



# SURREY POLICE BOARD

## Regular Meeting Agenda

Venue: Virtual  
Date: April 27, 2022  
Time: 4:00 PM

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ITEM	PRESENTER
<b>A. CALL TO ORDER</b>	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>B. ADOPTIONS</b>	
1. Adoption of the Agenda – April 27, 2022	Chair McCallum
2. Adoption of Minutes – March 30, 2022	Chair McCallum

**C. DELEGATIONS**

No Delegations.

**D. REPORTS**

**CHIEF CONSTABLE REPORTS**

1. <b>SPS IT Systems Progress</b> Report 2022-R008 - For Information	Chief Lipinski
2. <b>Officer Hiring and Deployment</b> Report 2022-R009 - For Information	Chief Lipinski
3. <b>Civilian Staff Transition to SPS</b> Report 2022-R010 - For Information	Chief Lipinski

**EXECUTIVE DIRECTOR**

1. <b>Board Administration Update</b> Report 2022-R011 - For Decision	Melissa Granum
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**E. INFORMATION**

No information.

**F. CORRESPONDENCE**

No correspondence.

**G. NEW BUSINESS**

No new business.

**H. NEXT MEETING**

The next meeting of the Surrey Police Board will be held on June 1, 2022.

Chair McCallum

**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



# SURREY POLICE BOARD

## Regular Meeting Minutes

Venue: Virtual  
Date: March 30, 2022  
Time: 4:00 PM

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### **Present:**

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

### **Regrets:**

### **Province:**

Mark Reder

### **Staff Present:**

Norm Lipinski, Chief Constable  
Jennifer Hyland, Deputy Chief  
Michael LeSage, Deputy Chief  
Todd Matsumoto, Deputy Chief  
Kyle Friesen, General Counsel  
Melissa Granum, Executive Director  
Marion Chow, Executive Assistant  
Forouzan Rezazadeh, IT Senior Project Mgr.  
Gayle Armstrong, Executive Service Manager  
Lisa Eason, Strategic Communications Mgr.  
Sukh Sidhu, S. Sgt.  
Michael Grandia, Cst.  
Donna Smith, SPB Legal Counsel  
Terry Waterhouse, GM, Policing Transition  
Nathan Wong, Senior Manager, Finance  
Nicola Webb, HR Consultant  
Andrew Whitson, Communications Specialist

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## **A. CALL TO ORDER**

The March 30, 2022 Regular Board meeting was called to order at 4:00 PM.

## **B. ADOPTIONS**

1. Adoption of the Agenda – March 30, 2022.

It was

Moved by Meena Brisard  
Seconded by Jessie Sunner

That the agenda of the Surrey Police Board meeting of March 30, 2022 be adopted.

Carried.

2. Adoption of Minutes – February 23, 2022

It was

Moved by Manav Gill  
Seconded by Meena Brisard

That the minutes of the Surrey Police Board meeting of February 23, 2022 be adopted.

Carried.

**C. DELEGATIONS**

**1. Indigenous Strategy**

Michael Grandia presented the Board with information on the Indigenous Strategy.

The Board thanked Michael Grandia for the presentation.

**D. REPORTS**

**CHIEF CONSTABLE REPORTS**

**1. Hiring and Diversity**

Report No. 2022-R007 – For Information

It was

Moved by Meena Brisard  
Seconded by Manav Gill

That the Surrey Police Board receive the report for information.

Carried.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

**1. Budget Update – 2021 Expenditures**

Report No. 2022-FIN003-- For Information  
(Presentation)

It was

Moved by James Carwana  
Seconded by Jessie Sunner

That the Surrey Police Board receive the report for information.

Carried.

**E. INFORMATION**

No information.

**F. CORRESPONDENCE**

1. Letter from Office of the Police Complaint Commissioner – Invitation to meet with the Board.
2. Late Item: Letter from Minister Farnworth – Collective Agreement – March 29, 2022

It was

Moved by Meena Brisard  
Seconded by Cheney Cloke

That the Surrey Police Board receive the above correspondence.

Carried.

**G. NEW BUSINESS**

No new business.

**H. NEXT MEETING**

The next meeting of the Surrey Police Board will be held on April 27, 2022.

**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 Jessie Sunner  
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 James Carwana

That the March 30, 2022 Regular Board meeting be adjourned.

Carried.

The Surrey Police Board regular meeting adjourned at 4:43 PM.

Certified correct:

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Marion Chow, Executive Assistant

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Doug McCallum, Chair



**REGULAR**

**REPORT DATE:** April 14, 2022

**BOARD MEETING DATE:** April 27, 2022

**BOARD REPORT #** 2022-R008

**TO:** Surrey Police Board

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** SPS IT Systems Progress

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## **RECOMMENDATION**

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

## **DISCUSSION**

The SPS IT team continues to make significant progress in the acquisition, development and installation of IT systems required to support SPS. Notably, work is underway on the end-to-end user testing phase for the SPS Platform, meaning that most "build" items are complete or in final verification stages.

Another critical milestone is the achievement of SPS connectivity with PRIME-BC (Police Records Information Management Environment). Work now turns to building the SPS virtual jurisdiction and SPS specific configuration within PRIME. There is still much work to complete before the system will be operation-ready, but SPS staff are working closely with PRIME-BC and do not anticipate any delays.

Some required systems and solutions have been implemented and are complete ahead of schedule. For example, the fleet management system, Assetworks, is operational and in place to manage SPS vehicles. Assetworks is used by the City of Surrey who provided an instance of the application for use by the SPS which represents a savings on the overall IT platform budget and resources.

The procurement processes for the workforce management tool, data analytical tools, and other critical systems, are currently underway with expected install and configuration to take place in Q3 of 2022. Procurements have been following the SPS and/or City of Surrey purchasing policies, including being publicly posted on BC Bid and the City of Surrey website, as applicable.

**CONCLUSION**

The achievements that have been made to progress the SPS IT requirements are thanks to our dedicated IT staff and the assistance of the City of Surrey. SPS will continue to provide updates as significant milestones are reached.

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

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

Norm Lipinski, OOM, LLB, MBA  
Chief Constable





**REGULAR**

**REPORT DATE:** April 14, 2022

**BOARD MEETING DATE:** April 27, 2022

**BOARD REPORT #** 2022-R009

**TO:** Surrey Police Board

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** Officer Hiring and Deployment

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## **RECOMMENDATION**

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

## **DISCUSSION**

On March 28th, 25 more experienced Surrey Police Service (SPS) officers were deployed into the Surrey RCMP to complete detachment orientation and then begin to respond to calls for service. This group joined 41 of their colleagues who were deployed in November 2021 and January 2022, bringing the total number of deployed SPS officers to 66, as Surrey's phased, integrated policing transition continues.

SPS also hosted its seventh swearing-in ceremony on March 28th, welcoming 20 experienced police officers and five new civilian employees. The ceremony included the taking of the official oath, signing into the SPS ledger, and the presentation of badges.

SPS is pleased to be sending 14 new recruits to the Justice Institute of BC in May. Originally scheduled for 13 positions, SPS was offered an additional seat for this intake, which we were easily able to fill. This cadre of recruits bring significant individual diversity factors, strong educational backgrounds, and personal ties to Surrey through both residency and community involvement.

This brings the total number of SPS officers hired to 196. By late 2022, SPS will grow to be the second largest municipal police service in the province. The anticipated joint SPS-RCMP HR plan will set out the numbers and pace of future deployments into the municipal police unit, with the next cohort scheduled to deploy in early May.

## **CONCLUSION**

Hiring and recruiting efforts continue to be successful. SPS continues to attract and hire high quality applicants with diverse backgrounds, skills and qualifications. 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.

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

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

Norm Lipinski, OOM, LLB, MBA  
Chief Constable



**REGULAR**

**REPORT DATE:** April 14, 2022

**BOARD MEETING DATE:** April 27, 2022

**BOARD REPORT #** 2022-R010

**TO:** Surrey Police Board

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** Civilian Staff Transition to SPS

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## **RECOMMENDATION**

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

## **DISCUSSION**

Civilian staff are an integral part of the operation of a police department, fulfilling critical support roles and ensuring police officers have necessary resources and support to do their jobs. Currently, there are approximately 450 civilian staff providing support to the RCMP in Surrey, including CUPE staff, exempt managers, and auxiliary employees.

The Police Act requires that employees of the police department are employees of the Board, therefore plans are underway to effect this transition. SPS has been working closely with the City of Surrey to plan the transition of Support Services staff to the SPS, however, adequate service must also be provided to the RCMP over the course of the policing transition. A small number of civilian employees and managers have already transitioned and are supporting SPS as it builds. A successorship agreement has been established with CUPE 402 that guarantees roles for all unionized civilian staff as the transition progresses.

Town Hall meetings have been occurring over the past several months and have gone from virtual to in-person settings. These all-staff meetings have provided opportunities for staff to ask questions and clarify plans and have provided SPS with a venue to explain our values, goals and vision. Turnout to these sessions has been enthusiastic. Next steps will include focus groups with smaller work units and the facilitation of more individual discussions. These are important opportunities to introduce SPS' commitment to employee support and the team environment being cultivated by SPS.

## **CONCLUSION**

Civilian support staff are an integral component of any police department. SPS intends to extend our culture of inclusion and employee wellness to the civilian staff that will help to make up SPS. The transition of civilian staff will continue to follow the principles and methodology previously endorsed by the Board in

January 2021, recognizing and respecting civilian staff impacts, while ensuring uninterrupted provision of support service to both the RCMP and SPS.

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

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

Norm Lipinski, OOM, LLB, MBA  
Chief Constable



**REGULAR**

**REPORT DATE:** April 19, 2022

**BOARD MEETING DATE:** April 27, 2022

**BOARD REPORT #** 2022-R011

**TO:** Police Board

**FROM:** Executive Director

**FILE:** 60550-20-02

**SUBJECT:** Board Administration - Update

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**RECOMMENDATION**

The Executive Director recommends that the Surrey Police Board (the “Board”):

- A. Receive this report for information; and,
- B. That the Board approve a rotating vice-chair schedule as outlined in this report.

**SUMMARY**

This report provides information related to the role of the Board Vice Chair and an update on Committee Chair appointments.

**BACKGROUND**

The role of the Board Vice Chair is outlined in the Board Governance Manual (Appendix I). While the Manual established one Vice Chair to be elected annually, the Board determined in its early stages to appoint three vice chairs. Bob Rolls resigned from the Board leaving Cheney Cloke and Jessie Sunner as the two Vice Chairs. There was no intention to elect a third Vice Chair.

**DISCUSSION**

Currently Cheney Cloke and Jessie Sunner are the Vice Chairs of the Surrey Police Board. Both Directors wish to maintain the status quo of the two-vice chair model. It was determined by the Vice Chairs that a rotating schedule for the position allowed for clarity of board administration when a vice chair is required.

While the Board manual states that the vice chair position be elected on an annual basis, it is recommended that the existing vice chairs remain in place for an additional year and that they rotate duties on a three-month schedule.

The schedule is as follows:

April-June	Cheney Cloke
July-September	Jessie Sunner
October-December	Cheney Cloke
January-March (2023)	Jessie Sunner

In April of 2023, the Board may wish to hold a vice chair election to give an opportunity to other Directors who are interested in the role.

In addition, Finance, Governance and Human Resources and Compensation Committees have all considered the rotation of committee chairs with the following results:

Finance	Elizabeth Model;
Governance	Jessie Sunner; and
Human Resources and Compensation	James Carwana.

### **CONCLUSION**

The Board is asked to approve the 2022 structure for the vice chair roles. The committee chair appointments are for awareness.



Melissa Granum  
Executive Director

Appendix I – Vice Chair Description from Board Manual

## 4. VICE CHAIR POSITION DESCRIPTION

### INTRODUCTION

As the Chair of the Board, the Mayor provides a direct link between the Board and City Council. Recognizing that the duties of Mayor are paramount and place significant time constraints on the Mayor's role as Board Chair, and that the role of Mayor and Board Chair may occasionally conflict, the Vice Chair works closely with the Board Chair to support and assist the Board Chair and provide an independent perspective pertaining to the Board's oversight activities, including taking the lead on Board issues and chairing meetings when the Board Chair is unavailable or the Board Chair's duties conflict with their duties as Mayor.

### APPOINTMENT

The Vice Chair is elected by the Board members from amongst themselves<sup>19</sup> for a one-year term and may be appointed for additional, consecutive terms. As the Vice Chair plays a key role in supporting the Board Chair, it is necessary for Board members to consider the Board Chair's input.

Board members must self-identify as candidates for Vice Chair. If only one Board member agrees to act as Vice Chair, that person is acclaimed as Vice Chair. If a slate of candidates is identified, each candidate has the opportunity to speak for up to five minutes. After all presentations are completed, a secret ballot is taken. Voting rules for Board meetings apply.

### ROLE AND ACCOUNTABILITY

The Vice Chair's primary roles are to:

- Support the Board Chair
- Chair Board meetings and take the lead on any Board issues when the Board Chair is unavailable or where there would be a conflict with the Board Chair's duties as Mayor, until such time as Board Chair is able to resume their responsibilities

While presiding over a Board meeting or acting in the Board Chair's place, the Vice Chair has and may exercise all the same rights, powers, and authority of the Board Chair, including the responsibility to speak on behalf of the Board. While presiding at a Board meeting, the Vice Chair will not have the right to vote, except to cast the deciding vote in the event of a tie.

## **DUTIES AND RESPONSIBILITIES**

The Vice Chair has the responsibility to:

1. Provide an independent perspective to the Board Chair pertaining to the Board's oversight activities and the management of issues raised with respect to conflicts of interest and standards of conduct.
2. Together with the Chair of the Governance Committee, meet as needed with Board members to assess their suitability for Board committees, discuss performance issues, and provide general guidance and advice.
3. Together with the Chair of the Human Resources and Compensation Committee, meet with the Chief Constable to evaluate and review the Chief Constable's performance and compensation and assess succession planning needs for the Chief Constable.
4. Provides feedback to the Board Chair and acts as a sounding board with respect to strategies, accountability, relationships, and other issues.
5. Perform any additional duties requested by the Board.

## **VICE CHAIR SUCCESSION**

The Board considers and approves the Vice Chair's re-appointment and succession plan, taking into consideration the leadership competencies and independence needs for the role.