

<b>GR 2 – BUSINESS PROCESSES AND REPORT REQUIREMENTS</b>	
LEGISLATIVE AUTHORITY	<i>Police Act, ss. 26, 28 and 69</i>
DATE APPROVED	September 11, 2025
DATE REVIEWED	
DATE AMENDED	
DATE TO BE REVIEWED	2027
REPORTING REQUIREMENT	Reports to be previewed by a standing committee prior to coming before the Board, unless the Board Chair grants an exception for urgent matters

## **PURPOSE:**

Reporting processes are essential to the effective general direction and oversight of Surrey Police Service (“SPS”) and assists the Surrey Police Board (the “Board”) in fulfilling the priorities, goals and objectives for SPS and operating openly and transparently. Timely and accurate information regarding service objectives, policies, and financial and business performance must be shared with all interested parties, including City Council and the public.

## **Definitions:**

**Reports for Information:** When the purpose of the report is to inform the Board about an issue or upcoming event, but no input or decision is required, the report is *for information*. The report may be given in written form prior to a meeting or verbally during a meeting.

**Reports for Discussion:** When the report is intended to generate feedback from the Board on a particular strategic issue, initiative, idea or plan, but no decision is required, the report is *for discussion*. Written background material must be included to ensure meaningful consideration and effective use of time.

**Reports for Decision:** When the Chief Constable requires an action from the Board, a report is placed before the Board *for decision*. The report must include background information and clearly stated recommendations, and it should include options and factors to consider, identified risks, and analysis of advantages and disadvantages wherever possible.

## **POLICY**

1. The Chief Constable (or designate) will indicate if an SPS report is for information, for discussion or for decision.

2. Reports for decision must be reviewed by a standing committee of the Board prior to being placed on a Board meeting agenda, unless the Board Chair grants a request from the Chief Constable to exercise discretion to consider a matter requiring an urgent decision. Where the Board Chair allows a report for decision to be placed on a Board meeting agenda without prior review by a standing committee, the Board may:
  - a. Postpone a decision to a specific time to allow for further study;
  - b. Receive the report for information without committing to specific action(s);
  - c. Approve the proposed recommendation(s);
  - d. Return the report to SPS with specific instructions to the Chief Constable regarding further work required; or
  - e. Refer the report to a standing committee or the Executive Director for further study, clarification or recommendations.
3. Reports for information may be placed on a meeting agenda, referred to standing committee of the Board and/or circulated to Board directors.
4. The Chief Constable (or designate) must clearly specify to the level of confidentiality of the information contained in the report and any report to be considered in a private meeting must indicate the applicable subsection of *Police Act*, s. 69 (2) and give the reason or reasons why a subsection(s) apply.
5. The Standing Committee considering a report the Chief Constable wishes the Board to consider in private must determine whether any of the exceptions in s. 69 (2) applies before making a recommendation to the Board Chair that the report may removed from the open agenda and considered in private.
6. If the Chief Constable disagrees with the Standing Committee's decision, or for urgent decisions that are not able to be considered by a Standing Committee prior to a Board meeting, the Chief Constable may give notice to the Board Chair, and the Board Chair will make a final determination.