

	ITEM	PRESENTER
A.	CALL TO ORDER	Chair McCallum
	The Surrey Police Board recognizes that our work takes place on the ancestral, traditional, and unceded territories of the Coast Salish Peoples.	
B.	ADOPTIONS	
1.	Adoption of the Agenda – April 20, 2021	Chair McCallum
2.	Adoption of Minutes – February 17, 2021	Chair McCallum
C.	DELEGATIONS	
	No delegations.	
D.	REPORTS	
	CHIEF CONSTABLE REPORTS	
1.	Chief Constable – Standing Report Report No. 2021-R005 – For Information	Chief Lipinski
2.	Strategic Planning Update Report No. 2021-R006 – For Information	Chief Lipinski
3.	SPS Hiring Diverse Leadership Report No. 2021-R007 – For Information	Chief Lipinski
4.	Surrey Police Transition Trilateral Committee (SPTTC) Update Report No. 2021-R008 – For Information - This item moved in camera per S.69 (2)(c) of the Police Act.	Chief Lipinski
	EXECUTIVE DIRECTOR REPORTS	
1.	Surrey Police Service Public Reporting Requirements Report No. 2021-R009 – For Information	Melissa Granum
	COMMITTEE REPORTS	
	FINANCE COMMITTEE	
1.	Budget Update Year to Date Expenditures Report No. 2021-FIN005 – For Information (Presentation)	Elizabeth Model

2. **2022 Provisional Budget Preparation**
Report No. 2021-FIN006 – For Decision
(Presentation) Elizabeth Model

E. INFORMATION

1. **Letter – CABRO Training** – For Information Melissa Granum
2. **Canadian Association of Police Governance – Membership Renewal for 2021** - For Information Melissa Granum
3. **Letter to Director Brisard – Governance Committee**
For Information Melissa Granum
4. **Letter – BCAPB President** – For Information Melissa Granum

F. CORRESPONDENCE

No correspondence. Melissa Granum

G. NEW BUSINESS

No new business.

H. NEXT MEETING

The next meeting of the Surrey Police Board will be held on May 18, 2021.

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) (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:

(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

Present:

Doug McCallum, Chair
Bob Rolls
Cheney Cloke
Elizabeth Model
Harley Chappell
James Carwana
Jessie Sunner
Manav Gill
Meena Brisard

Regrets:**Province:**

Mark Reder

Staff Present:

Norm Lipinski, Chief Constable
Terry Waterhouse, GM, Policing Transition
Melissa Granum, Executive Director
Marion Chow, Executive Assistant
Forouzan Rezazadeh, IT Senior Project Mgr.
Nicola Webb, Human Resources Consultant
Gayle Armstrong, Executive Service Manager

The Surrey Police Board recognizes that our work takes place on the ancestral, traditional, and unceded territories of the Coast Salish Peoples.

A. CALL TO ORDER

The February 17, 2021 Regular Board meeting was called to order at 4:00 PM.

B. ADOPTIONS

The Chair noted to add an item to the agenda under “New Business” – Recognition of Bob Rolls.

1. Adoption of the Agenda – February 17, 2021.

It was

Moved by Harley Chappell
Seconded by Elizabeth Model

That the agenda of the Surrey Police Board meeting of
February 17, 2021 be adopted.

Carried

2. Adoption of Minutes – January 19, 2021

It was

Moved by Harley Chappell
Seconded by Manav Gill

That the minutes of the Surrey Police Board meeting of
January 19, 2021 be adopted.

Carried

C. DELEGATIONS

1. Presentation by Micki Ruth, President Canadian Association of Police Governance (CAPG)

Micki Ruth provided the Surrey Police Board with information on the role of the Canadian Association of Police Governance and provided details on the support the CAPG can provide to police boards in police governance matters.

D. REPORTS

CHIEF CONSTABLE REPORTS

1. Chief Constable – Standing Report

Report No. 2021-R002 – For Information

It was

Moved by Meena Brisard
Seconded by Harley Chappell

That the Board receive the report for information.

Carried.

2. Transition of City of Surrey RCMP Support Services Civilian Staff – Update

Report No. 2021-R003 – For Information

It was

Moved by James Carwana
Seconded by Harley Chappell

That the Board receive the report for information.

Carried

3. Establishing a Surrey Police Foundation

Report No. 2021-R004 – For Information

It was

Moved by James Carwana
Seconded by Harley Chappell

That the Board receive the report for information.

Carried

COMMITTEE REPORTS

FINANCE COMMITTEE

1. Year End Expenditures -2020

Report No. 2021-FIN001 – For Information
(Presentation)

It was

Moved by James Carwana
Seconded by Cheney Cloke

That the Board receive the report for information.

Carried

E. INFORMATION

1. Memo - Surrey Vulnerable Women and Girls Briefing Document

M001 – For Information

It was

Moved by Harley Chappell
Seconded by Jessie Sunner

That the Board receive the memo for information.

Carried

2. Memo – BC Association of Police Boards – Appointment of Executive Board for 2021/22

M002 – For Information

It was

Moved by Meena Brisard
Seconded by Jessie Sunner

That the Board receive the memo for information appointing Director Cloke to the BCAPB Executive Board for the 2021/22 term.

Carried

3. Memo – BC Association of Police Boards – AGM and Call for Resolutions

M003 – For Information

It was

Moved by Harley Chappell
Seconded by Elizabeth Model

That the Board receive the memo for information.

Carried

4. Memo – Crown Agencies and Board Resourcing Office (CABRO) Training

M004 – For Information

It was

Moved by James Carwana
Seconded by Cheney Cloke

That the Board receive the memo for information.

Carried

5. Renewal of British Columbia Association of Police Boards 2021 Annual Membership –

For information

It was

Moved by Meena Brisard
Seconded by Jessie Sunner

That the Board receive the information to renew the 2021 annual membership.

Carried

F. CORRESPONDENCE

1. Executive Announcement – Acting Assistant Deputy Minister – Wayne Rideout

It was

Moved by James Carwana
Seconded by Jessie Sunner

That the Board receive the correspondence for information.

Carried

2. Letter from Mayor Harvie – Surrey Police Board Release of SPB Manual to Delta Police Board

It was

Moved by Bob Rolls
Seconded by James Carwana

That the Board receive the correspondence for information.

Carried

G. NEW BUSINESS

1. Recognition of Bob Rolls.

The Board thanked Bob Rolls for his hard work in both the transition of the RCMP to the Surrey Police Service and his work on the Surrey Police Board.

H. NEXT MEETING

The next meeting of the Surrey Police Board will be held on April 20, 2021.

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) (a),(c) and (d) of the *Police Act*, which states:

It was

Moved by Harley Chappell
Seconded by James Carwana

That the Board close the meeting to the public pursuant to Section 69 (2) (a), (c) and (d) of the *Police Act*, which states:

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

- (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:
- (a) a matter concerning public security, the disclosure of which could reasonably be expected to seriously impair effective policing or law enforcement;
 - (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.

Carried.

J. ADJOURNMENT

It was

Moved by James Carwana
Seconded by Meena Brisard

That the February 17, 2021 Surrey Police Board regular meeting be adjourned.

Carried

The Surrey Police Board regular meeting adjourned at 5:03 PM.

Certified correct:

Marion Chow, Executive Assistant

Doug McCallum, Chair

REGULAR

REPORT DATE: April 14, 2021
BOARD MEETING DATE: April 20, 2021
BOARD REPORT # 2021-R005

TO: Surrey Police Board

FROM: Chief Constable

FILE: 60550-30-03

SUBJECT: Chief Constable Report

RECOMMENDATION

The Chief Constable recommends that the Surrey Police Board (the "Board") receive this report for information.

PURPOSE

To provide an update the Board on the current status of the certain aspects of the development of the Surrey Police Service.

BACKGROUND

The Chief Constable provides monthly updates to the Board on matters related to the progress of the Surrey Police Service (SPS). These topics will change monthly depending on work that has been completed.

DISCUSSION

Sworn Employee Hiring

SPS continues to hire the staff that will be required to put the necessary plans and infrastructure in place for anticipated deployment in Fall 2021 and beyond. Recent hiring includes:

- 3 Superintendents – all in place
- 10 Inspectors – all in place by April 19
- 7 Staff Sergeants – start dates April/May
- 4 Sergeants – start dates April/May

Hiring of these officers takes into consideration the work that is required to accomplish our priorities over the next several months. This work includes: recruiting, training, onboarding, research, planning, stakeholder engagement, policy development, systems planning, development and testing, logistics planning, partnerships and inter bureau planning and transitioning activities.

Further staffing updates will be provided at the May 18th Police Board Meeting.

SPS Recruit Training Requirements - Justice Institute of BC

In November 2020, the JIBC requested that all municipal police agencies in BC provide their projected recruit training requirements for the next three years. Based on hiring and deployment plans, SPS has provided a request for 26 recruit training positions over the three courses scheduled to run in 2022: 6 in January, 10 in May, and 10 in September. SPS has committed to provide updates on recruit training needs beyond 2022 as soon as plans are confirmed.

Uniform Procurement

The public procurement for uniform supply and management services is underway. In the fall of 2020, the City on behalf of SPS, posted a Request for Expression of Interest-Statement of Qualifications to the Marketplace, for Police Uniform Supply and Management Services. SPS is now in the procurement stage of this process.

Detailed work is also being completed, to finalize specifications for the various equipment, tools and supplies required for Surrey Police Service. Once confirmed, Surrey Police Service will undertake those competitive procurement processes, as required.

CONCLUSION

The above matters are for the Board's awareness and information.

A handwritten signature in black ink, appearing to read 'Norm Lipinski', written in a cursive style.

Norm Lipinski, OOM, LLB, MBA
Chief Constable

REGULAR

REPORT DATE: April 15, 2021

BOARD MEETING DATE: April 20, 2021

BOARD REPORT # 2021-R006

TO: Surrey Police Board

FROM: Chief Constable

FILE: 60550-30-03

SUBJECT: Strategic Plan Development Update - Community Consultation

RECOMMENDATION

The Chief Constable recommends that the Surrey Police Board receive this report for information.

SUMMARY

The Surrey Police Service (SPS) is working towards becoming operational in the fall of 2021. In order to prepare for that, a Strategic Plan based on community input will be created. The strategic plan will be a roadmap for the development of the SPS service delivery model.

DISCUSSION

The next phase of SPS strategic planning will involve community engagement with a variety of stakeholders including but not limited to, citizens of the City of Surrey, City of Surrey Council, Provincial government, not-for-profit organizations, businesses, faith communities, and others. The data collected from the community engagement series will become the foundation for the SPS Strategic Plan and inform the operating model as SPS begins to provide policing service in Surrey. It is at this stage that the Plan will take into consideration the priorities, goals and objectives of the provincial and local governments.

Public engagement is a critical step toward understanding what is important to the community. Engagement activities will commence in late summer or early fall and will involve:

- Surveys
- Town Hall Meetings (virtual or in-person, to be determined)
- Written submissions
- Specific stakeholder engagement (In person if possible)
- Focus Groups

Engaging citizens and important stakeholder groups will provide the community with opportunities to contribute their input and foster greater understanding, leading to increased public trust and confidence. To encourage participation, SPS will communicate with the public on a variety of topics of interest to help inform people of some contemporary issues. For example:

- Youth crime
- Mental health
- Homelessness and addiction
- Indigenous policing
- Safety for aging population
- 'Overpoliced' populations

SPS will develop our Phase II plan for citizen engagement over the coming months. It is expected that community consultation will be conducted in early Summer and culminate in the development of the first SPS Strategic Plan by September.

CONCLUSION

The development of an inaugural Strategic Plan is an exciting opportunity for the Chief Constable and Police Board to work with Surrey's citizens to set the strategic vision of the SPS. In consultation with the community and other stakeholders, the Plan will become a foundational road map for the establishment and operationalization of the SPS.



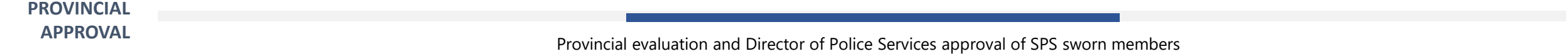
Norm Lipinski, OOM, LLB, MBA
Chief Constable

Appendix I – Surrey Policing Deployment Timeline

Surrey Police Deployment

Estimated timeline for key milestones in Surrey Police Service deployment

2021 April | May | June | July | August | September | October | November | December



REGULAR

REPORT DATE: April 12, 2021
BOARD MEETING DATE: April 20, 2021
BOARD REPORT # 2021-R007

TO: Surrey Police Board

FROM: Chief Constable

FILE: 60550-30-03

SUBJECT: SPS Hiring Diverse Leadership

RECOMMENDATION

The Chief Constable recommends that the Surrey Police Board receive this report for information.

SUMMARY

SPS has recently completed the initial hiring of Executive and Senior Officer positions. The leadership team represents a broad range of gender and ethnicity factors, supporting SPS' goals for a diverse leadership team.

DISCUSSION

Of the 18 Executive and Senior Officers hired, the following diverse demographic factors are represented:

- 4 Female
- 3 Indigenous
- 2 South Asian
- 1 Japanese
- 1 Iranian/Belgian

Those hired into leadership positions report speaking English, French, Punjabi, Ukrainian, Spanish, and Farsi. Of these 18 leaders, 8 came from Municipal police departments, while 10 came from the RCMP, representing a breadth of knowledge and experience.

SPS priority for these key leadership positions was to target those with the critical skills, experience, and abilities to understand the requirements for the successful planning and execution needed to establish the new police service. It is important to understand that individuals with desirable diversity factors have not historically received equal opportunities and support, therefore have not risen through the ranks in the same numbers as white males.

With this in mind, there are still numerous leadership roles that will become available as SPS gears toward operationalization. It is also anticipated that some of those recently hired will move to other positions within the Service, creating future promotional opportunities for current and new staff. SPS intends to focus on supporting those members who wish to seek out opportunities to advance in their careers. In this way, we will create internal strategies to achieve our diversity goals.

CONCLUSION

As one of the core principles of SPS culture and values, we will continue to strive for diversity in recruiting and hiring practices. Our goal is to achieve organizational diversity that truly reflects the community.

A handwritten signature in black ink, appearing to read 'Norm Lipinski', with a stylized flourish at the end.

Norm Lipinski, OOM, LLB, MBA
Chief Constable

REGULAR

REPORT DATE: April 14, 2021

BOARD MEETING DATE: April 20, 2021

BOARD REPORT # 2021-R009

TO: Surrey Police Board

FROM: Executive Director

FILE: 60550-20-02

SUBJECT: Surrey Police Public Disclosure Requirements

RECOMMENDATION

The Executive Director recommends that the Surrey Police Board (the “Board”) receive this report for information.

PURPOSE

This report outlines the obligations of the Board regarding public disclosure of information.

BACKGROUND

The Board is accountable to the Province and the communities SPS serves, and reports regularly to the Province and the public on governance and financial matters and on the performance of SPS. The SPS reports out to the community on matters both through its own communication channels and through reports and presentations to the Board at Board meetings. This report outlines the scope and content of information presented to the Board and the rationale for presenting that information at open or closed Board meetings.

DISCUSSION

Transparency and accountability of the Board and the SPS are integral to building public trust and confidence. The importance of public disclosure is confirmed through the *Police Act* requirement that Board meetings be open to the public, and through the *Freedom of Information and Protection of Privacy Act (FOIPPA)* provisions which entitle the public access to records. Meetings may be held in private if the information the Board will receive and/or consider falls within the limited categories set out in the *Police Act* and subject to the limits on disclosure contained in *FOIPPA*.

Open Board Meetings

The Board receives a wide variety of information through Board reports, correspondence and other written materials, and through presentations, during the open portion of Board meetings. The range of topics currently includes updates on the progress of the SPS; finance, spending and other budget reports; and administrative and operational policies for approval and filing with the Province. In the near future when the SPS commences policing and law enforcement operations, the open Board meetings will also include reports and information from the Chief on calls for service and crime rates, SPS progress on its strategic plan, and other matters of public interest.

Public Consultations

In addition to sharing information during open Board meetings, the Board, either directly or through the SPS, will seek input from, and engage with the public, on matters of interest to the public related to policing services in Surrey.

The Board and SPS soon will undertake a strategic planning process that will include public consultation. Upon completion, the strategic plan will be made available to the public.

Closed Board Meetings

The *Police Act* limits the matters the Board may hear in a closed meeting and imposes an obligation on the Board to promptly report to the Minister of Public Safety and Solicitor General when matters are heard in private. All open and closed Board minutes, agenda and SPS operational and administrative policies are filed with the Minister, providing an additional level of oversight of the Board and the SPS.

The following matters are permitted to be heard in private under the *Police Act*:

- (a) a matter concerning public security, the disclosure of which could reasonably be expected to seriously impair effective policing or law enforcement;
- (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.

Matters containing personal information and other information exempt from the requirements of public disclosure under the *Freedom of Information and Protection of Privacy Act* are also heard in private.

In addition, draft plans, policies and strategies, personnel matters, and advice and recommendations that require discussion by the Board before being made public are heard in private. As the SPS is in its building phase, much of the current work falls within this category. The final work product, as appropriate and/or required, will be available to the public.

CONCLUSION

The Board complies with its obligations under the *Police Act* and the *Freedom of Information and Protection of Privacy Act* regarding public disclosure and applies the restrictions under those Acts to receive information and discuss matters in private. Every effort is made to ensure public disclosure of Board and SPS matters when appropriate to ensure transparency and build public trust. While the SPS is in its building phase, human resource and legal matters, and advice and recommendations, make up a substantive amount of the information presented to the Board for consideration and/or direction and are properly heard in private. Year-to-date spending against the approved budget is and will remain in the open portion of the agenda.



Melissa Granum
Executive Director

REGULAR**REPORT DATE:** April 13, 2021**BOARD MEETING DATE:** April 20, 2021**BOARD REPORT #** 2021-FIN005**TO:** Surrey Police Board**FROM:** Finance Committee**FILE:** 60540-20-04**SUBJECT:** Budget Update Year to Date Expenditures

RECOMMENDATION

The Finance Committee recommends that the Surrey Police Board (the “Board”) receive this report for information.

PURPOSE

This report provides a summary of the year-to-date expenditures incurred during the period ended February 28th, 2021 and projected expenditures for the 2021 year on the policing transition project.

BACKGROUND

In December 2019, City Council adopted the 2020-2024 Financial Plan, which made provision for the policing transition project. One-time expenditures for the 2020 year were budgeted at \$25.2 Million, of which \$20.6 Million was not expended and carried forward into the 2021 fiscal year. One-time expenditures for the 2021 fiscal year were budgeted at \$23.1 Million. The total of \$43.7 Million is the available one-time budget for the current year. The Surrey Police Service (SPS) and the City of Surrey are working collaboratively with both the Province of BC and the Government of Canada on the transition. The specific timing of the implementation of SPS is dependent on decisions by all three levels of government which impacts the timing of expenditures.

DISCUSSION

Year to Date Expenditures

The expenditures in Appendix I show both capital and operating expenses related to the establishment of the SPS. The unspent \$20.6 Million carried forward from 2020 has been reallocated for 2021 and future years based on the projects and priorities pertaining to the SPS establishment. Appendix I summarizes the expenditures incurred during the two-month period ended February 28, 2021. As in 2020 a year-to-date expenditures report will be provided to the Board at each meeting. The details of the budget allocations and corresponding expenditures year to date are as follow:

- Legal includes expenditures for matters pertaining to collective bargaining, human resources, trademarks, and other establishment legal costs. Also, included in Legal is the cost of in-house legal counsel seconded from the City of Surrey. The year-to-date spend is \$55,377 with remaining budget available of \$429,346.

- Strategy and Policy includes consulting, research, and policy advice. A great deal of groundwork was done in 2020 and as such, no amount has been spent as of the end of February 2021. The total budget available is \$324,853.
- Financial Services includes external financial services advisors and accounting advice to support the establishment of SPS. Also, included in Financial Services are consultants. The year-to-date spend is \$95,238 with remaining budget available of \$468,512.
- Communications and Marketing includes consultants managing public relations required to support the establishment of SPS. Also, included is the City of Surrey staff to support the SPS websites, social media and communications activities with graphic design and videography. The year-to-date spend is \$33,561 with remaining budget available of \$577,287
- Human Resources includes expenditures for consultants and City of Surrey seconded staff directly involved with the HR matters. The year-to-date spend is \$48,877 with remaining budget available of \$498,023
- Recruitment, Assessment, and Training includes SPS employees hired to support surge recruiting for SPS. Also, included are testing and assessment of candidates and training for the new hires. The year-to-date spend is \$97,530 with remaining budget available of \$10,677,478.
- Infrastructure Operating includes fleet maintenance and management. Also, included is the City of Surrey seconded staff managing infrastructure. The year-to-date spend is \$29,813 with remaining budget available of \$640,887.
- Information Technology Operating includes maintenance of IT operating systems. Also, included is the City of Surrey seconded staff for IT project management. The year-to-date spend is \$69,120 with remaining budget available of \$4,480,725.
- Information Technology Capital includes expenditures for building the data centre, dispatch systems, administrative systems, and telecommunication assets. The year-to-date spend is \$394,092 with remaining budget available of \$15,256,621.
- Fleet Capital includes purchase of new vehicles. The year-to-date spend is \$34,944 with remaining budget available of \$1,082,056.
- Armoury and Outfit includes expenditures for guns, uniforms, and personal issue kit. No amount has been spent as of the end of February 2021. The total budget available for Armoury and Outfit Capital is \$7,823,827.
- Facilities Capital includes retrofit costs for SPS to assume occupancy of facilities currently owned or leased by the City and occupied by RCMP. The year-to-date spend is \$19,764 with remaining budget available of \$580,276.

As of February 28, 2021, expenditure in all areas remain underspent compared to the available budget. The projected spending for 2021 fiscal year will be approximately \$29.5 Million. Areas of significant expected spending include Information Technology, Infrastructure, and Recruitment, Assessment and Training. By the end of 2021, SPS expects to carry forward \$14.2M to 2022 and future years.

CONCLUSION

Expenditures to date supporting the policing transition project have been managed in accordance with the Council-adopted 2020-2024 Financial Plan. With this report, the Board is following through on a commitment to monthly public reporting on expenditures. Implementation of the SPS is well underway. Each project domain is moving forward. Expenditures for the two-month period ended February 28, 2021 were within the available budget for 2021.



Elizabeth Model
Chair, Finance Committee

Appendix I 5 Year Policing Transition Project – Year-to-Date Budget Reconciliation – February 28, 2021

APPENDIX I

5 Year Policing Transition Project Year-to-Date Budget Reconciliation - February 28, 2021

EXPENDITURES	BUDGET CARRIED FORWARD	CURRENT YEAR BUDGET	BUDGET AVAILABLE	CURRENT YEAR ACTUAL EXPENSE	YEAR-END PROJECTION	EXPECTED BALANCE CARRIED FORWARD
	2020	2021	2021	2021	2021	2022
	(a)	(b)	(a) + (b) = (c)	(d)	(e)	(c) - (e) = (f)
Legal	363,923	120,800	484,723	55,377	484,723	-
Strategy and Policy	244,853	80,000	324,853	-	274,853	50,000
Financial Services	544,350	19,400	563,750	95,238	348,750	215,000
Communications and Marketing	333,148	277,700	610,848	33,561	420,000	190,848
Human Resources	475,000	71,900	546,900	48,877	302,950	243,950
Recruitment, Assessment, and Training	7,082,876	3,692,132	10,775,008	97,530	3,429,927	7,345,081
Infrastructure Operating	350,050	320,650	670,700	29,813	670,700	-
Information Technology Operating	271,400	4,278,445	4,549,845	69,120	4,423,494	126,351
SPS TRANSITION - OPERATION SUBTOTAL	9,665,600	8,861,027	18,526,627	429,516	10,355,397	8,171,230
Information Technology Capital	4,354,563	11,296,150	15,650,713	394,092	15,575,713	75,000
Fleet Capital	592,000	525,000	1,117,000	34,944	1,117,000	-
Armory and Outfit Capital	5,799,215	2,024,612	7,823,827	-	1,890,748	5,933,079
Facilities Capital	222,829	377,211	600,040	19,764	600,040	-
SPS TRANSITION - CAPITAL SUBTOTAL	10,968,607	14,222,973	25,191,580	448,800	19,183,501	6,008,079
TOTAL BUDGET BALANCE	20,634,207	23,084,000	43,718,207	878,316	29,538,898	14,179,309

REGULAR

REPORT DATE: April 13, 2021

BOARD MEETING DATE: April 20, 2021

BOARD REPORT # 2021-FIN006

TO: **Surrey Police Board**FROM: **Finance Committee**FILE: **60540-20-04**SUBJECT: **2022 Provisional Budget Preparation**

RECOMMENDATION

The Finance Committee recommends that the Surrey Police Board (the “Board”) receive this report to authorize the Manager, Financial Services to initiate the preliminary work on the 2022 provisional budget for SPS in conjunction with the City of Surrey, and if required, other parties to the Surrey Police Transition Trilateral Committee (SPTTC) including the Province of BC, the Government of Canada, and the RCMP.

PURPOSE

This report proposes a process and timeline to initiate compilation of the 2022 provisional budget for the Surrey Police Service (SPS).

BACKGROUND

Effective July 6, 2020 when the Board became an independent entity established by the Province of BC, it acquired responsibilities and obligations under the Police Act, including for budgeting and financial management (Appendix I).

Both the Board and the municipality have specific and distinct obligations for financial matters under the Police Act.

- Section 15 of the Police Act imposes the obligation on the municipality to fund policing and law enforcement in the city, which includes providing funds for sufficient number of personnel and adequate accommodations, equipment and supplies.

- Section 27(1) of the Police Act states that, “*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*”.

DISCUSSION

Budget Preparation – 2022

As stated, the Board must, on or before November 30 each year, prepare and submit to the council for its approval a provisional operating budget for the following year to provide policing and law enforcement in the municipality. The timeline for submission of the provisional operating budget must meet deadlines provided by the City of Surrey.

Provisional budget preparations begin in the early spring and early projections are presented to the GM Finance in late Spring of each year to allow the City to prepare the consolidated budget and confirm mechanisms for funding of the budget. Preparation of the 2022 operating budget is a complex endeavour as the overall police operations budget must be aligned with the Surrey Police deployment model, which is currently being developed with the Surrey Police Transition Trilateral Committee involving the Province of BC and the Government of Canada. The deployment model will require considerations of the budget needs for the Surrey RCMP and the SPS as RCMP services will still be required as per the Deployment Model which will be finalized soon.

CONCLUSION

Given the complexities of this endeavour it is important to begin that work now. It is recommended that the Board authorize the Manager, Financial Services to initiate the preliminary work on the 2022 provisional budget for SPS in conjunction with the City of Surrey, and if required, other parties to the SPTTC including the Province of BC, the Government of Canada, and the RCMP.



Elizabeth Model
Chair, Finance Committee

Excerpt of Section 27, *BC Police Act* [RSBC 1996]

Estimates and expenditures

- 27** (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.
- (1.1) If a municipality has entered into an agreement referred to in section 66.2 (1.1) (b) with a treaty first nation, or an agreement referred to in section 66.2 (1.11) (b) with the Nisga'a Nation, for the duration of the agreement, the reference in subsection (1) of this section to "municipality" must be read as including the treaty lands of the treaty first nation or Nisga'a Lands, as applicable.
- (1.2) If a municipality is a specialized service provider, the reference in subsection (1) to "municipality" must be read as including areas within the specialized service area that are outside 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 police 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.



February 17, 2021
Ref: 614719

Chairs of Municipal Police Boards
Chair, SCBCTA Police Services Board
Chair, Stl'atl'imx Tribal Police Services Board

Dear Sirs/Madams:

As you are aware, Police Services Division (PSD) has been reviewing the recent police board training programs and exploring opportunities for enhancement. The Province recognizes that training is the foundation for strong and effective governance and oversight. This is particularly relevant given the events and challenges impacting policing and police governance over the past 12 months.

I would like to take this opportunity to update you on three upcoming training initiatives we are working on to support police board capacity, in addition to the Provincial training sessions offered through the Crown Agency and Board Resourcing Office. First, PSD is following an open procurement process to engage a service provider this spring to develop a B.C.-centric police board governance training program for members of all municipal police and designated boards. PSD will work with the successful proponent, a BC Association of Police Boards working group and other key stakeholders to develop the curriculum. We anticipate the program will be delivered later this year.

In the interim, we wish to offer an opportunity for each board to have a 60-minute police board training/information session, lead by PSD staff. Each session will be divided into a presentation on governance roles and responsibilities followed by a Q&A session tailored to the specific needs of each board. If you would like to schedule an information session for your board, please contact Julia Couper at Julia.Couper@gov.bc.ca or by or by telephone at 778 698-5257.

Finally, in the near future PSD will be sharing video recordings from the training and orientation session (the Surrey Session) that was offered to the Surrey Police Board last July. The recordings will be made available to current police board members via a SharePoint site. The Surrey Session provides an overview of board governance topics delivered by a wide variety of subject matter experts in the field of governance, oversight and public safety. We encourage you to watch the Surrey Session recordings, once it is made available.

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If you have any questions regarding any of these initiatives, please feel free to contact me directly at David.Pilling@gov.bc.ca or by telephone at 778 698-8375.

Thank you again and I look forward to working in partnership with you to strengthen police governance.

Yours truly,



David Pilling
Director, Police Governance Unit
Policing and Security Branch
Ministry of Public Safety and Solicitor General

pc: Leah Zille, President, BC Association of Police Boards

**Canadian Association of Police
Governance**

78 George Street, Suite 204
Ottawa ON K1N 5W1
GST/HST Registration No.: 87551 3467
RT0001



BILL TO

Surrey Police Board
13450 104 Avenue
Surrey British Columbia
V3T1V8

INVOICE #2994

DATE 01-03-2021 TERMS Net 30

DUE DATE 31-03-2021

ACTIVITY	AMOUNT
New 2021 Rate Service Size - up to 10	500.00
As per draft shopify order D241/#2994	
SUBTOTAL	500.00
TOTAL	500.00
TOTAL DUE	\$500.00

March 4, 2021

Dear Director Brisard,

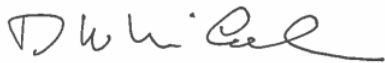
With the recent resignation of Director Bob Rolls, there is a need to assign another Director to the Governance Committee. The Governance Committee will be undertaking important work in the next year as it relates to Surrey Police Service policies.

As you know, reviewing and approving policies is identified as one of four key roles of a police governance board. In order for SPS to become operational, the Board through the leadership of the Governance Committee will work with the SPS Executive to ensure all policies meet the BC Provincial Policing Standards.

As Chair of the Board, I am assigning you to the Governance Committee. If you are willing to accept this assignment, please advise Melissa Granum at your earliest convenience so that she can orientate you to the current work. The Terms of Reference for the Governance Committee is attached for your review.

As a Director you have contributed a great deal to the development of the SPS and I look forward to you bringing your knowledge and skills to the Governance Committee.

Sincerely,



Doug McCallum
Chair, Surrey Police Board

cc: Surrey Police Board
Melissa Granum, Executive Director

Attachment – SPB Governance Committee Terms of Reference

GOVERNANCE COMMITTEE TERMS OF REFERENCE

INTRODUCTION

Under the Police Act, the Board has primary oversight responsibility for the effective governance and oversight of SPS.

The purpose of the Governance Committee is to provide a focus on governance that will enhance the Board and SPS's performance, and to fulfil the Board's obligations and oversight responsibilities related to SPS's governance philosophies, structures, policies, and processes.

COMPOSITION

The Committee is composed of at least three Board members appointed by the Board, with one Committee member designated as Chair by the Board.

FREQUENCY OF MEETINGS

Committee members meet at least four times per year and as many other times as necessary to carry out their responsibilities. Meetings outside the regular meeting schedule are convened at the call of the Committee Chair.

RESPONSIBILITIES

Subject to the powers and duties of the Board, the Committee has the following responsibilities:

BOARD GOVERNANCE

1. At least every two years, review the Board Manual and related policies and recommend any changes to the Board.
2. Together with the Board Chair, Committee Chairs, and Executive Director, develop the annual work plan and calendar for the Board and Committees.
3. Update the Board on changes to applicable law, provincial policy, or relevant trends in police board and public sector governance that may affect the responsibilities of Board members.
4. Ensure programs are in place for new Board member orientation and ongoing Board member professional development, and regularly review and recommend any changes to the Board.

5. Develop and recommend for approval by the Board a process for evaluating the effectiveness of Board meetings, Committee meetings and the Board, and recommend any necessary changes to the Board.
6. Lead and support the annual review processes to evaluate the Board.
7. Annually review the composition of the Board as a whole, develop recommendations regarding necessary Board member competencies, and ensure that the Board's needs are communicated to the appointing bodies.

COMPLIANCE

1. Regularly review and ensure the adequacy of the Code of Conduct and report to the Board regarding compliance with such policy.
2. Oversee the function and work of, and relationship with, the Ethics Advisor and make recommendations to the Board as may be appropriate.
3. Oversee the process for responding to complaints made about the services or policies of SPS.
4. Ensure SPS has in place appropriate and effective procedures to address issues raised concerning alleged breaches of key administrative and policing policies, including alleged irregularities in respect of accounting, financial reporting, internal control, and workplace matters.

EXTERNAL RELATIONSHIP MANAGEMENT

1. Regularly review and consider reports in respect of SPS's relationships with City Council, jurisdictional police services, and other law enforcement agencies within Canada, and where appropriate, provide the Board with advice or recommendations regarding such reports.
2. Periodically review and assess SPS's relationships with and communication to its stakeholders and partners.
3. Recommend to the Board resolutions to be proposed at the annual general meetings of the Canadian Association of Police Governance and the BC Association of Police Boards.

POLICY OVERSIGHT

The Committee has responsibility to oversee the development, implementation and effectiveness of the following policies:

1. Policies contained within the Board Manual.
2. Policies relating to the general direction, management, and operation of SPS, except to the extent specifically delegated to other Committees pursuant to such Committee's Terms of Reference.

OTHER

1. Stay informed on current best practices in governance relevant to the mandate of all Committees and recommend any changes to the Board.
2. Review such other matters that the Committee or Board deems advisable and timely.



March 30, 2021

Dear Colleagues,

Thank you to all the Police Board Members and friends of BCAPB who attended our Joint Session with BC Association of Municipal Chiefs of Police and our annual AGM on March 5 and 6, 2021. I hope you enjoyed it and found it worthwhile.

Following the AGM, the Executive Board met and elected the Executive for the coming two years. I am pleased to announce that I have assumed the role of President and Patricia Barnes of the Vancouver Police Board who has agreed to serve as Vice President, Angela Kaiser of the Delta Police Board has agreed to serve as Secretary and Am Naqvi of the Nelson Police Board will stay on as Treasurer.

For those who may not know, I have served on the Victoria Esquimalt Police Board for one and a half years and am the Chair of Human Resources Committee and have sat the Executive Board of BCAPB for the past nine months. I am the Director of Communications and Indigenous Relations for M'akola Housing Society, the largest Indigenous affordable housing provider in the province and I write a weekly column in the Victoria Times Colonist newspaper.

In addition to her role on the Vancouver Police Board for the last three years, for the last 20 years Patricia Barnes has enjoyed working as the Executive Director for Hastings North Business Improvement Association – an association that promotes the retail and commercial neighborhood of Hastings North within the City of Vancouver.

Angela Kaiser has sat on the Delta Police Board for 5 years and is currently the Vice-Chair and Chair of Finance and Risk. Apart from having served on multiple boards over the past 20 years primarily in the financial and non-for-profit sectors, she works as a Chartered Professional Accountant in public practice serving individuals and corporate clients.

We have had a busy time as our Association is increasingly involved in a wide range of issues affecting policing and police governance in BC. I appreciate the interest and support we have received from our members as well as the many stakeholders and government officials whom we have had the pleasure to work with.

Kind regards,

Charla Huber
President, BC Association of Police Boards