
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 – May 18, 2021	Chair McCallum
2. Adoption of Minutes – April 20, 2021	Chair McCallum
C. DELEGATIONS	
No delegations.	
D. REPORTS	
CHIEF CONSTABLE REPORTS	
1. Chief Constable Updates– Standing Report Report No. 2021-R010 – For Information	Chief Lipinski
EXECUTIVE DIRECTOR REPORTS	
1. OPCC Service or Policy Complaint Report No. 2021-R011 – For Information	Melissa Granum
COMMITTEE REPORTS	
FINANCE COMMITTEE	
1. Budget Update Year to Date Expenditures Report No. 2021-FIN007 – For Information (Presentation)	Elizabeth Model
2. Financial Procedures for Management of Major Capital Expenditures Report No. 2021-FIN008 – For Decision	Elizabeth Model
GOVERNANCE COMMITTEE	
1. Policy Development Report No. 2021-GOV010 – For Information	Harley Chappell

E. INFORMATION

1. Letter from Mayor McCallum to Surrey Police Board – City of Surrey 2021 Priorities, Goals and Objectives for Policing – For Information Melissa Granum
2. Letter from Minister Farnworth to BCAPB – Approved Resolutions – For Information Melissa Granum

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 June 22, 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: 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:
 - (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.

J. ADJOURNMENT

Chair McCallum

Present:

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

Regrets:**Province:**

Mark Reder
David Pilling

Staff Present:

Norm Lipinski, Chief Constable
Jennifer Hyland, Deputy Chief
Michael LeSage, Deputy Chief
Todd Matsumoto, Deputy Chief
Terry Waterhouse, GM, Policing Transition
Kyle Friesen, Legal Counsel
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 April 20, 2021 Regular Board meeting was called to order at 4:00 PM.

B. ADOPTIONS

1. Adoption of the Agenda – April 20, 2021.

It was

Moved by Meena Brisard
Seconded by Jessie Sunner

That the agenda of the Surrey Police Board meeting of April 20, 2021 be adopted.

Carried

2. Adoption of Minutes – February 17, 2021

It was

Moved by Elizabeth Model
Seconded by James Carwana

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

Carried

C. DELEGATIONS

No delegations.

D. REPORTS

CHIEF CONSTABLE REPORTS

1. Chief Constable – Standing Report

Report No. 2021-R005 – For Information

It was

Moved by James Carwana
Seconded by Elizabeth Model

That the Board receive the report for information.

Carried

2. Strategic Planning Update

Report No. 2021-R006 – For Information

It was

Moved by Elizabeth Model
Seconded by James Carwana

That the Board receive the report for information.

Carried

3. SPS Hiring Diverse Leadership

Report No. 2021-R007 – For Information

It was

Moved by Harley Chappell
Seconded by James Carwana

That the Board receive the report for information.

Carried

4. Surrey Police Transition Trilateral Committee (SPTTC) Update

Report No. 2021-R008 – For Information

It was

Moved by James Carwana
Seconded by Jessie Sunner

That the Board receive the report for information.

Carried

Note: This item was moved to the Closed Board agenda as per S.69(2) (c) by way of Board motion on May 3, 2021.

EXECUTIVE DIRECTOR REPORTS

1. **Surrey Police Service Public Reporting Requirements**

Report No. 2021-R009 – For Information

It was

Moved by Jessie Sunner
Seconded by Harley Chappell

That the Board receive the report for information.

Carried

COMMITTEE REPORTS

FINANCE COMMITTEE

1. **Budget Update Year to Date Expenditures**

Report No. 2021-FIN005 – For Information
(Presentation)

It was

Moved by Harley Chappell
Seconded by James Carwana

That the Board receive the report for information.

Carried

2. **2022 Provisional Budget Preparation**

Report No. 2021-FIN006 – For Decision
(Presentation)

It was

Moved by James Carwana
Seconded by Meena Brisard

That the Board endorse the recommendation in the report.

Carried

E. INFORMATION

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

It was

Moved by James Carwana
Seconded by Meena Brisard

That the Board receive the above items for information.

Carried

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 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:

It was

Moved by James Carwana
Seconded by Cheney Cloke

That the Board close the meeting to the public pursuant to Section 69 (2) (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:
- (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 Meena Brisard
Seconded by Cheney Cloke

That the April 20, 2021 Surrey Police Board regular meeting be adjourned.

Carried

The Surrey Police Board regular meeting adjourned at 4:27 PM.

Certified correct:

Marion Chow, Executive Assistant

Doug McCallum, Chair

REGULAR

REPORT DATE: May 12, 2021

BOARD MEETING DATE: May 18, 2021

BOARD REPORT # 2021-R010

TO: Surrey Police Board

FROM: Chief Constable

FILE: 60550-20-03

SUBJECT: Chief Constable Updates

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. These topics will change monthly depending on work that has been completed.

DISCUSSION

SPS Crest, Vision, Values and Motto

Establishment of the Surrey Police Service official Crest, along with the organizational Vision, Values and Motto are important steps in the development of the SPS Strategic Plan. These foundational symbols and messages define our objectives and purpose and provide an inspiring vision for both SPS staff and the greater community. These statements and images will now become vital components of our external communications regarding community engagement and recruiting, and represent the foundation of SPS organizational culture (Appendix I and II).

Now that these important elements have been finalized, Phase I of the SPS Strategic Planning process is concluded and we will now start planning for the implementation of Phase II: community consultation and the development of the first SPS Strategic Plan.

Policy Development

SPS staff have established a policy development working group and a structured process for prioritizing, drafting, legal review, and internal approval of necessary policies and procedures. Development of SPS policies will be prioritized to align with requirements provided by the Province and will be forwarded to the Governance Committee for examination before final review and Board approval. SPS policies, once approved by the Board and filed with the Province, will form part of the required evaluation of the Director of Police Services.

Members of the SPS policy development working group attended the Governance Committee Policy Development Workshop on May 13th and are working toward providing the next set of policies for approval in the coming weeks.

Procurement

The public procurement for uniform supply and management services is ongoing. Requests for Quotations (RFQ) have also been posted to the City of Surrey website, BC Bid and CivicInfo to begin the processes for procurement of the following:

- Supply and Delivery of Ammunition
- Supply and Delivery of Soft Body Armour, Carriers and Related Accessories
- Fabrication and Supply of Custom Police Badges and Other Metal Accessories
- Supply and Delivery of Law Enforcement Tools, Supplies and Equipment – Kit and Accessories

Surrey Police Service will undertake public competitive procurement processes for these goods and services, as required.

CONCLUSION

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



Norm Lipinski, OOM, LLB, MBA
Chief Constable

Appendix I – SPS Crest Story
Appendix II - SPS Vision and Values



Your SPS: Responsive. Progressive. Accountable.

The Surrey Police Service crest tells a story of progressive change.

As a new police service for one of Canada's fastest growing cities, the SPS is founded in innovative and proactive policing practices, local accountability, community collaboration, and an appreciation for cultural diversity.

In everything we do, we are guided by the values of honour, integrity, and respect.

Our vision is reflected in our crest: a Coast Salish eye to honour the region's First Peoples; a check pattern to show that we adhere to Peel's Principles of effective, ethical policing; and six stars to represent each of Surrey's town centres.



Coast Salish eye:

Surrey is situated on the traditional, ancestral, and unceded territories of the Coast Salish peoples, including the Katzie, Kwantlen, and Semiahmoo First Nations. The Coast Salish eye at the top of the crest represents the First Peoples who inhabited this land, and is a reminder to act in ways that honour the ancestors who watch over us.

Fess pattern:

The check pattern is taken from the hatband of the Surrey Police in England, and it represents our commitment to Peel's Principles of effective, ethical policing. Sir Robert Peel is widely considered the father of modern policing. He believed that successful policing is the result of collaboration and respect between a police service and the community it serves.

The six stars:

The six stars at the bottom of the crest represent Surrey's six town centres: Guildford, Whalley/City Centre, Newton, Cloverdale, Fleetwood, and South Surrey.



VISION

SPS is a progressive, community-based police service that values diversity, partnerships, and accountability as it works to enhance public safety and community well-being.

VALUES

Honour

We serve our community with pride and can be depended on to uphold the public's trust in everything we do.

Integrity

We are honest, ethical, and accountable, committed to doing what is right and to guarding the rights and security of others.

Respect

We recognize each person's inherent dignity and worth, and work to build strong, healthy, collaborative relationships within our community and team.

Courage

We respond to the moral and physical challenges of policing with purpose and determination—persevering in the face of adversity and fear.

Compassion

We work to listen, understand and help, responding to the suffering of others with empathy, humility, and concern.

Inclusive

We welcome and celebrate diverse peoples, cultures and ideas, knowing that—together—we can achieve more.

MOTTO

Safer. Stronger. Together.

REGULAR

REPORT DATE: May 14, 2021

BOARD MEETING DATE: May 18, 2021

BOARD REPORT # 2021-R011

TO: Surrey Police Board

FROM: Executive Director

FILE: 60550-20-02

SUBJECT: OPCC Service or Policy Complaint

RECOMMENDATION

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

SUMMARY

This report provides information and process related to Service or Policy (“S/P”) complaints filed with the Office of the Police Complaints Commissioner (“OPCC”).

DISCUSSION

Under the Police Act s.168 citizens may make a service or policy complaint. Pursuant to s.168, complaints can be made regarding:

- The general direction and management or operation of a municipal police department
- The inadequacy or inappropriateness of:
 - o Staffing or resource allocation
 - o Training programs or resources
 - o Standing orders or policies
 - o Ability to respond to requests for service
 - o Internal procedures.

On September 9, 2019 the OPCC released guidelines on S/P complaints to all municipal police boards. The memorandum includes information and details on Division 5 of the Police Act that explains the legislation and the role of the Board and the Service (Appendix I).

As an additional resource, the OPCC created a flow chart outlining how a Board responds to a S/P complaint (Appendix II).

When a complaint is received by the OPCC, it is forwarded to the Board Chair or designated individual (Executive Director). The complaint is brought to the Board's attention within 20 business days, at which time the Board determines one of the following courses of action:

- Assign the Chief Constable to Investigate;
- Undertake a study on the matter;
- Initiate an investigation;
- Dimiss the complaint with reasons; or
- Take any other course of action the Board considers necessary to respond adequately to the complaint.

The Executive Director will advise the complainant and the OPCC of the Board's course of action, decisions and results. Should the complainant not be satisfied with the Board's decisions, it can appeal to the OPCC in writing.

CONCLUSION

Should the Board receive a Service or Policy Complaint, the Board will be advised and the required course of action will be followed.



Melissa Granum
Executive Director

Appendix I – OPCC Guideline on Service or Policy Complaints
Appendix II – Responding to a S/P Complaint (Process)



To: All Municipal Police Chief Constables

And to: All Municipal Police Boards

And to: All Professional Standards Officers

From: Police Complaint Commissioner

Date: September 9, 2019

Re: Guideline on Service or Policy Complaints (Division 5 of the *Police Act*)

PURPOSE

The Police Complaint Commissioner has a statutory duty to inform, advise and assist police boards respecting their responsibilities under part 11 of the *Police Act*.

Furthermore, it is the responsibility of the Police Complaint Commissioner to establish guidelines to be followed when receiving a complaint under Division 5, pursuant to section 177(2)(a) of the *Police Act*. This statutory Guideline is intended to provide guidance to police departments and police boards with respect to the processing of Service or Policy complaints pursuant to Division 5 of the *Police Act*.

LEGISLATION

Section 168 - Making a service or policy complaint

- (1) Subject to subsection (3), any person may make a complaint to the Police Complaint Commissioner about
 - (a) the general direction and management or operation of a municipal police department, or
 - (b) the inadequacy or inappropriateness of any of the following in respect of a municipal police department:
 - (i) its staffing or resource allocation;
 - (ii) its training programs or resources;
 - (iii) its standing orders or policies;
 - (iv) its ability to respond to requests for assistance;
 - (v) its internal procedures.

- (2) The complaint may be made by stating or delivering it
 - (a) directly to the Police Complaint Commissioner, or
 - (b) for forwarding under section 169 to the Police Complaint Commissioner, to
 - (i) a member on duty at a station of any municipal police department who is assigned to receive and register complaints under this Division,
 - (ii) an individual designated by the Police Complaint Commissioner under section 51(5)(b), or
 - (iii) the chair of the board of a municipal police department.

Section 169 - If complaint made to member, designated individual or chair under section 168(2)(b)

- (1) When a member, an individual, or a chair referred to in section 168(2)(b) [*making a service or policy complaint*] receives a complaint under that provision, he or she must immediately
 - (a) record the complaint and the date and time of its receipt,
 - (b) provide the person making the complaint with written acknowledgement of its receipt, and
 - (c) forward a copy of the complaint or, if the complaint was not made in writing, a copy of the record of the complaint to
 - (i) a Chief Constable of the municipal police department concerned,
 - (ii) the board of that municipal police department, and
 - (iii) the Police Complaint Commissioner.
- (2) The member, individual or chair receiving the complaint must
 - (a) provide the person making the complaint with any assistance that person requires in making the complaint,
 - (b) provide the person making the complaint with any information or advice that may be required under the guidelines prepared under section 177(2)(a) by the Police Complaint Commissioner, and
 - (c) complete and forward, to the persons referred in subsection (1)(c), the record of the complaint in the form and manner required by the Police Complaint Commissioner.

Section 171 - Investigation of department service and policy complaints

- (1) On receiving a copy of a complaint, or a record of a complaint under this Division, or a complaint or part of a complaint described in section 82(6) [*determination of whether complaint is admissible*], on receiving a notification under section 83(1)(a)(iii) [*notification following determination of admissibility*], the board of the municipal police department concerned must promptly do one or more of the following:
 - (a) request a Chief Constable of that municipal police department to investigate and report on the complaint;
 - (b) initiate a study concerning the complaint;
 - (c) initiate an investigation into the complaint;

- (d) dismiss the complaint with reasons;
 - (e) taken any other course of action the board considers necessary to respond adequately to the complaint.
- (2) The Police Complaint Commissioner may recommend that the board initiate an investigation into the complaint if the board does not choose to do so under subsection (1)(c).
- (3) Within 20 business days after doing any of the things described in subsection (1)(a) to (e), the board must notify the person who made the complaint, the director and the Police Complaint Commissioner regarding the course of action being taken.
- (4) The Police Complaint Commissioner may request a status report from the board regarding the progress of an investigation or a study concerning a complaint under this Division, and the Police Complaint Commissioner must forward to the person who made the complaint a copy of any report the Police Complaint Commissioner receives in response to that request.

Section 172 – If investigation or study is initiated under section 171

- (1) At the conclusion of an investigation or a study initiated under section 171(1)(a), (b) or (c) [*investigation of department service or policy complaints*], on dismissing the complaint under section 171(1)(d) or on taking a course of action under section 171(1)(e), the board must send to the person who made the complaint, the director and the Police Complaint Commissioner
- (a) an explanation for the board’s action under section 171(1) in respect or the service or policy that is the subject of the complaint, and
 - (b) if applicable, a detailed summary of the results of any investigation or study initiated under that section.
- (2) If the person who made the complaint is dissatisfied with
- (a) the actions or inactions of the board under section 171(1)(a) to (e),
 - (b) the explanation given under subsection (1)(a) of this section,
 - (c) the results of any investigation or study initiated under section 171, or
 - (d) the summary of the results sent under subsection (1)(b) of this section,
- the person may, within 20 business days of receiving the explanation or summary referred to in subsection (1) of the section, request the Police Complaint Commissioner to review the matter.

Section 173 – Police Complaint Commissioner’s review of board decisions

- (1) Subject to subsection (2) of this section, whether or not the person who made the complaint has requested a review under section 172(2) [*if investigation or study is initiated under section 171*], the Police Complaint Commissioner may do any of the following:

- (a) review the decisions of a board under section 172;
 - (b) recommend to the board further investigation, study, courses of action or changes to service or policy;
 - (c) make recommendations to the director under section 177(4)(e) [*general responsibility and functions of Police Complaint Commissioner*].
- (2) A review conducted under subsection (1) must be completed within 40 business days of receiving the board's explanation referred to in section 172(1).
- (3) The Police Complaint Commissioner must include in the Police Complaint Commissioner's annual report any recommendations made to the boards or the director under subsection (1) and may comment on the responses received, if any.

Section 177 – General responsibility and functions of Police Complaint Commissioner

- (4) The Police Complaint Commissioner may also do any of the following:
- (a) prepare and provide informational reports on any matter related to the functions of the Police Complaint Commissioner;
 - (b) engage in or commission research on any matter relating to the purposes of this Part or Part 9;
 - (c) make recommendations to a board that it examine and reconsider any policies or procedures that may have been a factor in conduct that is the subject of a complaint or an investigation under this Part;
 - (d) make recommendations to the director or the minister that a review, a study or an audit be undertaken to assist police departments or forces, or any designated policing unit or designated law enforcement unit to which this Part is made applicable by regulation of the Lieutenant Governor in Council, in developing training or other programs designed to prevent recurrence of any problems revealed by the complaint process;
 - (e) make recommendations to the director that the director exercise one or more of the director's functions under sections 40 [*functions of director*], 42 [*studies by director*] and 44 [*special investigations*] in relation to a service or policy complaint under Division 5 about a municipal police department or a service or policy complaint about any designated policing unit or designated law enforcement unit to which Division 5 is made applicable by regulation of the Lieutenant Governor in Council;
 - (f) make recommendations to the minister for public inquiry under the *Public Inquiry Act* if there are reasonable grounds to believe that
 - (i) the issues in respect of which the inquiry is recommended are so serious or so widespread that a public inquiry is necessary in the public interest,
 - (ii) an investigation conducted under this Part, even if followed by a public hearing or review on the record, would be too limited in scope, and
 - (iii) powers granted under the *Public Inquiry Act* are needed;

- (g) consult with and advise persons who, in other jurisdictions of Canada or within the Royal Canadian Mounted Police, hold the same or a similar position as the Police Complaint Commissioner.

PROCESS - RECEIVING SERVICE OR POLICY COMPLAINTS

Part 11, Division 5 of the *Police Act* sets out the provisions regarding processing service or policy complaints.

Section 168(1) of the Act defines a service or policy complaint as a complaint about the following:

- The general direction and management or operation of a municipal police department, or
- The inadequacy or inappropriateness of any of the following relating to the municipal police department:
 - Staffing
 - Resource allocation
 - Training programs or resources,
 - Standing orders or policies,
 - Ability to respond to requests for assistance, or
 - Internal procedures.

A service or policy complaint may be filed with the Police Complaint Commissioner, a member of a municipal police department who has been assigned to receive service or policy complaints, a designated individual as defined pursuant to section 168(2)(b) of the *Police Act*, or the chair of a municipal police board.

Complaint received directly to the OPCC

When the Office of the Police Complaint Commissioner (OPCC) receives a service or policy complaint, that complaint *must* be forwarded to the relevant municipal police board for processing pursuant to Part 11, Division 5 of the *Police Act*.

The Police Complaint Commissioner does not have the discretion to determine the admissibility of that complaint or assess its merits. However, in the event that there is a lack of clarity regarding whether the complainant intends to file a service or policy complaint or a complaint about the conduct of a municipal police member, the OPCC will contact the complainant to obtain further clarity regarding that intent and to provide any information or assistance that is necessary.

Complaint received directly to the police board

When a service or policy complaint is made directly to an assigned member, designated individual, or chair pursuant to section 168(2)(b) of the *Police Act*, the assigned member, designated individual, or chair must do the following:

- Record the complaint and the date and time of its receipt,
- Provide the person making the complaint with written acknowledgment of its receipt, and
- Forward a copy of the complaint to a Chief Constable of the municipal police department concerned, the board of that municipal police department, and the Police Complaint Commissioner.

The member, designated individual, or chair must also provide the person making the complaint any assistance that person requires in making the complaint. In the event of any lack of clarity with respect to whether a complaint should be processed as a service or policy complaint pursuant to Division 5 or a registered complaint pursuant to Division 3, the assigned member, designated individual, or chair should provide the complainant with sufficient information and assistance to allow the complainant to make an informed decision about which type of complaint they would like to file.

PROCESS - RESPONDING TO SERVICE OR POLICY COMPLAINTS

Upon receipt of the service or policy complaint, the police board must **promptly** take one of the courses of action set out in section 171 of the *Police Act*. The board must communicate its intended course of action to the person making the complaint, the Director and the Police Complaint Commissioner within **20 business days**. This communication is limited to the board's intent, not the outcome, which is to be communicated at the conclusion of the board's review of the complaint.

It is important that the police board accurately categorize its response to a service or policy complaint. The board must take an action respecting a service or policy complaint that is articulated under section 171(1)(a)-(e) of the *Police Act*.

Request a Chief Constable to investigate and report on the complaint

- The board can refer the complaint to the relevant municipal police department for investigation;
- The scope of the investigation relates to the service or policy issue contained in the complaint and should not be about whether an individual officer committed misconduct.

Initiate a study or investigation concerning the complaint

- The board can seek the services of an independent contractor to complete this study or investigation.

Dismiss the complaint with reasons

- If the board determines no other action is required to be taken to address the complaint, then the board can dismiss the complaint. Reasons for this decision must be provided.
- A complaint should not be categorized as “dismissed with reasons” pursuant to section 171(1)(d) of the Acct if the board has undertaken an action to respond to the complaint.
 - *E.g., if the board refers the complaint back to the municipal police department for review, assessment or investigation so that it may report back to the board, the complaint should be categorized pursuant to section 171(1)(a) – request a Chief Constable of that municipal police department to investigate and report on the complaint.*

Take any other course of action the board considers necessary to respond adequately to the complaint

- The board’s response to a service or policy complaint is not confined to requesting the municipal police department to conduct an investigation or initiating an investigation or study.
- The board may decide on any other course of action that would adequately respond to the complaint.

If the board determines that it will not conduct an investigation pursuant to section 171(c) of the *Police Act*, the Police Complaint Commissioner may recommend that the board conduct an investigation pursuant to that section.

PROCESS - CONCLUDING SERVICE OR POLICY COMPLAINTS

To conclude a service or policy complaint, pursuant to section 172(1) of the *Police Act*, the police board must send to the person who made the complaint, the Director and the Police Complaint Commissioner an explanation for the board’s action under section 171 of the Act and, if applicable, a detailed summary of the results of any investigation or study undertaken.

The board should thoroughly describe the action undertaken, the results and what, if any, changes are being made to staffing, resource allocation, training, policies or procedures as a result. If following an investigation, study or report, the board determines that no changes are necessary, a detailed explanation should be provided advising the reasons of this decision.

To maintain public trust in the administration of the police complaint process, it is critical that responses to service or policy complaints are completed in a timely manner. Pursuant to section 171(4) of the Act, the Police Complaint Commissioner may request status reports from the board and must forward the response to the person who submitted the complaint. Police boards can expect regular requests for updates on the status of service or policy complaints from the OPCC.

Upon receipt of the board’s conclusion, the person who made the complaint has **20 business days** to request that the Police Complaint Commissioner review the matter if dissatisfied with

the board's actions or results. It is, therefore, important that the board confirm receipt of its conclusion with the person who made the complaint.

Irrespective of whether a request for review is received, the Police Complaint Commissioner has **40 business days** to review the board's conclusion and exercise one of the authorities granted by section 173(1) of the *Police Act*. Any recommendations that the Police Complaint Commissioner makes to the board or the director must be published in the OPCC's annual report. The Police Complaint Commissioner may also comment on the responses received from the board.

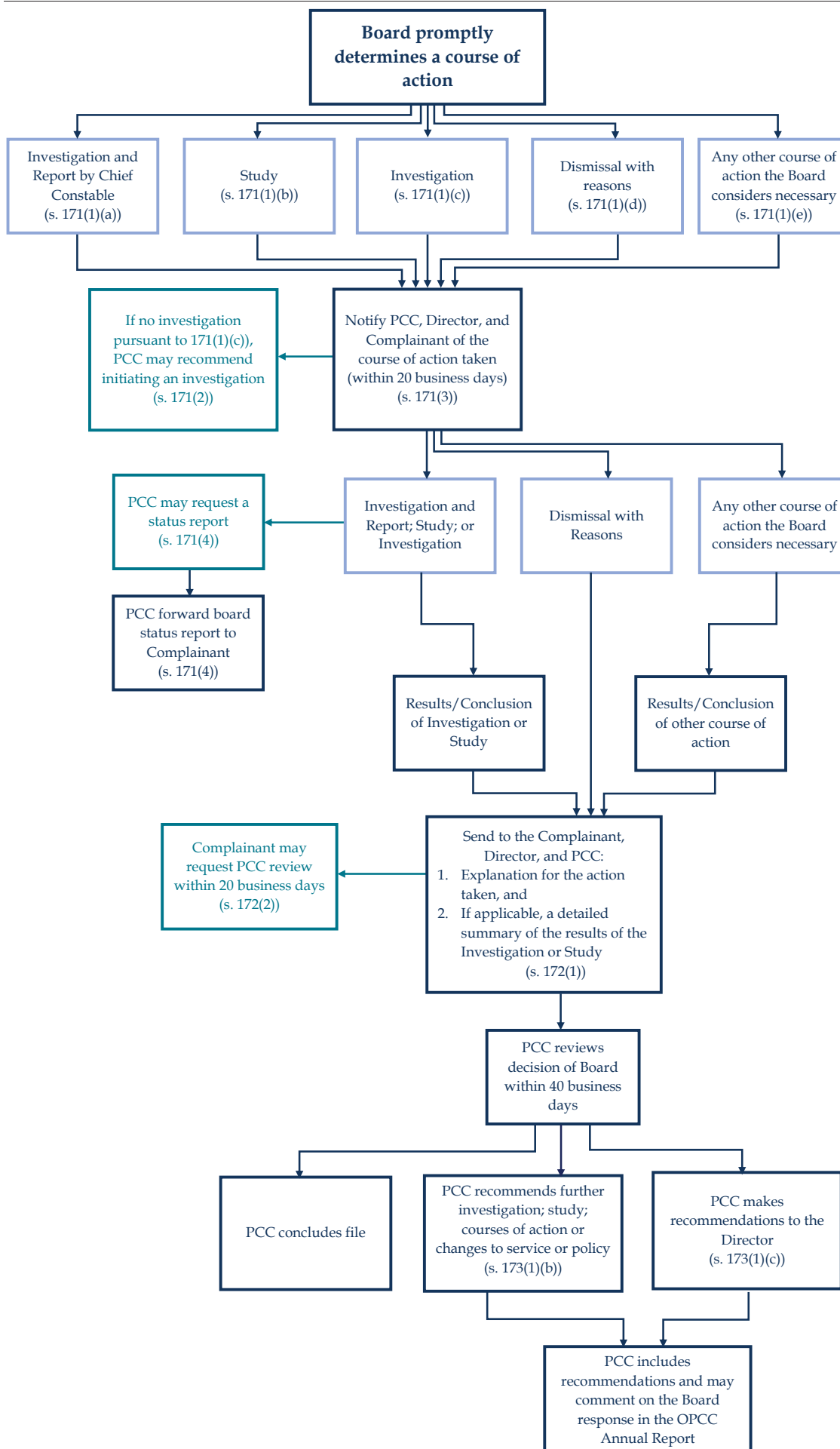
Despite these procedures, the Police Complaint Commissioner retains the discretion pursuant to section 177(4)(c) of the *Police Act* to make recommendations to police boards to examine any policies or procedures that may have been a factor in the conduct that was a subject of a complaint or investigation under Part 11.

In addition, pursuant to section 177(4)(e) of the *Police Act*, the Police Complaint Commissioner may also make recommendations that the director exercise one or more of the director's functions pursuant to sections 40, 42 or 44 of the *Police Act* in relation to a service or policy complaint.



Clayton Pecknold
Police Complaint Commissioner

Responding to a Service or Policy Complaint - Process



REGULAR**REPORT DATE:** May 11, 2021
BOARD MEETING DATE: May 18, 2021
BOARD REPORT # 2021-FIN007**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 receive this report for information.

SUMMARY

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.

This report provides a summary of the year-to-date expenditures incurred during the period ended March 31st, 2021.

DISCUSSION

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 quarter ended March 31st, 2021. As in 2020, a year-to-date expenditures report will be provided to the Finance Committee monthly. The details of the budget allocations and corresponding expenditures 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 \$91,693 with remaining budget available of \$393,030.

- 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 March 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 and City of Surrey seconded staff supporting the financial management system. The year-to-date spend is \$63,643 with remaining budget available of \$500,107.
- 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 \$85,419 with remaining budget available of \$525,429.
- Human Resources includes expenditures for consultants and City of Surrey seconded staff directly involved with the HR matters. The year-to-date spend is \$66,941 with remaining budget available of \$479,959.
- 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 \$134,448 with remaining budget available of \$10,640,560.
- Infrastructure Operating includes fleet maintenance and management. Also, included is the City of Surrey seconded staff managing infrastructure. The year-to-date spend is \$29,814 with remaining budget available of \$640,886.
- 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 \$110,796 with remaining budget available of \$4,439,049.
- Information Technology Capital includes expenditures for building the data centre, dispatch systems, administrative systems, and telecommunication assets. The year-to-date spend is \$1,434,756 with remaining budget available of \$14,215,957.
- Fleet Capital includes purchase of new vehicles. The year-to-date spend is \$70,096 with remaining budget available of \$1,046,904.
- Armoury and Outfit includes expenditures for guns, uniforms, and personal issue kit. No amount has been spent as of the end of March 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 March 31, 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 and Recruitment, Assessment and Training. By the end of 2021, SPS expects to carry forward \$14.2 Million to 2022 and future years.

RISK ASSESSMENT

The assessment of risk correlates with the effectiveness of the internal controls. The primary risk areas identified for the Finance Committee are as follows:

Accuracy and completeness

Each month there are transactions recorded for this project by various departments. Due to the increasing volume of transactions, there is risk of unrecorded or inaccurately recorded transactions.

On a monthly basis, the Manager, Financial Services receives and reviews the report with details of all transactions posted to the project to ensure accuracy, completeness, and proper classifications.

Budget Variance

The policing transition project spans over a 5-year period (2020 to 2024). The financial plan for this project was prepared in 2019. The total funding available for this project is \$63.7 Million. There is risk that if the expenditures are not monitored, the spending for this project could exceed the budgeted amount of \$63.7 Million.

On a monthly basis, the financial reports are reviewed by the Manager, Finance Services and the General Manager, Policing Transition to ensure the expenditures for the month are as expected. Where there are variances from expectations, the Manager, Finance Services follows up with the respective domain lead for analysis of the variance and for updates to the forecast for the year and for the entire span of the project.

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 quarter ended March 31st, 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 - March 31, 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	91,693	484,723	-
Strategy and Policy	244,853	80,000	324,853	-	274,853	50,000
Financial Services	544,350	19,400	563,750	63,643	348,750	215,000
Communications and Marketing	333,148	277,700	610,848	85,419	420,000	190,848
Human Resources	475,000	71,900	546,900	66,941	302,950	243,950
Recruitment, Assessment, and Training	7,082,876	3,692,132	10,775,008	134,448	3,429,927	7,345,081
Infrastructure Operating	350,050	320,650	670,700	29,814	670,700	-
Information Technology Operating	271,400	4,278,445	4,549,845	110,796	4,423,494	126,351
SPS TRANSITION - OPERATION SUBTOTAL	9,665,600	8,861,027	18,526,627	582,754	10,355,397	8,171,230
Information Technology Capital	4,354,563	11,296,150	15,650,713	1,434,756	15,575,713	75,000
Fleet Capital	592,000	525,000	1,117,000	70,096	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	1,524,616	19,183,501	6,008,079
TOTAL BUDGET BALANCE	20,634,207	23,084,000	43,718,207	2,107,370	29,538,898	14,179,309

REGULAR

REPORT DATE: May 11, 2021

BOARD MEETING DATE: May 18, 2021

BOARD REPORT # 2021-FIN008

TO: Surrey Police Board

FROM: Finance Committee

FILE: 60540-20-04

SUBJECT: Financial Procedures for Management of Major Capital Expenditures

RECOMMENDATION

The Finance Committee recommends that the Surrey Police Board endorse the following recommendation:

- A. For the acquisition of major capital assets (fleet, accommodations, and information technology infrastructure) having a value of at least \$500,000 and included in SPS's approved budgets, that the expenditure request be forwarded to City Council for payment authorization upon the Board having approved the expenditure, unless security, confidentiality or safety issues necessitate otherwise.

PURPOSE

This report outlines proposed financial procedures for management of major capital expenditures that will assist the Surrey Police Board (the "Board") and the City of Surrey (the "City") to jointly:

- a) meet their respective obligations under the *Police Act*;
- b) provide administrative and financial interactions between the Board and the City to ensure accountability and transparency to the public is evident, and;
- c) to verify the public is receiving full value for their money.

BACKGROUND

Since Surrey Police Service (SPS) is in its creation stage, and the Board and SPS have not yet finalized the full complement of policies and procedures required for administration and operations, an interim process is required to confirm the approvals and authorizations required and procedures to be implemented to complete the acquisitions of major capital assets (fleet, accommodations, and information technology infrastructure) required by SPS.

Although the Board and SPS Executive are responsible for financial management and can make expenditures within the City approved SPS budget without City input, it is good practice to involve the City in major capital expenditures. It is recommended that the Board implement the recommendations in this report to ensure consistency for SPS procurements, reflect proposed future practice, and align with the practice of other police agencies and with related policies and procedures of the City of Surrey. It is further recommended that this approach be implemented now, prior to the completion and approval of all SPS policies, to accommodate the procurement of those major capital assets necessary to operationalize SPS.

DISCUSSION

1. Budget process and obligation to pay out approved expenditures

The Board is, by law, a separate legal entity from the City. Both the Board and the City have specific and distinct obligations for financial matters under the *Police Act*. The Board has legislated authority for the financial stewardship of SPS and must submit an annual budget to City Council for approval as prescribed by the *Police Act*. Once the police budget is approved, the Board and SPS Executive are responsible for its management and can make expenditures within the approved budget without further input from the City or City Council.

Once approved by City Council, that police budget must be included in the City's annual budget and the City must pay out all expenditures within that budget.

2. Authority over capital expenditures and standard practice

The Board is responsible to ensure all facilities, equipment and infrastructure meet the needs of SPS and comply with provincially mandated BC Policing Standards. However, there is an important relationship between the Board, SPS, the City, and City Council as it relates to capital expenditures. Standard practice for other municipal police agencies includes direct city involvement with respect to major capital expenditures in the areas as information technology, fleet, and facilities which, despite being included in approved police budgets and procured for the police service, are owned by the City.

As the funder for SPS and owner of major capital assets, it is reasonable for the Board and the City to interact with respect to the acquisition of major capital assets. This approach protects the interests of the Board and the City.

3. Procurement processes and expenditure approval

The specific details of capital planning, initiating acquisitions, funding and financing would be addressed between the Board and the City through shared services agreements, respective corporate policies or otherwise. To ensure effective financial governance, an SPS policy outlining a procurement process is being developed. Further, capital budgets should be managed by the Board and SPS, as applicable, with support from those City departments that have the requisite knowledge and expertise to procure, implement and manage the assets.

Further, the City and the Board, pursuant to a Financial Responsibility Memorandum of Understanding, while recognizing the Board's authority under the *Police Act* to make any expenditures included in approved budgets without requiring further approval from City Council, also acknowledged an intention to work together on an ongoing basis to effectively manage those budgets and collaborate on budget matters.

SPS personnel, under the direction of the Chief Constable, are creating the necessary policies and procedures to implement the foregoing, however, in the interim, it is recommended that a City interface is implemented now for major capital asset expenditures. Since the creation of the SPS necessitates numerous major capital expenditures, the review and approval process and City connection should be accelerated to ensure internal consistency and reflect proposed future practice.

CONCLUSION

A positive working relationship between the Board and City Council will support the development of a world-class police department. While the essential role of the Board is to insulate the police from political interference, support from the City and City Council is required to facilitate and enhance the functions of SPS, particularly related to the acquisition of major capital assets.

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

Elizabeth Model
Chair, Finance Committee

REPORT DATE: May 13, 2021

BOARD MEETING DATE: May 18, 2021

BOARD REPORT # 2021-GOV010

TO: **Surrey Police Board**FROM: **Governance Committee**FILE: **60540-20-03**SUBJECT: **Policy Development Update**

RECOMMENDATION

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

SUMMARY

In order to become operational, the SPS must meet all BC Provincial Policing Standards (BCPPS), including all administrative and operational policies. In order to accomplish approvals, all policies will go through a standardized development process that ensures Board review and approval.

DISCUSSION

SPS has established a Policy Development Working Group made up of SMEs within SPS. The working group has established a process for drafting, including identifying SMEs for each Bureau and an approvals process (see attached).

A policy template has been created, including a draft structure for the Policy Manual that includes a numbering scheme, definitions section, etc. The Working Group is currently working on classifying and prioritizing policies, to establish a workplan to first address the BC Provincial Policing Standards and what will be required as priorities to begin deployment into the RCMP Municipal Police Unit in Fall 2021.

Next steps will be to draft policies according to the established priorities. The Policy Development Working Group will provide further updates as work progresses.

CONCLUSION

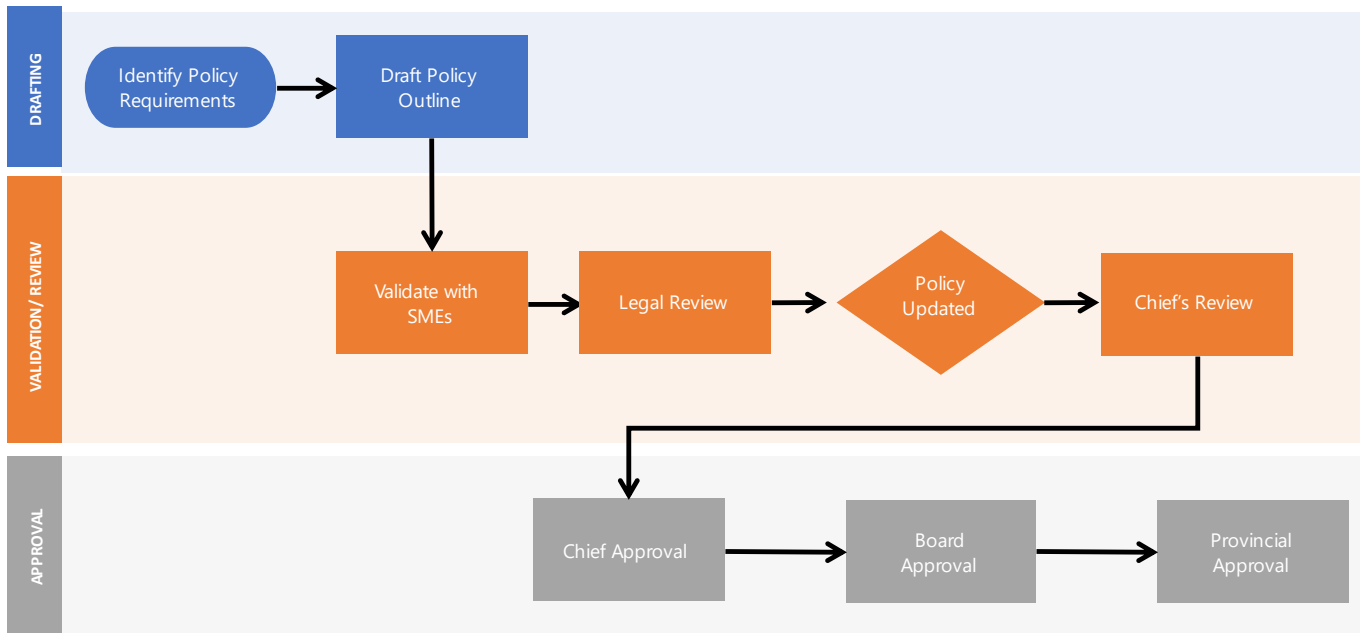
This work may continue to occur throughout the summer in order to file policies with the Province in a timely manner.



Harley Chappell
Chair, Governance Committee

SPS Policy Development Workflow

Surrey Police Service Policy Process



CITY OF SURREY

OFFICE OF THE MAYOR

May 5, 2021

File: 7400-01

Surrey Police Board
Surrey Police Service
13450 104 Avenue
Surrey, BC V3T 1V8

Dear Surrey Police Board members:

Re: City of Surrey 2021 Priorities, Goals and Objectives for Policing

I am writing today to communicate the Council endorsed priorities, goals, and objectives for policing in 2021. A similar letter has been forwarded to the Officer-in-Charge, Surrey Detachment.

Under both the Municipal Police Unit Agreement (“MPUA”) and the Police Act, the City of Surrey (the “City”) has a duty to support policing operations and to annually provide input on the priorities, goals, and objectives for policing. During the transition period the City must provide this input to both the RCMP and to the Surrey Police Service (“SPS”) through the Surrey Police Board.

In addition, the Minister of Public Safety (the “Minister”) communicated the following priorities for 2021 for law enforcement in BC:

- Strengthening supports for vulnerable populations through multi-faceted and integrated approaches such as situation tables;
- Promoting diversity in policing;
- Implementing updated BC Provincial Policing Standard for the promotion of unbiased policing to reduce racism;
- Ensuring cost-effectiveness in policing services through integrated approaches; and
- Ensuring effective and transparent oversight of policing.

Providing input to the RCMP and SPS on shared goals and objectives related to the transition is now appropriate and a priority. The City’s local priorities for policing operations should be consistent with the priorities outlined by the Minister.



P 604 591 4126 MAYOR@SURREY.CA

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Additionally, in September 2020, the Surrey Police Transition Trilateral Committee (“SPTTC”) was formed. The Terms of Reference of the SPTTC outline its primary mandate as being “to support the orderly, efficient and timely transition of policing services from RCMP, pursuant to the Canada – BC Municipal Policing Services Agreement to an independent Surrey Police Service operating under BC statutes.” The SPTTC is coordinating the necessary work across all levels of government, and with the SPS and RCMP as ex officio participants, to effect the transfer of policing services. The SPS and City are collaborating with SPTTC partners to achieve this goal.

The City’s proposed priorities, goals, and objectives, as outlined below, are aligned with the mandate of the SPTTC.

Priorities

- That Surrey RCMP and SPS collaborate to ensure efficient and orderly transfer of policing services.

Goals

- Collaboratively develop and implement the phased integrated deployment model to enable the transfer of policing operations from RCMP to SPS; and
- For the City, RCMP and SPS to collaborate on implementation of a shared support model that aligns supports for policing operations to the phased integrated deployment model.

Objectives

- Initiate implementation of the deployment model in Fall 2021; and
- Collaborate effectively to ensure the deployment model optimizes resource utilization including the shared use of assets and facilities.

The City’s proposed priorities, goals and objectives for crime prevention and community safety in 2021 are:

Priorities

- That Surrey RCMP and SPS collaborate to prevent and reduce crime and maintain public safety during the transition.

Goals

- For Surrey RCMP to support the development of the SPS community responsive policing model, including coordinating with agency partners
- Increase integration of services and collaboration with safety and community services partners to support vulnerable and marginalized populations
- Support indigenization of policing services consistent with the recommendations of the SPS Indigenization Strategy, the Truth and Reconciliation Commission of Canada and the United Nations Declaration on the Rights of Indigenous Peoples
- Support efforts to promote unbiased policing and deliver inclusive policing services in Surrey that reflect and respect the diversity of the community

Objectives

- Coordinate delivery of crime prevention and reduction programs and community responsive policing programs in Surrey.

Thank you for your ongoing commitment to public safety and the policing transition in Surrey. Council looks forward to receiving regular updates on the progress made to successfully complete the transition.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug McCallum', with a long horizontal flourish extending to the right.

Doug McCallum
Mayor
City of Surrey

cc: Chief Norm Lipinski, Surrey Police Service
Brian Edwards, Assistant Commissioner, Officer-in-Charge, Surrey RCMP Detachment
Jennifer Strachan, Deputy Commissioner, Commanding Officer for British Columbia, RCMP



BRITISH COLUMBIA

VIA EMAIL

April 23, 2021

Charla Huber
President
British Columbia Association of Police Boards
c/o 1161 Fort Street
Victoria BC V8V 3K9
Email: bcapbs@gmail.com

Dear Charla Huber:

Thank you for your letter dated March 19, 2021, in which you outline the British Columbia Association of Police Board's (BCAPB) approved resolutions from its March 6, 2021 Annual General Meeting. As Minister of Public Safety and Solicitor General for British Columbia, I am pleased to respond to each resolution.

At the outset, I wish to advise that under the *Police Act* (BC), it is my responsibility as Minister to ensure that an adequate and effective level of policing and law enforcement is maintained throughout British Columbia. Further, I wish to confirm that each provided resolution represents an area of priority for the Province.

Amendments to *Motor Vehicle Act* (MVA) Regulations

I am pleased to advise you that the BC Ministry of Transportation and Infrastructure will respond to this resolution directly.

Increased JIBC Funding

The Ministry of Public Safety and Solicitor General (PSSG) and the Ministry of Advanced Education, and Skills Training are supporting the JIBC in discussions over budget issues for the 2021/22 fiscal year and continue to encourage the JIBC to collaborate with police stakeholders such as the BC Association of Municipal Chiefs of Police (BCAMCP) and BCAPB to develop a sustainable business and funding model for the long-term.

As you know, the JIBC is primarily funded through an annual provincial grant and recruit tuition. Part of this work will include the JIBC considering a rational tuition schedule that can be effectively communicated and considered in the annual municipal budget cycle.

.../2

PSSG and AEST also engaged an external consultant to conduct an independent financial review of all delegation funded activities undertaken by the JIBC Police Academy in the last ten years. We look forward to sharing the results of this analysis with the BCAPB and BCAMCP to help inform discussions about future funding models for the JIBC PA.

Increased Fines and Impounding Under MVA

In response to the third resolution which recommends to increase fines for failing to stop for police under Section 73(1) of the *Motor Vehicle Act* and to amend Section 251 of the *Motor Vehicle Act* to include vehicle impoundment for drivers and registered owners that commit the offence of failing to stop for police, I can assure you that one of the provincial government's primary objectives is to promote a high level of safety for all road users on British Columbia's roads and highways, including law enforcement. RoadSafetyBC is interested in factors contributing to risks to the public and officer safety and will determine if there are opportunities to explore potential legislative amendments with respect to failing to stop for police.

However, you may be interested to learn that the *Firearms Violence Prevention Act* (FVPA), which received Royal Assent on March 25, 2021 but is not yet in force, will include a new discretionary power for peace officers to impound vehicles that have contravened s. 320.17 of the *Criminal Code*. Section 320.17 of the *Criminal Code* is the offence section for flight from police, which is a serious risk to public safety.

Under the FVPA, the intention is to impound vehicles that have been used to flee from police for 30 days and require owners of those vehicles to pay the impoundment fee before the vehicle will be released.

Amendments to *Metal Dealers and Recycler Act*

PSSG is aware of an increase in theft of catalytic converters, in particular. Police agencies are targeting prolific offenders and others in an effort to deal with these thefts. As with all policing and public safety matters, the ministry will continue to liaise with police and other relevant stakeholders to assess the responsiveness of current legislative, enforcement and program tools to deal with emerging criminal trends.

Amendments to *Firearm Act*

The recently passed *Firearm Violence Prevention Act* (FVPA), which will come into force in the spring of 2022, includes a new prohibition on the possession of firearms, low-velocity firearms, and imitation firearms on designated properties. The designated properties are child-care properties, schools, post-secondary institutions, hospitals, court houses, and places of worship. New types of designated properties where firearms, imitation firearms, and low-velocity firearms will be prohibited may be identified, subject to further consultation with stakeholders, and added to the regulations under the FVPA.

Charla Huber
Page 3

The FVPA creates offences for minors and youth who misuse imitation and low-velocity firearms and adds a new offence for causing a public disturbance with a low-velocity firearm or imitation firearm. This addresses the high-risk scenarios where police respond to “man with a gun” calls, not knowing if the firearm is real or an imitation.

Police will have the authority to seize imitation or low-velocity firearms that are possessed in contravention of the FVPA and issue violation tickets.

In closing, I would like to thank you again for bringing these resolutions to my attention. I believe that through open communication and dialogue between the BCAPB and the ministry, we will continue to strengthen police governance in British Columbia. I look forward to meeting with members of the BCAPB Executive Committee on April 26, 2021.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Farnworth". The signature is stylized and cursive.

Mike Farnworth
Minister of Public Safety
and Solicitor General