



# SURREY POLICE BOARD

## Regular Meeting Agenda

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

ITEM	PRESENTER
<b>A. CALL TO ORDER</b>	Chair Locke
The Surrey Police Board recognizes that our work takes place on the ancestral, traditional, and unceded territories of the Coast Salish Peoples.	
<b>POLICE OATH/SOLEMN AFFIRMATION OF BOARD CHAIR – S. 70 POLICE ACT – TAKING OF AN OATH</b>	
Brenda Locke sworn in as Chair, Surrey Police Board on November 24, 2022.	
<b>B. ADOPTIONS</b>	
1. Adoption of the Agenda – November 30, 2022	Chair Locke
2. Adoption of Minutes – October 26, 2022	Chair Locke
<b>C. DELEGATIONS</b>	
1. Wayne Rideout, ADM and Jamie Lipp, Executive Director, Indigenous, Core Policing and Contract Management Division – Update on Transition	Chair Locke
<b>D. REPORTS</b>	
<b><u>Priority Information</u></b>	
1. <b>Letter from City of Surrey to the Surrey Police Board</b> Re: November 14, 2022, Council Resolution re: SPS Expenditures	Chair Locke
<b>CHIEF CONSTABLE REPORTS</b>	
1. <b>Hiring and Diversity Update</b> Report 2022-R027 - For Information	Chief Lipinski
2. <b>SPS Community Policing Vision</b> Report 2022-R028 – For Information	Chief Lipinski
3. <b>Community Engagement</b> Report 2022-R029 – For Information	Chief Lipinski
4. <b>Chief Updates – Verbal</b> - For Information (Presentation)	Chief Lipinski

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

1. **Financial Update - Year to Date Expenditures (October 31, 2022)** Avtar Johl  
Report 2022-FIN015 - For Information  
(Presentation)

**E. INFORMATION**

1. Thank you from Ellendale Elementary – Remembrance Day Assembly – November 9, 2022 Melissa Granum
2. 2023 BCAPB Conference – Save the Date – May 25 & 26, 2023 – Nelson, BC Melissa Granum
3. Letter from ADM Rideout – Board Training – Watson Advisors – November 18, 2022 Melissa Granum

**F. CORRESPONDENCE**

No correspondence. Chair Locke

**G. NEW BUSINESS**

No new business. Chair Locke

**H. NEXT MEETING**

The next meeting of the Surrey Police Board to be determined. Chair Locke

**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 Locke

- (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 Locke

## POLICE OATH/SOLEMN AFFIRMATION

I, Brenda Locke, do [swear/solemnly affirm] that:

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

Date: November 24, 2022

Signature: 

Witness:   
A Commissioner for Taking Affidavits  
in the Province of B.C.

**KELLY RAYTER**  
Barrister & Solicitor  
City of Surrey  
13450 - 104th Avenue,  
Surrey, BC V3T 1V8  
Tel: (604) 591-4887



# SURREY POLICE BOARD

## Regular Meeting Minutes

Venue: Virtual  
Date: October 26, 2022  
Time: 4:00 PM

### **Present:**

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

### **Regrets:**

Doug McCallum, Chair

### **Guests:**

Ninon Daubigen  
Chief Mike Serr  
Cst. Jeremy Pearce

### **Staff Present:**

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

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 October 26, 2022 Regular Board meeting was called to order at 4:00 PM.

### **MOMENT OF SILENCE**

A Moment of Silence was held to honour of Cst. Shaelyn Yang.

### **MOTION TO APPOINT AN ACTING CHAIR**

It is in order for the Board to pass a motion to appoint an "Acting Chair" pursuant to Section 25 (2) of the Police Act, which states:

(2) If the mayor is absent or unable to act, the municipal police board members present at a meeting of the municipal police board must elect from among themselves a chair to preside at the meeting.

It was

Moved by Meena Brisard  
Seconded by Harley Chappell

That Director Cloke be appointed Acting Chair for the Surrey Police Board meeting of October 26, 2022.

Carried.

## B. ADOPTIONS

1. Adoption of the Agenda – October 26, 2022.

It was

Moved by Meena Brisard  
Seconded by Jessie Sunner

That the agenda of the Surrey Police Board meeting of October 26, 2022 be adopted.

Carried.

2. Adoption of Minutes –September 21, 2022

It was

Moved by Elizabeth Model  
Seconded by Harley Chappell

That the minutes of the Surrey Police Board meeting of September 21, 2022 be adopted.

Carried.

Director Cloke presented opening remarks on the progress of SPS and the commitment of the Surrey Police Board to the citizens of the City of Surrey in supporting SPS to becoming police of jurisdiction.

## C. DELEGATIONS

1. Cops for Cancer – Canadian Cancer Society

Abbotsford Chief Constable Mike Serr, Co-Chair of the Cops for Cancer Steering Committee, Ninon Daubigen, Senior Manager, Cops for Cancer and Cst. Jeremy Pearce. Co-Captain provided the Surrey Police Board with a presentation on the work of the Cops for Cancer Society and thanked Surrey Police Service for recognizing their impact and for their support.

The Board thanked the delegation for the presentation and acknowledged the amazing work being done by the Cops for Cancer Society.

## D. REPORTS

### CHIEF CONSTABLE REPORTS

1. **2022 Q3 Community Engagement**  
Report 2022-R025 – For Information

The Board received the report for information.

2. **2022 Strategic Plan - Q3 Update**  
Report 2022-R026 - For Information

The Board received the report for information.

3. **Chief Updates – Verbal - -For Information**  
(Presentation)

The Board received the report for information.

## COMMITTEE REPORTS

### FINANCE COMMITTEE

1. **Financial Update - Year to Date Expenditures (September, 2022)**  
Report 2022-FIN012 - For Information  
(Presentation)

The Board received the report for information.

### E. INFORMATION

No information.

### F. CORRESPONDENCE

1. Letter from ADM Rideout – Request for Law Enforcement Policies and Procedures Related to Civil Disobedience – October 19, 2022.
2. CACP and CAPG – Joint Statement - Police Leaders Offer Condolences and Call For Support After Tragic Murder of Fifth Canadian Officer.

Correspondence received by the Board.

### G. NEW BUSINESS

No new business.

Due to technical difficulties earlier in the meeting, Director Cloke repeated the opening remarks.

### H. NEXT MEETING

The next meeting of the Surrey Police Board will be held on November 30, 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 Meena Brisard

Seconded by Harley Chappell

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**

The Surrey Police Board October 26, 2022 regular meeting adjourned at 5:12 PM.

Certified correct:

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Marion Chow, Executive Assistant

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Cheney Cloke, Vice Chair

November 15, 2022

File: 2470-01

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

**Attention: Melissa Granum, Executive Director****Re: November 14, 2022, Council Resolution Re: SPS Expenditures**

I have been instructed by Council to communicate with you regarding the policing transition. On November 14, 2022, Council passed a resolution directing staff to:

1. Prepare a plan to be endorsed by Council to retain the RCMP as the police of jurisdiction which would be forwarded to the Minister of Public Safety and Solicitor General for approval; and
2. Issue a letter on behalf of Council to the Surrey Police Board to pause all new hiring and expenditures pending further Council direction.

Pursuant to Council's direction, I am writing to instruct the Board to suspend all new hiring and expenditures to advance the policing transition pending further Council direction. This includes, without limitation, the hiring of new employees, the procurement of equipment, and any further capital acquisitions until further notice by the City.

The City further requests that you reach out to the RCMP to align both the SPS and RCMP 2023 provisional budgets in accordance with Council's direction. The City is fully prepared to work with both agencies on budget submissions that are aligned with Council's resolution of November 14, 2022, and in keeping with the overall Policing Services Operating budget for 2023 (\$202.46M), as per the adopted 2022-2026 Financial Plan. Currently, it is the City's understanding that the combined RCMP and SPS funding requirement does not consider Council's direction, therefore funding alignment is necessary for both the RCMP and SPS in relation to the overall provisional policing budget submission for 2023.

Pursuant to section 27 of the *Police Act*, RSBC 1996, c. 367 (the "**Police Act**"), it is Council that must ultimately consider and approve any budget submitted by the Surrey Police Board. Any future budget allocations in relation to SPS must respect and financially reflect Council's direction to retain the RCMP. Otherwise, Council may not approve items within the provisional budget that are inconsistent with its direction.

Under section 3(2) of the *Police Act*, it is the City that elects the means through which municipal policing is provided. While SPS may not agree with Council's resolution, we expect that SPS will limit its spending as instructed having regard to Council's direction and the public interest in responsible fiscal management.

To ensure that the City has the information required to monitor and manage costs associated with the policing transition in the public interest, the City respectfully requests that you provide the information and documents listed in Schedule "A" to this letter. Please complete this request by no later than November 22, 2022. To allow for this monitoring and management on a go forward basis, and to facilitate reporting to Council, this information will be required on a monthly basis and will be shared with Council accordingly.

We appreciate your cooperation in responsibly managing the use of taxpayer dollars during this period of transition while we prepare and the Minister reviews the plan to maintain the RCMP.

Sincerely,



Vincent Lalonde, ICD.D, P. Eng.  
City Manager

[https://surreybc.sharepoint.com/sites/cmcitymanageradmin/police transition/letter to spb - 1151500v1.docx](https://surreybc.sharepoint.com/sites/cmcitymanageradmin/police%20transition/letter%20to%20spb%20-%201151500v1.docx)  
LD 11/15/22 3:40 PM

c.c. Norm Lipinski, OOM, LLB, MBA, Chief Constable, Surrey Police Service  
Wayne Rideout, Director of Police Services, Policing and Security Branch  
Brian Edwards, Officer in Charge, Surrey RCMP

**Schedule "A" – List of Requested Documents Re: SPS Costs**

**Salary related costs**

- 1) Listing of hired strength of SPS members, including their hiring dates, ranks, pay, employee groups, paygrades, and steps;
- 2) Listing of hired Civilian staff, pay, employee groups, paygrades, and steps;
- 3) Listing of any other seconded positions, including pay, employee groups, paygrades, and steps;
- 4) Listing of all persons not presently employed by the SPS whom, prior to November 14, 2022, the SPS had committed to imminently hire, including all corresponding offer letters;
- 5) Listing of all persons that have officially accepted employment with the SPS but are not currently on the SPS payroll, and whose placement on the SPS payroll is otherwise imminent, including all corresponding offer letters;
- 6) Listing of all the benefits, overheads, allowances shift differential amounts etc. related to the uniformed members and civilian staff;
- 7) Any planned or approved salary increases (annual or hourly), to come into effect in the near future, either in the new calendar year or at any anniversary of the hiring of the employees, for both uniformed and civilians;
- 8) Any overtime cost estimates;
- 9) Copies of any severance provisions in all employment contracts of civilian and sworn employees; and
- 10) Any information related to the organization of exempt or sworn civilians into professional associations with a mandate to represent them as employee groups.

**Other operating and capital costs**

- 1) Any contracts in place with all contractors including professional services contracts and consultants (for e.g. legal, financial, advertising, marketing, strategy, communications etc.) indicating the amounts, the terms, and any cancellation clauses;
- 2) Any subscription-based / contractual IT contracts requiring license / subscription fees on an ongoing basis;
- 3) Average per member operating costs such as dry cleaning, mobile phones and communication, recruitment, and training;
- 4) Any planned capital or operating expenditure on vehicles and equipment, including cars, ammunition, uniforms, firearms, IT infrastructure etc.; and
- 5) Any prepaid expenditures that will result in services to be obtained in the future for which the payment has been made.



**REPORT DATE:** November 24, 2022

**REGULAR**

**BOARD MEETING DATE:** November 30, 2022

**BOARD REPORT #** 2022-R027

**TO:** Surrey Police Board

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** Hiring and Diversity Update

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## **RECOMMENDATION**

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

## **BACKGROUND**

SPS continues to attract and hire high quality applicants with diverse backgrounds, skills, and qualifications with a focus on recruiting police officers who are representative of the communities we serve. As of November 15, 2022, SPS has hired 374 employees, comprised of 315 sworn and 59 civilian staff. Work continues to recruit sworn officers to fulfill the Joint SPS-HR Strategy and Plan as directed by the Province, and to build out the organizational structure of SPS with skilled professional civilian employees.

## **DISCUSSION**

Experienced officers have come from 26 different police agencies across the country, providing SPS with a broad spectrum of perspectives and experience. To date, 109 officers have been hired with RCMP backgrounds, and 178 have come from municipal or other police departments. 28 new recruits have also been hired.

### **Experienced Officer Hiring and Deployment**

Progress and momentum of hiring and deployment has been excellent and is in line with the joint SPS-RCMP HR Strategy and Plan. 33 additional SPS members completed their RCMP orientation and were deployed into the Municipal Police Unit to work alongside the RCMP on November 28. This group brought our total number of officers deployed to 187.

SPS officers that have not been deployed are assigned to critical infrastructure roles, working to build the necessary systems and supports for the department, such as: HR, IT, Recruiting, Training, Professional Standards, Policy Development, and Planning. Civilian employees perform important administrative and management functions, such as: Finance, Facilities Management, Communications, Executive Services, and Legal Services.

## Cadet Hiring and Recruiting

### Recruit Class 1

- 14 Recruits are currently in week 15 of Block II – Practical Training, with a certified Field Training Officer (FTO), deployed in Frontline Policing and taking calls for service.
- Recruits will be returning to the JIBC on January 9<sup>th</sup>, 2023, for Block III of the JIBC Police Recruit Training Program

### Recruit Class 2

- 14 recruits are in week 11 of Block 1
- All recruits passed the BC Provincial Policing Standards for firearms.
- Recruits finish Block 1 on December 16<sup>th</sup>, 2022
- Between December 19<sup>th</sup> – January 6<sup>th</sup>, 2023, the recruits will undergo SPS training, including a 2-week patrol tactics course.
- Deployment into frontline policing with their FTOs is anticipated to begin January 13<sup>th</sup>, 2023.

### Diversity Statistics

The SPS Recruiting Unit strives to ensure that the composition of SPS reflects the diversity that exists in the city of Surrey. A diverse workforce will help SPS to engage with citizens and ensure that SPS hears and understands their concerns, perspectives and needs. SPS also believes it is important for the public and potential applicants to know about the organization and people that have chosen to work at SPS.

The current composition of SPS sworn officers includes:

- **19% female**
- **50% culturally diverse backgrounds, including:**
  - **6% Indigenous**
  - **21% South Asian**
- **36 languages spoken**

### CONCLUSION

The above matters are provided for the Board's awareness and information. Regular updates will be provided to the Board.



Norm Lipinski, OOM, LLB, MBA  
Chief Constable



**REGULAR**

**REPORT DATE:** November 23, 2022  
**BOARD MEETING DATE:** November 30, 2022  
**BOARD REPORT #** 2022-R028

**TO:** Surrey Police Board

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** SPS Community Policing Vision

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## **RECOMMENDATION**

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

## **BACKGROUND**

In 2018, the City of Surrey decided to move from the RCMP to its own municipal police service. The Province of BC approved this change and appointed a civilian Surrey Police Board, and Surrey Police Service (SPS) was officially established. The choice to have a municipal police agency is about increased accountability and responsiveness. The benefits of municipal policing are significant, including sensitivity to local issues, consistent staffing, transparency, civilian oversight and local control. Community specific training and policies are also significant benefits to a community-based model.

An extraordinary amount of work has gone into establishing SPS to date. This report summarizes the activities that support the operationalization of our vision.

## **DISCUSSION**

### **COMMUNITY POLICING PHILOSOPHY**

Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime<sup>1</sup>.

Surrey Police Service was established with the vision of being a progressive, community-based police service that is accountable to the community. A police service for Surrey, by Surrey, where priorities and solutions are developed locally. Ongoing and consistent engagement with our communities is essential to providing an effective, compassionate police service. Engaging citizens and important stakeholder groups provides the community with opportunities to contribute their input and foster greater understanding, leading to increased public trust and confidence.

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<sup>1</sup> [Community Policing Defined \(publicsafety.gc.ca\)](https://publicsafety.gc.ca)

## **SPS VISION AND VALUES**

### **Our Vision:**

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

### **Our 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.

#### **Inclusiveness**

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

### **Our Motto:**

Safer. Stronger. Together.

## **COMMUNITY ENGAGEMENT**

From June to October 2021, Surrey Police Service (SPS) undertook a three-part community consultation project to provide the foundation for the development of a community policing model and to inform SPS's first strategic plan. This project consisted of a survey, interviews and focus groups, with the goal of gathering information from a broad range of stakeholders who live and work in Surrey. The three components were designed by independent research experts to help SPS understand the lived experience of different groups, the challenges and opportunities currently facing Surrey, and how to improve service delivery and increase safety and the quality of life for all residents in the community.

The community engagement activities strongly point to support for a community policing model that draws on the vast expertise and experience among community members in order to create integrated, holistic, innovative responses to the challenges facing the community. There is also strong support for the development of a Community Safety and Wellbeing Plan that would provide a framework for multi-sector collaboration in addressing the current and future needs of the community. Citizens suggested that SPS should consider equipping its officers with body-worn cameras, develop strategies for at-risk youth, a School Resource Officer program and Neighbourhood Partnership Officers attached to police offices in the town centers. Residents also called for a meaningful SPS Diversity Advisory Committee, deployment of a Gang Crime Unit, SPS Diversity Relations Unit and other specialized liaison units.

The engagement activities provided fourteen recommendations<sup>2</sup> for action which can be summarized in four key themes: diversity, community, skills and competencies, and communication. These themes are addressed throughout the Strategic Plan. SPS continues to develop our ongoing plans for citizen engagement, the views of which will be reflected in SPS' future Strategic Plans.

## **STRATEGIC PLAN**

The development of the Strategic Plan<sup>3</sup> 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 becomes a foundational road map for the establishment and operationalization of the SPS.

The data collected from the community engagement series has informed the foundation for the SPS Strategic Plan and the operating model as SPS begins to provide policing service in Surrey. The Plan takes into consideration the priorities, goals and objectives of the provincial and local governments. Three high level priorities were determined through the strategic planning process. These priorities are broken down into strategies and actions to operationalize the plan. Finally, anticipated outcomes and ways to measure and report on our progress are articulated. The activities and outcomes expressed set out our direction and commitments to our community and employees, and position SPS for success as we continue to build a local, modern police service for Surrey.

### **Priority 1: Organizational Development and Operational Readiness**

Our first priority focuses on building the internal structures of the organization, ensuring that procedures and practices are in place to hire and support quality employees, the development of the three Bureaus, and ensuring that we are cognizant of, and prepared to address risks.

### **Priority 2: Employee Development and Wellness**

Priority 2 focuses on the development of our employees including training, wellness and resilience programs to ensure that SPS employees are prepared for all aspects of their roles.

### **Priority 3: Develop the SPS Community Policing Model**

Priority 3 incorporates the importance of community consultation with the development of the SPS Community Policing Model, including ongoing engagement activities and the development of Indigenous and Youth strategies targeted to supporting the needs of the communities we will serve.

Each priority is further articulated into specific strategies and actions, and suggested methods for measuring and reporting our progress toward achieving our goals. Concluding the Strategic Plan is a commitment to the community to embody our values and ensure accountability in order to establish public trust and confidence in SPS.

## **OUR PEOPLE**

SPS is committed to attracting and hiring high quality applicants with diverse backgrounds, skills, and qualifications with a focus on recruiting police officers who are representative of the communities we serve. The SPS Recruiting Unit strives to ensure that the composition of SPS reflects the diversity that exists in the city of Surrey. A diverse workforce will help SPS to engage with citizens and ensure that SPS hears and understands their concerns, perspectives and needs. Many SPS employees live in and are actively connected to the community through sports, schools, community groups and volunteer activities. These important connections strengthen our relationships and importantly embed our people in the communities we serve.

<sup>2</sup> <https://surreypolice.ca/community-consultation>

<sup>3</sup> [Strategic Plan Final Version 2022-02-07.pdf \(surreypolice.ca\)](#)

**Employee Wellness**

Employee wellness is a foundational priority, and SPS is committed to supporting the physical and emotional wellness of all of our employees and their families. Embedded in the Employee Support Services section is our Wellness Unit, which provides professional psychological support, peer support and an Operational Stress Injury dog to assist employees and their families and support them in managing both personal and professional challenges.

**CONCLUSION**

Community Policing is at the heart and foundation of SPS' commitments to the residents of Surrey. We are a progressive, community-based police service that is accountable to the community. A police service for Surrey, by Surrey.

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



Norm Lipinski, OOM, LLB, MBA  
Chief Constable

REPORT DATE: November 23, 2022

**REGULAR**

BOARD MEETING DATE: November 30, 2022

BOARD REPORT # 2022-R029

TO: **Surrey Police Board**FROM: **Chief Constable**FILE: **60550-20-03**SUBJECT: **Community Engagement**

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## RECOMMENDATION

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

## BACKGROUND

Ongoing community engagement forms part of SPS's commitment to ensuring that interested and affected parties are an integral part of developing the community policing model. Consultation has informed the SPS strategic planning process and will continue to influence policies and operational strategies as they are developed. A high level of community involvement will help to raise the profile of SPS and build trust and partnerships within the community.

## DISCUSSION

SPS officers frequently engage with the public while out on patrol, and our Community Policing Bureau staff conduct regular community consultation meetings to further inform the development of the Community Policing Model. 605 community engagement opportunities have been conducted to date in 2022. These engagements take the form of proactive opportunities, invitations from community groups, and strategic consultations. The Community Policing Bureau produces monthly reports to capture these activities (e.g.: Appendix I). Some examples of recent engagement activities include:

- Surrey Healthier Communities Forum, hosted by Fraser Health
- City of Surrey Healthy Communities Age Friendly Network meeting
- Community Action Table for overdose awareness
- Remembrance Day ceremonies at all three venues in the city, Cloverdale, South Surrey, and Whalley, engaging with veterans and families to show our respect and support.
- Surrey Christmas Bureau's Toy Warehouse
- Seniors' Holiday Concert and Tree Lighting festival at Surrey City Hall
- Blue Eagles Cadets
- School presentations for Remembrance Day
- Kidsplay Foundation 3 on 3 basketball tournament
- Canucks Autism Network hockey tournament
- Guru Nanak Singh Food Drive
- Meal prep and food delivery for residents at Cloverdale Community Kitchen

Community members are happy to see SPS officers actively participating and contributing to good work in the community and have provided significant positive feedback. Members of the public frequently tell us that they are impressed with our level of involvement and care. By investing in durable relationships with communities, we can bring missing voices to the table, actively listen to, and consider their diverse and rich perspectives and experiences. We will strengthen trust and confidence in each other and empower communities' voices in how we police.

## **CONCLUSION**

Community engagement activities provide important opportunities for SPS officers and employees to demonstrate their commitment to the values of the organization, and strengthen connections and partnerships, in turn supporting the development of our Community Policing model.

The above matters are for the Board's awareness.

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

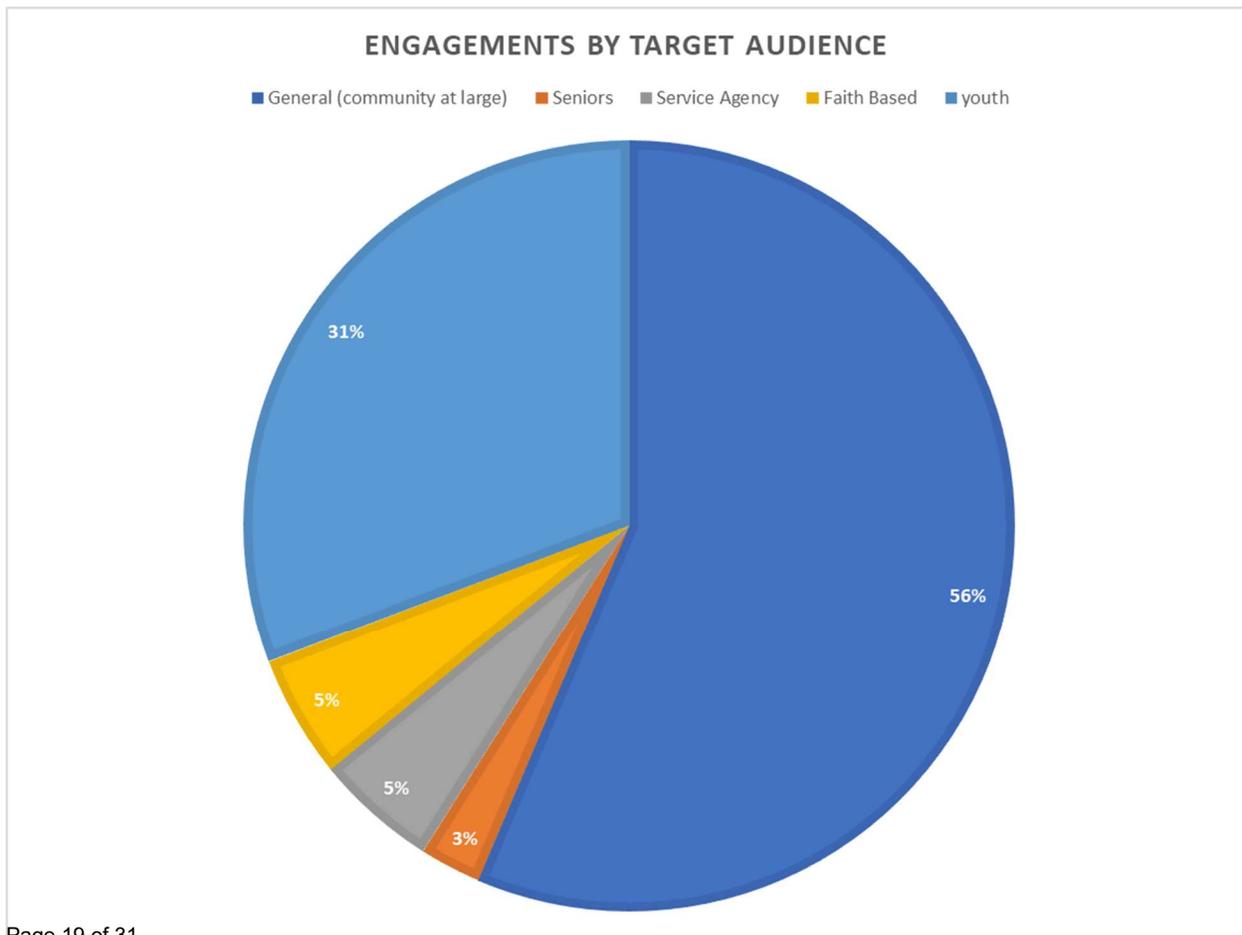
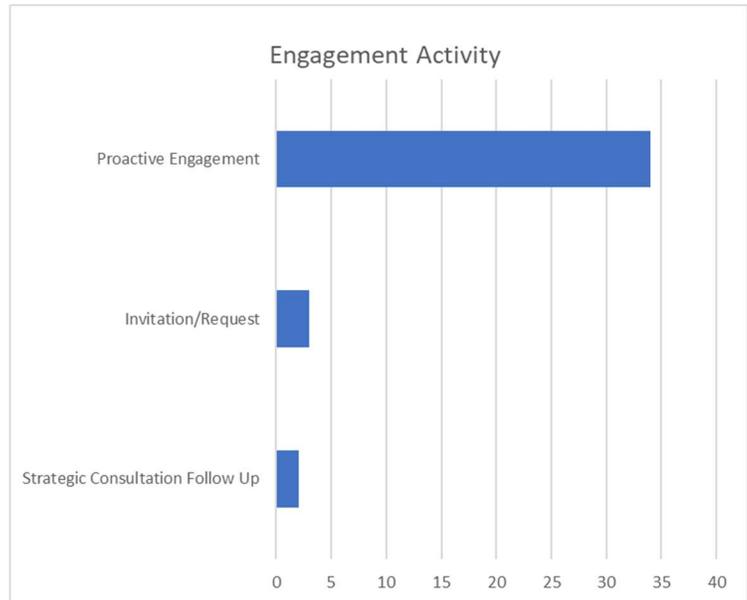
Norm Lipinski, OOM, LLB, MBA  
Chief Constable

Appendix I – October 2022 Community Connections



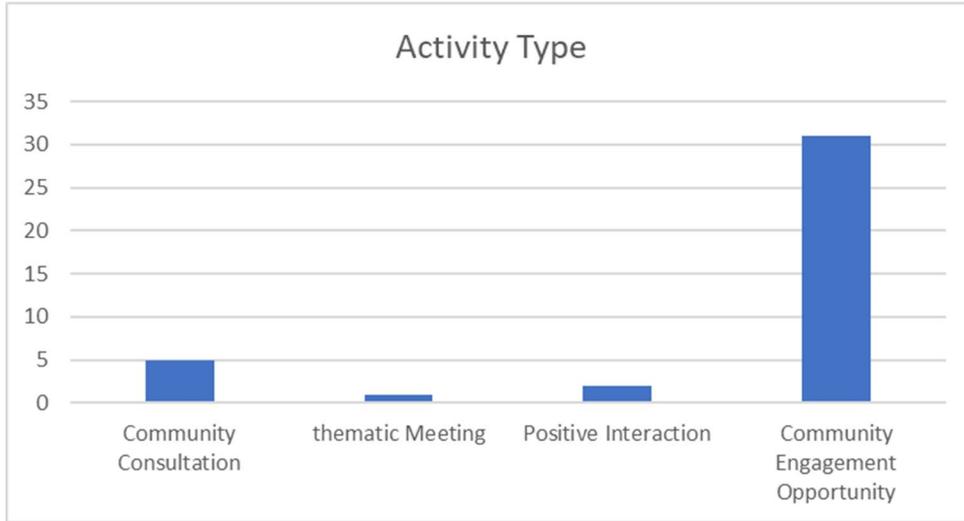
### SPS Community Engagements October 2022:

Engagement Activity	
Strategic Consultation Follow Up	2
Invitation/Request	4
Proactive Engagement	34
<b>Total</b>	<b>40</b>





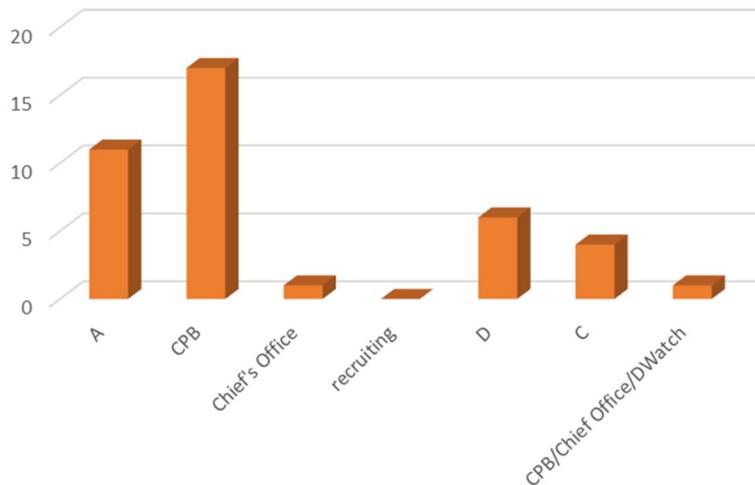
## HIGHLIGHTS



Insp. Rodrigue and S/Sgt. Furgason went to Cloverdale to engage with the local community at the library, the Museum of Surrey, Community kitchen, and finally had a chance encounter at a very serene and peaceful environment at the Healing Place where they do counselling. They were told that anyone can drop into the environment and have tea or just relax in a warm, safe and friendly environment.



### Engagements by Watch/Unit



S/Sgt. Furgason, S/Sgt. Hurst and Sgt. Khosa participated in candle lighting to celebrate Diwali at various venues.



S/Sgt. Hurst and Sgt. Van Nieuwland attended South Surrey Athletic Park to support our Junior girls rugby and junior boys football.



[Monthly Combined Community Connections.xlsx \(sharepoint.com\)](#)



**REGULAR**

**REPORT DATE:** November 22, 2022

**BOARD MEETING DATE:** November 30, 2022

**BOARD REPORT #** 2022-FIN015

**TO: Surrey Police Board**

**DATE: November 30, 2022**

**FROM: Finance Committee**

**FILE: 60540-20-04**

**SUBJECT: Financial Update – Year-To-Date Expenditures (October 31, 2022)**

**RECOMMENDATION**

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

**PURPOSE**

This report presents a summary of 2022 year-to-date expenditures incurred up to the period ended October 31, 2022.

**BACKGROUND**

The Five-Year Financial Plan 2022 – 2026 adopted by City Council in December 2021 provided the 2022 budget allocations for policing services, which included the annual budget for SPS and the one-time policing transition project budget.

The City’s 2022 – 2026 operating budgets for policing is presented in the following table (in thousands):

<u>SUMMARY</u>	<u>2022 BUDGET</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>	<u>2025 BUDGET</u>	<u>2026 BUDGET</u>
Policing Services Operating Budget	\$ 194,807	\$ 202,465	\$ 211,015	\$ 216,160	\$ 221,459

For 2022, \$72.53M was allocated to SPS; \$96.66M for the RCMP and \$25.62M for City Police Support Services. SPS’ budget is summarized as follows:

	<u>2022 Budget</u>
Remunerations, Salaries and Benefits	\$48,862,320
Other Expenditures	25,587,666
Federal Subsidy	(4,200,000)
2022 Capital	2,275,000
	<u>\$72,524,986</u>
2021 Capital Carry Forward/Reserve	\$ 2,275,000
<b>Total Available</b>	<b>\$74,799,986</b>

In addition to the budget for regular SPS operations above, \$63.68M has been allocated by the City for the policing transition to SPS, presented in the following table (in thousands):

SUMMARY	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	TOTAL
One-time Policing Transition Project	\$ 25,200	\$ 23,084	\$ 5,400	\$ 5,000	\$ 5,000	\$ 63,684

The available funds for one-time policing transition expenditures during 2021 was \$43.72M (including carried forward amounts from 2020), of which \$28.12M was unspent and carried forward into 2022. The 2022 budget allocation for the transition project is \$5.40M; a total of \$33.52M is available for 2022, presented in the Discussion section below.

The specific timing of SPS becoming the police of jurisdiction is dependent on decisions made by all three levels of government, which may affect the timing of expenditures.

## DISCUSSION

### SPS Operations

As of October 31, 2022, year-to-date net expenditures (operating and capital) were \$9.25M favourable compared to budget; SPS incurred net expenditures of \$52.24M compared to \$61.50M budgeted, presented in the following table:

### **Year-to-Date Expenditures Summary (Budget vs. Actual)**

*As of October 31, 2022*

	YTD BUDGET	YTD ACTUAL	VARIANCE	ANNUAL BUDGET
<i>SPS Operations</i>				
Board Remunerations	150,000	93,490	56,510	180,000
Salaries and Benefits	39,009,468	34,870,794	4,138,674	48,682,320
Lower Mainland Integrated Teams	13,836,280	13,836,280	-	16,603,537
Other Expenditures	7,639,476	1,771,246	5,868,230	8,984,129
<b>Total SPS Operations</b>	<b>\$ 60,635,224</b>	<b>\$ 50,571,810</b>	<b>\$ 10,063,414</b>	<b>\$ 74,449,986</b>
<b>Capital Expenditures**</b>	<b>\$ 4,170,830</b>	<b>\$ 1,672,860</b>	<b>\$ 2,497,970</b>	<b>\$ 4,550,000</b>
<b>TOTAL SPS EXPENDITURES</b>	<b>\$ 64,806,054</b>	<b>\$ 52,244,670</b>	<b>\$ 12,561,384</b>	<b>\$ 78,999,986</b>
Recovery - Federal/RCMP Subsidy	(3,308,054)	-	(3,308,054)	(4,200,000)
<b>NET EXPENDITURES</b>	<b>\$ 61,498,000</b>	<b>\$ 52,244,670</b>	<b>\$ 9,253,330</b>	<b>\$ 74,799,986</b>

\*\* Capital Expenditures include a \$2.275M unused reserve carry forward from 2021 and an additional \$2.275M budgeted for 2022. Amortization not included.

As of October 31, 2022, SPS expended \$93K for board remuneration, \$34.87M for employee salaries and benefits, \$1.67M of capital expenditures, and \$1.77M of other expenditures, and accrued \$13.84M of contributions to Lower Mainland Integrated Teams. (Appendix I provides a breakdown of expenditures by Bureau.)

Lower Mainland Integrated Teams (LMIT) are funded by each jurisdiction within the region for their services, including:

- Integrated Homicide Investigation Team (IHIT)

- Emergency Response Team (ERT)
- Integrated Forensic Identification Services (IFIS)
- Integrated Police Dog Services (IPDS)
- Integrated Collision Analysis and Reconstruction Service (ICARS)

The LMIT budget and expenses also include contributions to the Real Time Intelligence Centre (RTIC) and the Independent Investigations office (IIO).

On October 31, 2022, there were a total of 355 active SPS employees (296 sworn members and 59 civilians). Of these employees, 29 were assigned to temporary recruitment, security clearance, and various other positions required for the policing transition project; their salaries and benefits are currently allocated to the One-time Policing Transition Project fund.

Included in SPS Operations, are salaries and benefits of \$34.87M, with 326 employees (286 sworn members and 40 civilians) currently active. These employees are engaged in activities, such as:

- Community policing
- Community engagement
- Develop and maintain policies and procedures
- Develop and manage training programs, including operational and leadership skills
- Occupational health and safety development and organization
- Procurement (equipment, uniforms, firearms, etc.)
- Staffing coordination and financial planning
- Tri-lateral coordination (human resources, asset transfer, facilities, etc.)

Other expenditures of \$1.77M included: \$364K for supplies; \$580K paid to JIBC for recruits’ training; \$171K of telecommunication expenses; \$115K for training; \$381K for outsourced services; \$18K for insurance; \$15K of publications and reference materials; \$20K of memberships and professional dues; \$102K of travel expenses; and \$4K for recruiting activities.

**One-Time Policing Transition Project (City of Surrey budget)**

For awareness, the City’s one-time policing transition project expenditures are reported below:

**One-Time Policing Transition Fund Summary**

*As of October 31, 2022*

	TOTAL FUND AVAILABLE	YTD ACTUAL EXPENSES	REMAINING FUND BALANCE	FORECASTED EXPENDITURES (Prepared Sep 2022)	PROJECTED FUND CARRY FORWARD
	2022	2022	2022	2022	2023
<b>Project Summary</b>					
One-Time Policing Transition**	\$ 33,524,926	\$ 10,873,265	\$ 22,651,661	\$ 17,813,736	\$ 15,711,190

\*\* Total fund available in 2022 includes \$28.125M carried forward from 2021.

Appendix II presents the detail on the policing transition project costs, related to establishing SPS, based on the latest financial forecast prepared in September 2022. Year-to-date expenditures as of October 31, 2022, totalled \$10.87M of the \$33.52M available; details of significance are presented below:

- Recruitment, Assessment, and Training expenses include costs incurred to support the recruiting surge for SPS, security clearances, testing and assessment of candidates, and training of new hires. As of October 31, 2022, resources currently assigned to temporary recruitment and security

clearance processing include 16 employees (10 sworn members and 6 civilians); year-to-date expenditures totalled \$2.25M (82% of the forecasted amount for 2022).

- Human Resources expenses include personnel in various temporary roles (auxiliary staff) and HR consultant(s) to support establishing SPS, with 13 civilians and one consultant as of October 31, 2022; year-to-date expenditures totalled \$629K (84% of the forecasted amount for 2022).
- Communications and Marketing expenditures include consultants managing public relations and brand development expenses to support the establishment of SPS; year-to-date expenditures totalled \$174K (80% of the forecasted amount for 2022).
- Financial Services expenses include outsourced financial service consultants and personnel to support setting up SPS' finance and payroll systems and databases; year-to-date expenditures totalled \$141K (85% of the forecasted amount for 2022).
- Legal expenditures are specialized legal services, for matters related to collective bargaining, human resources, trademarks, and other establishment legal costs; also included, is the cost of in-house counsel seconded from the City. The year-to-date expenditures totalled \$301K (77% of the forecasted amount for 2022).
- Information Technology Systems and Capital costs include IT operating systems setup, external consultants for project management, building our technology infrastructure (data centre, dispatch systems, administrative systems), and the procurement of related assets; year-to-date expenditures totalled \$5.13M (58% of the forecasted amount for 2022).
- Armoury, Outfit, and Other Equipment Capital costs are related to firearms, uniforms, personal issue kits, and other speciality equipment for policing; year-to-date expenditures totalled \$2.22M (63% of the forecasted amount for 2022).
- Facilities Improvement and Outfitting include retrofit and furniture costs for SPS to occupy facilities owned or leased by the City of Surrey; year-to-date expenditures totalled \$29K (108% of the forecasted amount for 2022). The 8% unfavourable variance compared to forecast is related to a minor cost allocation error; this will be corrected in November.

## CONCLUSION

Expenditures to date, supporting SPS' operations and the One-time Policing Transition Project, are within the available funding for 2022.



Avtar Johl  
Chair, Finance Committee

Appendix I      Surrey Police Service Year-to-Date Expenditures – October 31, 2022 (Budget vs. Actual)  
Appendix II      One-Time Policing Transition Fund – October 31, 2022

**Surrey Police Service  
Year-to-Date Expenditures - October 31, 2022  
(Budget vs. Actual)**

	<b>YTD BUDGET</b>	<b>YTD ACTUAL</b>	<b>VARIANCE</b>	<b>ANNUAL BUDGET</b>
<i>Surrey Police Board</i>				
Board Remunerations	150,000	<b>93,490</b>	56,510	180,000
Salaries and Benefits	292,000	<b>264,668</b>	27,332	346,072
Other Expenditures	232,500	<b>48,819</b>	183,681	279,080
<b>Surrey Police Board</b>	<b>\$ 674,500</b>	<b>\$ 406,977</b>	<b>\$ 267,523</b>	<b>\$ 805,152</b>
<i>Office of the Chief Constable</i>				
Salaries and Benefits	2,147,846	<b>2,124,565</b>	23,281	2,538,477
Other Expenditures	332,881	<b>193,939</b>	138,942	395,555
<b>Office of the Chief Constable</b>	<b>\$ 2,480,727</b>	<b>\$ 2,318,504</b>	<b>\$ 162,223</b>	<b>\$ 2,934,032</b>
<i>Community Policing Bureau</i>				
Salaries and Benefits	21,609,279	<b>20,883,757</b>	725,522	27,262,420
Lower Mainland Integrated Teams	13,836,280	<b>13,836,280</b>	-	16,603,537
Other Expenditures	1,623,529	<b>174,230</b>	1,449,299	1,913,774
<b>Community Policing Bureau</b>	<b>\$ 37,069,088</b>	<b>\$ 34,894,267</b>	<b>\$ 2,174,821</b>	<b>\$ 45,779,731</b>
<i>Investigative Services Bureau</i>				
Salaries and Benefits	4,944,984	<b>2,691,091</b>	2,253,893	6,310,238
Other Expenditures	560,440	<b>67,310</b>	493,130	680,690
<b>Investigative Services Bureau</b>	<b>\$ 5,505,424</b>	<b>\$ 2,758,401</b>	<b>\$ 2,747,023</b>	<b>\$ 6,990,928</b>
<i>Support Services Bureau</i>				
Salaries and Benefits	10,015,359	<b>8,906,713</b>	1,108,646	12,225,113
Other Expenditures	4,890,126	<b>1,286,948</b>	3,603,178	5,715,030
<b>Support Services Bureau</b>	<b>\$ 14,905,485</b>	<b>\$ 10,193,661</b>	<b>\$ 4,711,824</b>	<b>\$ 17,940,143</b>
<b>Total Operation Expenditures</b>	<b>\$ 60,635,224</b>	<b>\$ 50,571,810</b>	<b>\$ 10,063,414</b>	<b>\$ 74,449,986</b>
<b>Capital Expenditures**</b>	<b>\$ 4,170,830</b>	<b>\$ 1,672,860</b>	<b>\$ 2,497,970</b>	<b>\$ 4,550,000</b>
<b>TOTAL SPS EXPENDITURES</b>	<b>\$ 64,806,054</b>	<b>\$ 52,244,670</b>	<b>\$ 12,561,384</b>	<b>\$ 78,999,986</b>
Recovery - Federal/RCMP Subsidy	(3,308,054)	-	(3,308,054)	(4,200,000)
<b>NET EXPENDITURES</b>	<b>\$ 61,498,000</b>	<b>\$ 52,244,670</b>	<b>\$ 9,253,330</b>	<b>\$ 74,799,986</b>

\*\* Capital Expenditures include a \$2.275M unused reserve carry forward from 2021 and an additional \$2.275M budgeted for 2022. Amortization not included.

**One-Time Policing Transition Fund**

*As of October 31, 2022*

	<b>2020 - 2021 Expenditures</b>	<b>October YTD Expenditures</b>	<b>2022 Forecast</b>	<b>% Spent</b>	<b>2023 Projection</b>	<b>2024 Projection</b>	<b>Total Projected Transition Project Cost</b>
Recruitment, Assessment, and Training	\$ 3,116,218	\$ 2,251,861	\$ 2,761,351	82%	\$ 5,683,900	\$ 1,477,610	\$ 13,039,079
Human Resources	870,868	629,218	747,256	84%	994,484	727,959	3,340,567
Communications and Marketing	696,912	174,312	216,648	80%	291,000	228,210	1,432,770
Financial Services	518,425	141,344	165,354	85%	230,000	207,000	1,120,779
Legal	729,518	300,639	391,169	77%	314,786	330,526	1,765,999
Strategy and Policy	782,059	-	-	-	-	-	782,059
Information Technology Systems and Capital	11,618,958	5,131,232	8,908,139	58%	9,877,666	2,068,716	32,473,479
Armory, Outfit and Other Equipment Capital	905,781	2,215,839	3,524,574	63%	685,757	-	5,116,112
Fleet Conversion and Capital, and Other Infrastructure	429,139	-	1,072,626	0%	862,500	-	2,364,265
Facilities Improvement and Outfitting	491,196	28,820	26,619	108%	647,268	809,086	1,974,169
<b>Total Expenditures:</b>	<b>\$ 20,159,074</b>	<b>\$ 10,873,265</b>	<b>\$ 17,813,736</b>	<b>61%</b>	<b>\$ 19,587,361</b>	<b>\$ 5,849,107</b>	<b>\$ 63,409,278</b>
Prior Year Fund Carry Forward:	\$ -	\$ 28,124,926	\$ 28,124,926		\$ 15,711,190	\$ 1,123,829	\$ -
Budget Allocation:	48,284,000	5,400,000	5,400,000		5,000,000	5,000,000	63,684,000
<b>Accumulated Fund Balance (Carry Forward):</b>	<b>\$ 28,124,926</b>	<b>\$ 22,651,661</b>	<b>\$ 15,711,190</b>		<b>\$ 1,123,829</b>	<b>\$ 274,722</b>	<b>\$ 274,722 *</b>

\* \$274,722 overall contingency/unallocated

For Police Board information.

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**From:** Rubina Mondair  
**Sent:** Wednesday, November 9, 2022 2:39:10 PM  
**To:** Michael Grandia  
**Subject:** Re: [EXTERNAL] Re: Remembrance Day Assembly - Ellendale Elementary

Hi Michael,

We are so appreciative of you both taking time out of your busy schedule and attending our assembly today. Your words and presence truly did brighten up the kids spirits.

At the end of the day, we always end with our "highlights of the day." Many of them said it was you and Constable Chan visiting and answering questions. One of them in particular said it was an honour to simply shake your hand. Of course, one of our students was very happy that you also watch Brooklyn 99 (a favorite of mine also!)

Thank you for all your work and dedication to our community. We are always rooting for you at Ellendale. Please visit again 😊

Have a wonderful day,

Rubina

**Rubina Mondair**

Ellendale Elementary | Surrey School District

2023 BCAPB Conference – May 25 & 26, 2023 – Nelson, BC



## **SAVE THE DATE!**

**BCAPB – 2023 Conference**

**Where: Nelson, BC**

**When: May 25 & 26, 2023**

**Stay tuned for further information!**



November 18, 2022  
Ref: 635000

Members of Municipal Police Boards  
Members of SCBCTA Police Services Board  
Members of Stl'atl'imx Tribal Police Services Board  
Members of OCABC-CFSEU Board

Dear Police Board Members:

I am pleased to inform you that the Province of BC Police Board Training Program (the Program), developed in partnership with WATSON Advisors Inc. (WATSON), is ready to launch.

The Program, a first of its kind in Canada, is designed to strengthen police governance and oversight by providing board members with the practical skills, knowledge and tools necessary to effectively carry out their functions and responsibilities under the *Police Act* (the Act). This Program also aligns with the findings in the report of the Special Committee on Reforming the *Police Act, Transforming Policing and Community Safety in British Columbia*, "to provide comprehensive training and guidance for board members on complex governance issues, financial skills, responsibilities of the board and the operational needs of modern policing."

In October 2021, the PSB established a Curriculum Advisory Group (CAG) comprised of subject matter experts, to contribute to Program design and content. The CAG collaborated with PSB and WATSON to finalize the first two courses: the Governance Primer and Foundations 101. Engagement will also be conducted for the third course, Applications 201.

The three-course Program will support learning at various stages of a member's service. The Primer is a short, self-directed online course that will provide newly appointed board members with the basic governance knowledge and context required to participate in Foundations 101. Foundations 101 is designed for members in the early stages of their six-year term to help them develop a solid understanding of governance fundamentals in the context of BC police boards and the key functions and responsibilities under the Act. A copy of the Foundations 101 syllabus is enclosed. Applications 201 is designed for experienced police board members who have settled into their roles and can apply their experience to more complex governance responsibilities and issues.

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Ministry of Public Safety and  
Solicitor General

Policing and Security Branch

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PO Box 9285 Stn Prov Govt  
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Website: [www.gov.bc.ca/pssg](http://www.gov.bc.ca/pssg)

The Governance Primer is open to all police board members at anytime, however, those members appointed within the last year are required to complete the course by December 31, 2022. WATSON will contact you in the near future via email to provide access to the Governance Primer.

I am pleased to advise that there will be multiple offerings for the 101 and 201 courses beginning in early 2023. WATSON will provide workshop dates and registration information for Foundations 101 and Applications 201 as they become available. When board members receive the information, they are encouraged to express their interest as soon as possible as cohorts are limited to 15 participants.

It is my expectation that every board member complete the entire Program during their term, and may be a consideration for recommendation for re-appointment.

Thank you for your continued service to the community and commitment to police governance, and for participating in this important training.

If you have any questions, please free to contact Katie Charlton, Senior Governance Advisor ([katie.charlton@gov.bc.ca](mailto:katie.charlton@gov.bc.ca)).

Regards,



Wayne Rideout  
Assistant Deputy Minister  
And Director of Police Services  
Policing and Security Branch

Encl. BC Police Board Training Program Foundations 101 Syllabus

TOPIC	LEARNING OBJECTIVE
<b>Module 1: Governing with Intention™</b>	
Broaden your perspective on governance	Describe why good governance is important and its impact on municipal policing
Unique context of municipal police boards	Describe the legal framework and board structure of BC municipal police boards
Elements of Good Governance	Explore the key elements of police board governance against The W Governance model
Legal Foundations	Understand the fundamental duties of board members
Roles & Responsibilities	Examine the role of the police board and the role of governance in maintaining public safety and legitimacy
<b>Module 2: The Strategic Board</b>	
Meeting Models & Materials	Evolve meeting practices and materials to fit your board's complexity and resources
Dynamics	Define board culture and explore the importance and impact of board culture
The Strategic Board	Maintain and elevate your strategic perspective
The WATSON Line	Develop an approach to the board's role in oversight of operations
<b>Module 3: It's All About the People</b>	
Board Stewardship	Identify how to adjust and advance your board stewardship in an appointed board member model
Chief Constable Performance	Define board responsibilities and processes to support and enhance Chief Constable performance
Stakeholder Engagement	Develop an approach to stakeholder engagement
Diversity, Equity, and Inclusion	Develop processes and practices to assess and enhance elements of departmental stewardship in the context of BC municipal police boards
<b>Module 4: Departmental Stewardship in The BC Police Board Context</b>	
Financial Oversight	Understand basic financial literacy and the board's role in financial oversight of the police department
Strategy	Develop processes and practices to enhance the board's contribution to departmental policy
Risk Oversight	Develop processes and practices to enhance the board's contribution to risk oversight
Policy Approval	Understand the board's role and responsibilities in the approval of policing policies
Service and Policy Complaints	Understand the board's role and responsibilities in service and policy complaints
Indigenous Perspectives in Policing	Develop processes and practices to assess and enhance elements of departmental stewardship in the context of BC municipal police boards

For more information on the program, please reach out to [policeboards@watsoninc.ca](mailto:policeboards@watsoninc.ca)