assignments.

BACKGROUND

As outlined in the Surrey Police Board Governance Manual, four committees are established to support the governance role of the Board. These include Finance, Governance, Human Resources and Compensation and Freedom of Information committees.

DISCUSSION

Board members were asked to identify areas of interest in order to inform the Chair's committee assignments. As per the Terms of Reference for the committees, each committee is made up of at least three Board members, and each Board member is asked to participate on at least one committee.

Committee work, in particular during the early stages of building the Surrey Police Service (SPS) will be of utmost importance to support effective board governance. During the SPS development and implementation phase, committee work may be more frequent. Once 'steady state' of the SPS is achieved, committees will meet once per month to align with Board meetings.

The Board committee selections are based on interest by Board members and all preferences were accommodated. The Board Chair has appointed the following:

Committee	Board Members
HR & Compensation	Meena Brisard Jim Carwana Jessie Sunner
Governance	Harley Chappell Cheney Cloke Bob Rolls
Finance	Manav Gill Elizabeth Model Bob Rolls
FOI	TBD

The Board Chair appoints Committee Chairs, however, in this first instance, the Chair has determined that the Committees may select a Chair from amongst themselves.

As the first priority is to recruit a Chief Constable, the Committees will not be required to commence work until early fall.

CONCLUSION

There will be a heavy emphasis and dependency on committee work, particularly in the early development stages of the SPS. Committee assignments will be reviewed annually by the Board Chair in consultation with each committee.



Melissa Granum
Executive Director