



# SURREY POLICE BOARD

## Regular Meeting Agenda

Venue: Virtual  
Date: January 25, 2023  
Time: 4:00 PM

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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>B. ADOPTIONS</b>	
1. Adoption of the Agenda – January 25, 2023	Chair Locke
2. Adoption of Minutes – November 30, 2022	Chair Locke
<b>C. DELEGATIONS</b>	
1. No Delegations.	Chair Locke
2. No Delegation Requests	Chair Locke
<b>D. REPORTS</b>	
<b>CHIEF CONSTABLE REPORTS</b>	
1. <b>Development of Operational and Administrative Policy</b> Report 2023-R001 – For Information	Chief Lipinski
2. <b>2022 Surrey Police Service Awards and Recognition</b> Report 2023-R002 – For Information	Chief Lipinski
3. <b>Hiring and Diversity</b> Report 2023-R003 – For Information	Chief Lipinski
4. <b>SPS 2022 Q4 Strategic Plan Update</b> Report 2023-R004 – For Information	Chief Lipinski
5. <b>Chief Updates</b> – Verbal - For Information	Chief Lipinski
<b>EXECUTIVE DIRECTOR REPORTS</b>	
1. <b>Surrey Police Board – 2022 Per Diems</b> Report 2023-R005 – For Information	Melissa Granum

**E. INFORMATION**

- |    |   |                |
|----|---|----------------|
| 1. | IIO Autumn Newsletter and CPO Joint Forum Spring 2023 | Melissa Granum |
| 2. | Launch of the 2023 BCAPB Awards                       | 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 February 22, 2023. 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



# SURREY POLICE BOARD

## Regular Meeting Minutes

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

**Present:**

Brenda Locke  
Jessie Sunner  
Meena Brisard  
James Carwana  
Cheney Cloke  
Manav Gill  
Avtar Johl  
Elizabeth Model

**Regrets:**

Harley Chappell

**Guests:**

Wayne Rideout  
Jamie Lipp  
Terry Waterhouse

**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 General 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 HR Manager  
Andrew Whitson, Communications Specialist

Acknowledged by the Chair: 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 November 30, 2022 Regular Surrey Police Board meeting was called to order at 4:00 PM.

**POLICE OATH/SOLEMN AFFIRMATION OF BOARD CHAIR – S. 70 POLICE ACT – TAKING OF AN OATH**

Brenda Locke sworn in as Chair, Surrey Police Board on November 24, 2022.

Director Cloke questioned Chair Locke on her oath to be honest and impartial and how she would perform duties as Chair.

Chair Locke understood Director Cloke’s concerns and provided comments to address the issue.

Director Cloke disagreed with Chair Locke’s comments and requested that this be recorded in the minutes.

**B. ADOPTIONS**

1. Adoption of the Agenda – November 30, 2022

It was

Moved by Avtar Johl  
Seconded by Cheney Cloke

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

Carried.

2. Adoption of Minutes –October 26, 2022

It was

Moved by Elizabeth Model  
Seconded by Manav Gill

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

Carried.

**C. DELEGATIONS**

1. Wayne Rideout, ADM and Jamie Lipp, Executive Director, Indigenous, Core Policing and Contract Management Division – Update on Transition

The Province provided the Surrey Police Board with an update on the policing transition.

The Board thanked the Province for the information provided.

**D. REPORTS**

**Priority Information**

**1. Letter from City of Surrey to the Surrey Police Board**

Re: November 14, 2022, Council Resolution re: SPS Expenditures

The Executive Director confirmed that a letter was sent to the City on November 23, 2022 to advise additional time is required in order to provide the information requested in the letter by the City.

The Executive Director confirmed to the Chair this letter was posted in the public agenda.

**CHIEF CONSTABLE REPORTS**

**1. Hiring and Diversity Update**

Report 2022-R027 - For Information

The Board received the report for information.

**2. SPS Community Policing Vision**

Report 2022-R028 – For Information

The Board received the report for information.

**3. Community Engagement**

Report 2022-R029 – For Information

The Board received the report for information.

The Chief Constable will provide the Board with year to date community engagement numbers for Guildford and Fleetwood communities.

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

The Board received the verbal update from the Chief Constable.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

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

It was

Moved by Meena Brisard  
Seconded by Manav Gill

That the Surrey Police Board receive the report for information.

Carried.

Director Model, past Chair of the Finance Committee advised that Director Johl is now the Chair of the Finance Committee.

**E. INFORMATION**

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

The Executive Director advised that the 100 Level Course is now available for Directors.

The above noted information is received.

**F. CORRESPONDENCE**

No correspondence.

**G. NEW BUSINESS**

No new business.

**H. NEXT MEETING**

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

**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 Manav Gill

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 Jessie Sunner  
Seconded by Meena Brisard

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

Carried.

The Surrey Police Board November 30, 2022 Regular meeting adjourned at 4:48 PM.

Certified correct:

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Marion Chow, Executive Assistant

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Brenda Locke, Chair



**REPORT DATE:** January 17, 2023

**REGULAR**

**BOARD MEETING DATE:** January 25, 2023

**BOARD REPORT #** 2023-R001

**TO:** Surrey Police Board

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** Development of Operational and Administrative Policy

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## **RECOMMENDATION**

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

## **BACKGROUND**

Prior to becoming the Police of Jurisdiction (POJ), SPS must meet all BC Provincial Policing Standards (BCPPS), including the completion of all administrative and operational policies required by the Police Act. All policies go through a standardized development process that ensures Board review and approval. Policy development is also guided by the POJ workplan provided by Police Services Division and is critical to achieving POJ status.

## **DISCUSSION**

To date, 219 operational and administrative policies have been completed, approved by the police board, and filed with the Director of Police Services (Appendix I). Approximately 20 remaining policies are in various phases of the development process.

Internal Subject Matter Expert committees have been convened to inform the development of SPS policies to ensure leading practices, and a trauma informed, bias-free focus is applied. SPS staff participate in the BC Police Policy Working Group to ensure best practices and alignment with other police agencies in BC.

SPS is diligent in tracking policy review and attestation, ensuring that all officers have reviewed and signed off on their awareness and understanding of SPS policies. Administrative policies are published on the Surrey Police Board website. Operational policies will be published once SPS becomes POJ.

**CONCLUSION**

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

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 – SPS Approved Policies List



## SPS Approved Policies List

Name
1 AD 1.1 Ensuring Inclusivity and Diversity in the Surrey Police Service.pdf
2 AD 1.2 Organization and Authorized Personnel Strength.pdf
3 AD 1.3 Allocation of Personnel.pdf
4 AD 1.4 Job Descriptions.pdf
5 AD 1.6 Policy Development.pdf
6 AD 1.7 Strategic Research and Analysis.pdf
7 AD 1.9 Secondments.pdf
8 AD 2.1 Bias-Free Policing.pdf
9 AD 2.10 Serious Financial Complaints.pdf
10 AD 2.2 Complaints and Professional Standards.pdf
11 AD 2.3 Conflict of Interest.pdf
12 AD 2.4 Internal Discipline.pdf
13 AD 2.5 McNeil Disclosure.pdf
14 AD 2.6 Professional Deportment.pdf
15 AD 2.7 Awards and Commendations.pdf
16 AD 2.8. Relinquishment of Use of Force Issued Equipment.pdf
17 AD 2.9. Service Record of Discipline.pdf
18 AD 3.3 Recruitment - Sworn Members.pdf
19 AD 4.1.1 On-Call System.pdf
20 AD 4.10 Off Duty Carry - Firearm and Ammunition.pdf
21 AD 4.2 Personnel Records.pdf
22 AD 4.3 Uniforms Insignia and Dress Standards.pdf
23 AD 4.5 Retirement Resignation Re-engagement.pdf
24 AD 4.6. Emergency Contact List.pdf
25 AD 4.7 Damage Theft or Loss of Personal Property and Issued Equipment.pdf
26 AD 4.8 Employee Badges and Identification Cards.pdf
27 AD 4.9 Chief Constable's Ceremonial Guard.pdf
28 AD 5.1 Court Processes Management.pdf
29 AD 5.10 Attendance Support.pdf
30 AD 5.11 Vaccination Requirements - COVID-19.pdf
31 AD 5.12 Facility Dog Program.pdf
32 AD 5.2 Critical Incident Aftercare Management.pdf
33 AD 5.3.1 Employee and Family Assistance Program (EFAP).pdf

34	AD 5.4 Fit for Duty.pdf
35	AD 5.6 Infectious Disease Exposure.pdf
36	AD 5.7 Human Rights and Respectful Workplace.pdf
37	AD 5.8.1 Occupational Health and Safety - Governance.pdf
38	AD 5.8.2 Occupational Health and Safety - Workplace Injuries.pdf
39	AD 5.8.3 Joint Occupational Health and Safety Committee.pdf
40	AD 5.8.4 Member use of seatbelts.pdf
41	AD 5.9 Duty to Accommodate.pdf
42	AD 6.2 Performance Management.pdf
43	AD 7.1 Training Standards - Use of Force.pdf
44	AD 7.3 Field Training Officer Program.pdf
45	AD 7.5 Mandatory Training.pdf
46	AD 7.6 Training Records.pdf
47	AD 7.7 Use of Force Instructor Qualification.pdf
48	AD 8.1 Budget Process.pdf
49	AD 8.2 Accounting System.pdf
50	AD 8.3 Acquisition of Goods and Services.pdf
51	AD 8.3.1 Assets and Inventory.pdf
52	AD 8.4 Financial Audit.pdf
53	AD 8.5 Audit Process.pdf
54	AD 8.6 Expense Reimbursement.pdf
55	AD 8.7 Liability Indemnification.pdf
56	AD 8.8 Business Travel.pdf
57	AD 9.1 Authorized Use of Computing Environment and Electronic Communications.pdf
58	AD 9.10 Legal Processes - Summonses Subpoenas Warrants of Arrest.pdf
59	AD 9.11 Making Records Private or Invisible.pdf
60	AD 9.12 PRIME-BC.pdf
61	AD 9.13 Property Records.pdf
62	AD 9.15 Security Clearance.pdf
63	AD 9.16 ViCLAS.pdf
64	AD 9.17 Social Media.pdf
65	AD 9.18 Security and Confidentiality of Records and Information.pdf
66	AD 9.19 Information and Technology (IT) Security.pdf
67	AD 9.2 ACIIS.pdf

68	AD 9.20 Intelligence Sharing.pdf
69	AD 9.21 Provincial Tactical Enforcement Priority (PTEP) Targets.pdf
70	AD 9.3 CPIC Policy.pdf
71	AD 9.4.1 UCR Survey.pdf
72	AD 9.6 Forms Management.pdf
73	AD 9.7 Freedom of Information and Protection of Privacy Act.pdf
74	AD 9.8.1 Public Information and Communications.pdf
75	AD 9.9 Legal Advice to SPS Members and Civilian Employees.pdf
76	OP 1.1 Authority and Supervision.pdf
77	OP 1.2 Jurisdiction.pdf
78	OP 2.1 Use of Force.pdf
79	OP 2.2 Weapons Issuance and Management.pdf
80	OP 2.3 Authority to Use Force to Provide Medical Assistance.pdf
81	OP 2.4 IIO Notification.pdf
82	OP 3.1 Arrest and Detention.pdf
83	OP 3.1.1 Handcuffing.pdf
84	OP 3.2 Searches of a Person.pdf
85	OP 3.3 Appearance Notices and Undertakings.pdf
86	OP 4.1 AMBER Alert.pdf
87	OP 4.11 Confidential Informants and Agents.pdf
88	OP 4.11.1 Crime Stoppers.pdf
89	OP 4.12 Undercover Operations.pdf
90	OP 4.13 Crime Scene Management.pdf
91	OP 4.14 Crowd Management Demonstrations Disturbances.pdf
92	OP 4.14.1 Civil Court Injunctions.pdf
93	OP 4.15 Cyber and Technology Crimes.pdf
94	OP 4.16 Diplomatic Immunity and Foreign Nationals.pdf
95	OP 4.17 Intimate Partner Violence.pdf
96	OP 4.17.1 Intimate Partner Violence - Breaches.pdf
97	OP 4.18 Controlled Drug and Substances Investigations.pdf
98	OP 4.18.1 Clandestine Drug Laboratories.pdf
99	OP 4.18.2 Grow Operations.pdf
100	OP 4.19 Duty to Warn.pdf
101	OP 4.19.1 Duty to Warn - Public Interest Notification.pdf

102	OP 4.2.1 False Alarms.pdf
103	OP 4.2.2 Hold Up Alarms.pdf
104	OP 4.20 Electronic Monitoring Checks.pdf
105	OP 4.21 Extradition Proceedings.pdf
106	OP 4.22 Family Law Act and Civil Court Family Orders.pdf
107	OP 4.23 Fire Calls.pdf
108	OP 4.24 Food and Drug Product Tampering.pdf
109	OP 4.25 Financial Crime.pdf
110	OP 4.26 Gang Intelligence.pdf
111	OP 4.27 Hate Crime and Bias Incident Investigations.pdf
112	OP 4.28 Hospital Emergencies.pdf
113	OP 4.29 Insecure Premises.pdf
114	OP 4.3 Animal Complaints.pdf
115	OP 4.30.1 Interviewing Statements - Children.pdf
116	OP 4.30.2.1 Duty Statements - Respondent Officer and Subject Officer.pdf
117	OP 4.30.2.2 Duty Statements - Witness Officer.pdf
118	OP 4.30.3.1 Statements - Adult Suspects.pdf
119	OP 4.30.3.2 Statements - Youth Suspects.pdf
120	OP 4.30.4 Statements - Victims and Witnesses.pdf
121	OP 4.30.5 Use of Interpreters and Translators.pdf
122	OP 4.31 Labour Disputes.pdf
123	OP 4.32 Landlord and Tenant Disputes.pdf
124	OP 4.33 Liquor Offences.pdf
125	OP 4.34.1 Active Threat Response.pdf
126	OP 4.34.10 Sexual Offences.pdf
127	OP 4.34.11 Weapons and Firearms Investigations.pdf
128	OP 4.34.12 Critical Incidents.pdf
129	OP 4.34.13 Bomb Threats IEDs.pdf
130	OP 4.34.2 Arson.pdf
131	OP 4.34.3 Assault.pdf
132	OP 4.34.4 Assault Peace Officer.pdf
133	OP 4.34.5 Home Invasion.pdf
134	OP 4.34.6 Homicide.pdf
135	OP 4.34.7 Hostage Taking and Kidnapping.pdf

136	OP 4.34.8 Major Case Management.pdf
137	OP 4.34.9 Robbery.pdf
138	OP 4.35 Missing Person Investigations.pdf
139	OP 4.36.1 Emergency Vehicle Operation.pdf
140	OP 4.36.10 Violation Tickets.pdf
141	OP 4.36.2 Police Pursuits.pdf
142	OP 4.36.3 Stopping Suspect Vehicles.pdf
143	OP 4.36.4 Motor Vehicle Incidents.pdf
144	OP 4.36.5 Police Involved Collisions.pdf
145	OP 4.36.6. Intersection Safety Cameras-Employee Violations.pdf
146	OP 4.36.7 Impaired Driving Investigations.pdf
147	OP 4.36.8 Towing and Impounding Vehicles.pdf
148	OP 4.36.9 Crime and Stolen Vehicles.pdf
149	OP 4.37 Noise Complaints.pdf
150	OP 4.38 Gang - Criminal Organizations Investigations.pdf
151	OP 4.38.1 Human Trafficking.pdf
152	OP 4.39 Overdose Policy.pdf
153	OP 4.4 Asset Forfeiture.pdf
154	OP 4.40 Parolees.pdf
155	OP 4.41 Poisoning.pdf
156	OP 4.44 Trespassing and School Related Offences.pdf
157	OP 4.45 Street Checks - Bias-Free Policing.pdf
158	OP 4.46 Sudden Death Investigations.pdf
159	OP 4.46.1 In-Custody Serious Harm or Death.pdf
160	OP 4.47 Threats and Extortion.pdf
161	OP 4.47.1 Threats to Surrey Police Service Employees & Surrey Police Board Members.pdf
162	OP 4.48.1 Remotely Piloted Aerial System - Complaints.pdf
163	OP 4.48.2 Remotely Piloted Aerial Systems - Member Use.pdf
164	OP 4.49.1 Extending Radius of Arrest Warrants.pdf
165	OP 4.49.2 Feeney Warrants.pdf
166	OP 4.49.3 Part VI Warrant Authorizations.pdf
167	OP 4.49.4 Search Warrants and Production Orders.pdf
168	OP 4.49.5 Telewarrants.pdf
169	OP 4.49.6 Walk-Through Warrants.pdf

170	OP 4.49.7 Warrants Originating Outside Canada.pdf
171	OP 4.5 Assisting Other Police Agencies.pdf
172	OP 4.50 Workplace and Industrial Accidents.pdf
173	OP 4.51.1. Child Under 12 Acting Contrary to Law.pdf
174	OP 4.51.2 Arrests and Charges of A Young Person.pdf
175	OP 4.51.3 Protection and Removal of a Child.pdf
176	OP 4.51.4 Intoxicated Young Person.pdf
177	OP 4.52.1 Vulnerable Persons - Trauma Informed Practices.pdf
178	OP 4.52.2 Vulnerable Persons - Mental Health.pdf
179	OP 4.52.3 Vulnerable Persons - Sex Workers.pdf
180	OP 4.52.4 Vulnerable Persons - Victims of Crime.pdf
181	OP 4.52.5 Vulnerable Persons - Third-Party Reporting.pdf
182	OP 4.52.7 Vulnerable Persons - Crimes Against Children.pdf
183	OP 4.6 Break and Enter.pdf
184	OP 4.7 Chemical Biological Radiological Nuclear Incidents.pdf
185	OP 4.8 CBSA - Canada-USA Border Enforcement.pdf
186	OP 4.9 Check Well-Being.pdf
187	OP 4.9.1 Abandoned 9-1-1 Calls.pdf
188	OP 5.1 Seized Property .pdf
189	OP 5.1.1 Currency and Cryptocurrency.pdf
190	OP 5.1.2 Digital Evidence Management.pdf
191	OP 5.1.3 Exhibits Requiring Forensic Examination.pdf
192	OP 5.1.4 Seized Firearms.pdf
193	OP 5.1.5 Perishables and Hazardous Goods.pdf
194	OP 5.2 Retention of Property for Court Purposes (Form 5.2).pdf
195	OP 5.3 Release of Seized Property.pdf
196	OP 6.1 Community Engagement.pdf
197	OP 6.1.1 Victim Services.pdf
198	OP 6.1.3 Equity Diversity Inclusion and Human Rights.pdf
199	OP 6.1.5 Patrol Function.pdf
200	OP 6.1.6 Youth Team.pdf
201	OP 6.2 Emergency Operations and Planning.pdf
202	OP 6.2.1 Emergency Fan-Out.pdf
203	OP 6.3.1 Police Service Dogs.pdf

204	OP 6.3.2 Forensic Services.pdf
205	OP 6.3.3 Emergency Response Team.pdf
206	OP 6.3.6 Task Forces.pdf
207	OP 7.1 Booking and Fingerprinting of Prisoners.pdf
208	OP 7.2 Escape of Prisoners.pdf
209	OP 7.3 Transportation of Prisoners.pdf
210	OP 7.4 Guarding of Prisoners in Hospital.pdf
211	OP 7.5 Responsibility for Prisoners.pdf
212	OP 7.6 Searching Prisoners.pdf
213	OP 8.1 Radio Procedures.pdf
214	OP 8.2 CAD Hazards.pdf
215	OP 8.3 OCC Policy.pdf
216	OP 8.4 Occurrence Reports.pdf
217	OP 8.5 Notebooks.pdf
218	OP 8.6 Report To Crown Counsel.pdf
219	OP 8.7 Use of Force Reporting - SBOR.pdf



**REGULAR**

**REPORT DATE:** January 16, 2023

**BOARD MEETING DATE:** January 25, 2023

**BOARD REPORT #** 2023-R002

**TO:** Surrey Police Board

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** 2022 Surrey Police Service Awards and Recognition

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## **RECOMMENDATION**

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

## **BACKGROUND**

Over the past year, there has been considerable work done by Surrey Police Service (SPS) staff in furthering the development of SPS, keeping Surrey residents safe, and supporting the community. On November 29, 2022, SPS held its second annual Surrey Police Service Awards and Recognition Ceremony.

The 2022 awards presented by Surrey Police Service celebrate the achievements of sworn and civilian employees who have truly gone above and beyond in their efforts to build a brand-new policing service, and to enhance the profession of policing. Awards presented fall into the following categories:

A Chief Constable's Commendation may be awarded for:

- i. demonstrating the highest standards of Police conduct or humanitarianism in a single operation, incident or investigation where there was a high degree risk or exposure to danger;
- ii. demonstrating exceptional skill, judgment, dedication, or integrity in the performance of duty, and is in keeping with the highest standards of the policing profession and brings credit to the Surrey Police Service as a whole.

A Deputy Chief Constable's Commendation may be awarded for:

- i. outstanding performance in relation to a single investigation, operation, or incident where there was minimal to moderate risk or exposure to actual or anticipated danger;
- ii. diligent and sustained effort that goes well above that which is normally expected; or
- iii. a long-term commitment to an SPS program outside the Employee's normal course of duties.



Unit Commendations may be awarded to multiple recipients, or to a unit or team, for exemplary collaborative work such as a large investigative project or initiative involving an entire team.

## **DISCUSSION**

Sixteen individuals and two units were recognized for their outstanding work with a Commendation or Certificate of Appreciation. Five officers were also recognized for reaching 20- or 30-years of service in policing.

Eight SPS officers were acknowledged for lifesaving measures. In each of these situations, the potential of loss of life was significant, if not for the quick intervention by these officers.

Three officers and two civilian employees were recognized for their extensive contributions to the local community and the policing community.

SPS also recognized two units and their respective leaders for their outstanding efforts in building and developing the training that provides the foundation for SPS to be innovative and community focused.

## **CONCLUSION**

As we continue to mark the important milestones in building a community-based policing service for Surrey, it is equally important that we acknowledge and celebrate the accomplishments of our people. SPS is committed to fully supporting our employees, from state-of-the-art training, to supporting their mental well-being, to recognizing the great work they do.

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



Norm Lipinski, OOM, LLB, MBA  
Chief Constable



**REGULAR**

**REPORT DATE:** January 19, 2023  
**BOARD MEETING DATE:** January 25, 2023  
**BOARD REPORT #** 2023-R003

**TO:** Surrey Police Board

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** Hiring and Diversity

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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 January 16, 2023, SPS has hired 394 employees, comprised of 333 sworn and 61 civilian staff. Work continues to recruit and hire 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**

SPS continues to deploy officers into the RCMP Municipal Police Unit (MPU), to meet the direction and expectations of the Minister of Public Safety and Solicitor General. Hiring and deployments are guided by the Minister's direction and align with the joint SPS-HR Strategy and Plan. Numbers reflecting actual hiring and deployment will fluctuate, as in any large organization, based on promotions, transfers, injuries, leaves, removals from assignments, etc.

The 333 sworn officers are assigned as follows, as of January 23, 2023:

- **205** Experienced Officers have been assigned/operationally deployed into the MPU.
- **47** Recruits and Experienced Officers are in training.
- **81** Experienced Officers are waiting for deployment and/or assigned to building the organization.

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: Administrative Support, Finance, Facilities Management, Communications, and Legal Services.

## 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. 18 additional SPS members completed their RCMP orientation and were deployed into the Municipal Police Unit to work alongside the RCMP on January 23, 2023.

Experienced officers have come from 27 different police agencies across the country, providing SPS with a broad spectrum of perspectives and experience. To date, 110 officers have been hired with RCMP backgrounds, and 184 have come from municipal or other police departments. 39 new recruits have also been hired to date with recruiting for our 4<sup>th</sup> recruit class underway.

## Cadet Hiring and Recruiting

### Recruit Class 1

- 14 Recruits have returned to the JIBC for Block III – they are scheduled to graduate from the JIBC on March 10<sup>th</sup>, 2023.

### Recruit Class 2

- 14 recruits have completed Block I at the JIBC as of December 16<sup>th</sup>.
- Between December 19<sup>th</sup> – January 6<sup>th</sup>, 2022, the recruits underwent SPS pre-deployment training, including a 2-week patrol tactics course, active shooter training and RCMP orientation.
- Deployment into frontline policing with their Field Training Officers (FTOs) began January 13<sup>th</sup>, 2023, and will run through May 5<sup>th</sup>, 2023.

### Recruit Class 3

- 11 Recruits were hired and started with SPS on December 27<sup>th</sup>, 2022, for 2 weeks of SPS On-Boarding.
- Recruits were sworn-in on January 6<sup>th</sup>, 2023, and started Block I training at the JI on January 9<sup>th</sup>, 2023.

### Recruit Class 4

- Screening of recruit candidates is in-progress.
- Class 4 is scheduled to start SPS on-boarding on April 24<sup>th</sup>.
- Recruits will begin Block I at the JIBC on May 8<sup>th</sup>.

## 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:

- **20% female**
- **50% culturally diverse backgrounds, including:**
  - **6% Indigenous**
  - **21% South Asian**
- **38 languages spoken**

**CONCLUSION**

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

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

Norm Lipinski, OOM, LLB, MBA  
Chief Constable



**REGULAR**

**REPORT DATE:** January 19, 2023

**BOARD MEETING DATE:** January 25, 2023

**BOARD REPORT #** 2023- R004

**TO:** Surrey Police Board

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** SPS 2022 Q4 Strategic Plan Update

**RECOMMENDATION**

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

**BACKGROUND**

The SPS 2022 Strategic Plan incorporates organizational Vision and Values, the results and recommendations from the extensive community consultation conducted in the fall of 2021, Sir Robert Peel’s principles of policing, and the priorities, goals and objectives provided by the City of Surrey and the province. The focus of the SPS inaugural Strategic Plan is on the development and growth of the organization in preparation for becoming the police agency of jurisdiction (POJ) for the City of Surrey. 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.

**DISCUSSION**

Three overarching priorities were determined through the strategic planning process. All aspects of development identified in the plan are in progress and on track.

<b>Strategic Priority</b>	<b>Anticipated Outcome</b>
<b>Organizational Development</b>	A diverse and skilled organization
<b>Employee Development and Wellness</b>	A capable and resilient organization
<b>Develop the SPS Community Policing Model</b>	A locally based community policing model with strong community input

Each priority is further articulated into specific strategies and actions, and suggested methods for measuring and reporting our progress toward achieving our goals.

**Priority 1: Organizational Development**

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.

Development Area	Progress Update
Human Resources Plan	<ul style="list-style-type: none"> <li>3 Recruit classes in various stages of training and hiring for Class 4 underway</li> <li>20 additional experienced officers hired in Q4</li> </ul>
Operational Readiness	<ul style="list-style-type: none"> <li>219 Policies approved and filed with Director of Police Services (DPS)</li> <li>POJ package submitted as requested by DPS</li> </ul>
Risk Mitigation Plan	<ul style="list-style-type: none"> <li>Work group creation of risk analysis policy has started.</li> <li>Process to monitor and respond to changing risk is 25% complete.</li> </ul>
IT Plan	<ul style="list-style-type: none"> <li>Testing, configuration and training of apps and systems ongoing</li> </ul>

### 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.

Development Area	Progress Update
Deployment Training	<ul style="list-style-type: none"> <li>44 new exempt officers completed SPS onboarding training in Q4</li> </ul>
In-Service Training	<ul style="list-style-type: none"> <li>Leadership/NCO training developed and delivered, ongoing</li> <li>Equity, Diversity &amp; Inclusion Training for all staff in development</li> </ul>
Wellness and Resilience Training	<ul style="list-style-type: none"> <li>61 employees received Peer Support Training</li> <li>ESS communicated over 530 times with employees in Q4 for: checking-in after a critical incident, on/off duty injury, personal issues, or encouragement.</li> </ul>
Investigative Training	<ul style="list-style-type: none"> <li>Investigator Development Program (IDP) in development with LDU and ISB SMEs</li> </ul>

### 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.

Development Area	Progress Update
Community Consultation Recommendations	<ul style="list-style-type: none"> <li>Work initiated and/or completed on 13/14 of the recommendations outlined in the Community Consultation Report</li> </ul>
2022 Community Consultation Plan	<ul style="list-style-type: none"> <li>Process improvements made to identify, track, and maintain an inventory of community events, event requests via social media, and an engagement tracking system to continuously improve service delivery</li> </ul>
Indigenous Strategy	<ul style="list-style-type: none"> <li>SPS Indigenous Engagement Plan involved consultations with Land based First Nations, Urban First Nations and Surrey Indigenous Service providers and has moved to circling back with initial consultation participants to build familiarity with members of the Indigenous Relations Unit (IRU)</li> <li>IRU continues to plan provincially mandated Cultural Safety Training for all members with BCIT and BC First Nations Justice Council.</li> <li>With LDU providing guidance, SPS Indigenous Training is being planned for 2023.</li> </ul>

Youth Strategy	<ul style="list-style-type: none"><li>• Research, outreach and dialogue continues re: partnerships with local community groups, service providers and agencies</li><li>• 4 gang education presentations provided in Q4 reaching 2200 participants</li></ul>
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## CONCLUSION

The SPS 2022 Strategic Plan demonstrates and confirms SPS' commitment to organizational development and continued community engagement. As SPS grows, we will seek to build long-term relationships with the community and introduce innovative ways for citizens to have their voices heard. Community engagement in various forms will continue to be a foundational part of SPS's approach.

The SPS 2023 Strategic Plan is currently under development and is expected to be completed in Spring 2023.



Norm Lipinski, OOM, LLB, MBA  
Chief Constable

**REGULAR**

**REPORT DATE:** January 19, 2023

**BOARD MEETING DATE:** January 25, 2023

**BOARD REPORT #** 2023-R005

**TO:** Surrey Police Board

**FROM:** Executive Director

**FILE:** 60550-20-02

**SUBJECT:** Surrey Police Board – 2022 Per Diems

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## **RECOMMENDATION**

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

## **SUMMARY**

This report provides information regarding Police Board per diems paid during 2022.

## **BACKGROUND**

The Surrey Police Board Governance Manual outlines a per diem structure that is aligned with Vancouver and Delta Police Boards. The per diem is not to be considered ‘payment’ for board work, rather it is a recognition that Board members are required to commit time to the SPB that may take away from work and personal time.

## **DISCUSSION**

Board Directors have committed significant personal time to support the establishment of the Surrey Police Service.

Under the Police Act, the Board is required to:

1. Appoint and monitor the performance of the Chief Constable
2. Approval all administrative and operational SPS policies
3. Investigate Service or Policy Complaints
4. Develop, approve and monitor the SPS Budget.

In addition, the Board has a significant oversight role in the development of the SPS Strategic Plan. The metrics developed from the Strategic Plan will be used by the Board to monitor the performance of the SPS and its executive team.

By way of the approved Surrey Police Board Manual, the Board adopted the same per diem structure as both Delta and Vancouver Police Boards. The volume of work in 2023 will continue to be significant as a result of the Minister’s decision related to the future of SPS.



Appendix I shows per diems paid, by Director, from January to end of December 2022.

Meetings - January to December 2022

Type of meeting	Total for 2022
Board Meetings	9
Special Board Meetings	16
Finance Committee	14
Governance Committee	9
Human Resources & Compensation Committee	13
Communications Committee	13
Workshops and Training	13
**Other	32
<b>TOTAL MEETINGS</b>	<b>119</b>

\*\* Includes meetings with provincial government, BCAPB, CAPG and others.

The Board budgeted \$180,000 in 2022 for Board remuneration, recognizing the volume of work required to stand up the Surrey Police Service. For 2023, the Board submitted a status quo budget for Board operations which continues to include \$180,000 for Board remuneration due to the work that will be required to support the SPS as it works towards becoming Police of Jurisdiction in Surrey.

A high-level snapshot of the Board's work in 2022 include:

- Ongoing oversight of SPS development
- Policy development and approval (near completion)
- 2023 Budget development and submission to City of Surrey
- Ongoing budget oversight (one time and operational budgets)
- Oversight of Service or Policy complaints
- Oversight of Freedom of Information requests
- Ongoing Board communications strategies
- SPS Strategic Plan development and approval

**CONCLUSION**

Per diems will continue to be monitored and will be reported publicly on an annual basis.



Melissa Granum  
Executive Director

Appendix I – 2022 Per Diems Paid - By Director

Appendix I

2022 Per Diems Paid - By Director

Board Member	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Brisard, Meena	1,692	1,119	969	1,569	1,319	1,196	1,019	823	423	1,092	1,594	1,442	\$ 14,257
Carwana, James	1,692	969	1,365	1,169	1,019	1,046	1,292	1,492	423	1,492	1,594	1,765	\$ 15,318
Chappell, Harley	996	696	696	869	819	873	1,242	819	-	896	971	696	\$ 9,573
Cloke, Cheney	1,419	1,542	1,392	2,192	1,769	1,446	1,442	1,792	150	2,292	1,821	2,638	\$ 19,895
Gill, Manav	1,569	819	1,365	1,292	1,415	1,319	1,565	1,492	273	2,465	1,944	1,019	\$ 16,537
Johl, Avtar	-	-	819	869	869	746	1,019	1,565	-	1,219	1,294	1,665	\$ 10,065
Model, Elizabeth	1,569	1,269	1,542	2,069	1,442	1,046	1,169	1,915	150	1,669	1,594	2,365	\$ 17,799
Sunner, Jessie	1,569	969	1,242	1,469	1,169	773	1,319	1,842	450	1,646	971	1,915	\$ 15,334
<b>TOTAL PER DIEMS:</b>													<b>\$ 118,778</b>

# AUTUMN 2022 UPDATE

## Calendar year to date:

Public Reports: 44    Crown Referrals: 9

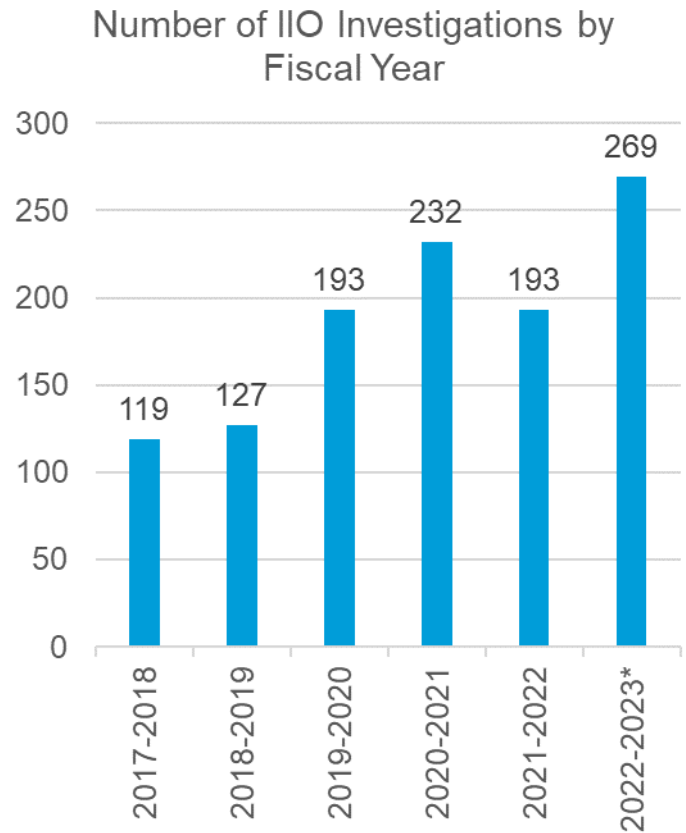
Concluding Media Releases: 27

Total Open Files: 75

## IIO Caseload Update

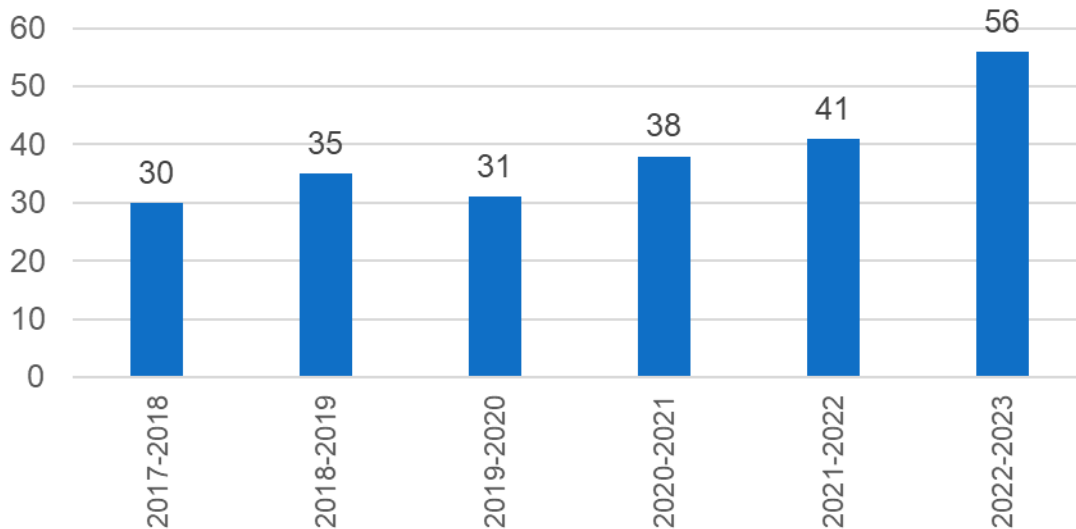
The graph on the right shows the total number of IIO investigations undertaken each fiscal year, while the 2022-2023 number is a projection for the current year based on new files commenced to date. Despite recent recruitment efforts, the IIO was only able to fill three investigator vacancies. This leaves 10 investigator positions vacant.

The average number of days to conclude an IIO investigation continues to rise as reflected in the graph below, which is corrected to September 30 of each year. As the number of new investigations undertaken increases while the IIO is experiencing an Investigator shortage, efforts made to improve timeliness in 2019-2020 have been overwhelmed.



\*projection for 2022-2023 based on first six months of fiscal year

## Average Days to Conclude an IIO Investigation



# CPO Joint Forum Key Themes Update

The two Community/Police/Oversight (CPO) Joint Forums to date have led the IIO to undertake critical work in several key areas. Following are updates to these initiatives:

## Work with Indigenous Leadership and Communities

- Following feedback received from Indigenous partners, the IIO is developing a flowchart that provides a visual representation of the IIO investigative process. The IIO's former Indigenous Youth Intern took the lead on this work, which continues in consultation with the First Nations Justice Council.
- An internal guide for investigators working with Indigenous persons and communities is being developed. Outreach to Indigenous communities is being undertaken.
- The IIO is currently developing a process for all files where the Affected Person is Indigenous that will provide for robust family and community engagement in the IIO investigation.

## Cultural Safety

- The Executive Director from the First Nations Justice Council (FNJC) attended the IIO to provide information to IIO investigators about the UN Declaration of Rights of Indigenous Peoples Act and the FNJC's objectives for the future of policing and oversight from an Indigenous perspective. Resource constraints have prevented the IIO from implementing additional training in this area at this time, but will be progressed when practicable.
- All new IIO Investigators are required to complete the San'Yas training within the first six months.

## Accessibility Enhancements

- In August 2022, the IIO launched its YouTube channel with two video presentations—The Life of an IIO File, which outlines the typical progression of an IIO file and the potential outcomes, and Information for Affected Persons and Families.

## Outreach & Career Opportunities

- Due to increased resource pressures, the IIO has deferred development of a new outreach and stakeholder engagement plan to 2023.
- The [Special Committee recommendations for reforming the Police Act](#) were published in Spring 2022. The IIO supports changes to the *Police Act* that enable our office to provide the best service possible to British Columbians, including improvements that increase the IIO's ability to hire investigators who represent the diverse peoples of BC.

## Indigenous Civilian Monitor

On August 2, 2022, the Chief Civilian Director [announced receipt of the final report from the Indigenous Civilian Monitor](#), Thomas George of the Tla-o-qui-aht First Nation. Mr. George was appointed to examine the IIO investigation into the February 2021 death of a man in Opitsaht on Meares Island.

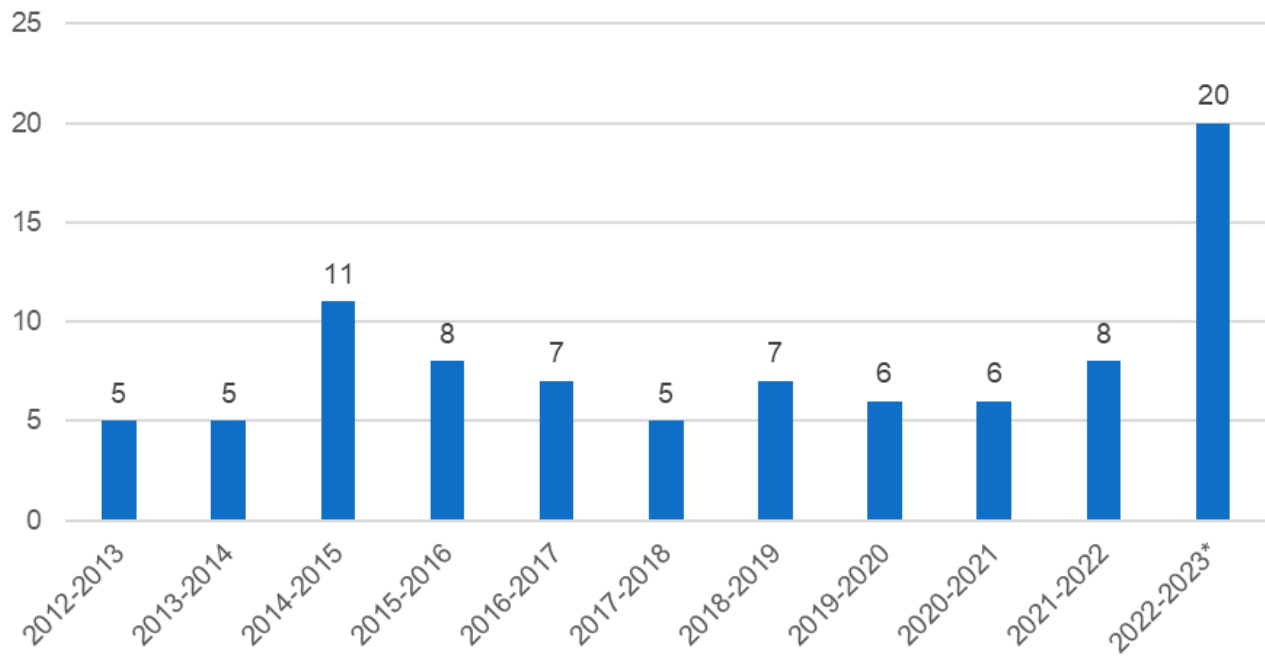
"I have no recommendations for the integrity of the investigation; the investigation was carried out with excellent procedure. I do not see that anyone else needs to be spoken to in order to complete this file. The interviews and evidence collected were fulsome. I am content with the way the IIO conducted the investigation," said Thomas George.

Mr. George's full report will be made publicly available when concurrent court proceedings related to the incident are concluded.

# Officer-Involved Shooting Incidents

The IIO has observed an increase in officer-involved shooting incidents in the current fiscal year. Between April 1 and November 15, 2022, there have been 20 firearm incidents, compared to the usual average of seven per fiscal year. Of the 22 affected persons involved in these incidents, all were, or were alleged to have been, in possession of a form of weapon, such as a vehicle, firearm, replica firearm, etc.

### Officer-Involved Shootings



\*year to date

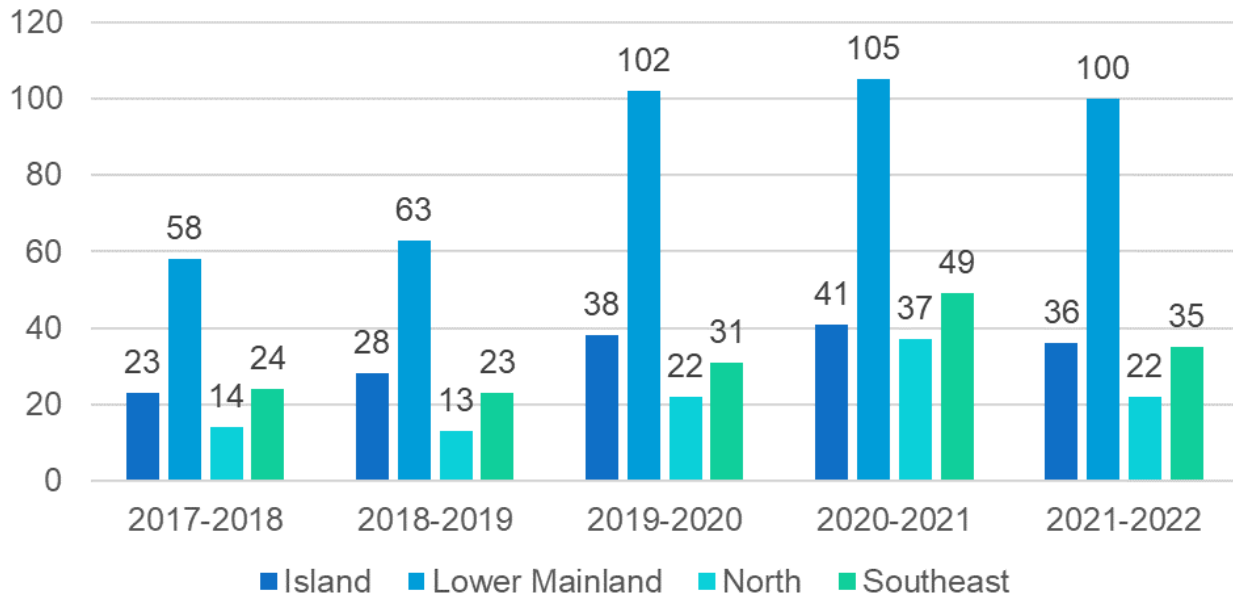
# Abeyance Policy

The Chief Civilian Director has reluctantly made the decision that it is necessary to implement an abeyance policy in order to maintain the quality of our investigations in light of our significantly limited resources. Of the 30 Investigator positions the IIO currently has, ten are vacant. At the same time, the IIO is seeing a record number of new investigations being opened, and this puts our office in an untenable position. While the IIO works on ways to remedy the ongoing resource situation, there is no alternative other than to begin prioritizing investigations based on the level of public interest. We recognize that this decision has a significant detrimental impact on all involved parties, and regret that it is necessary at this time. However, we must also consider the well-being of IIO employees in making organizational decisions, and it is not possible to continue as we have been without substantial adverse impact on our employees.

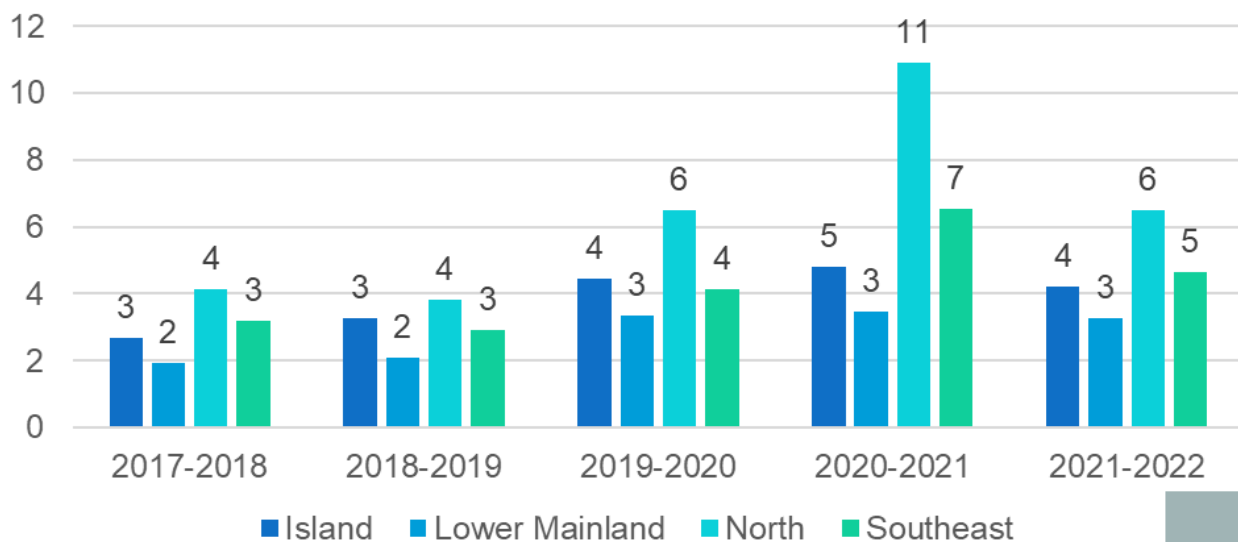
# Breakdown of IIO Investigations by Region

The charts below reflect the number of IIO investigations commenced in the last five fiscal years in the different districts of BC. The bottom chart illustrates the number of IIO investigations per 100,000 people in each district, which shows that the highest level of incidents under IIO investigation relative to population, occurs in the North district.

## Number of IIO Investigations by District



## Number of IIO Investigations by District, Per 100,000 People





December 5, 2022

Dear Police Board Chairs:

**RE: The Launch of the 2023 BCAPB Awards Program**

We are excited to announce the launch of the BCAPB Awards Series. This awards launch is based on conversations and feedback from the BCAPB Executive, BCAPB Board Members, BC Association of Municipal Chiefs of Police, and BC Police Services.

The 2023 BCAPB Awards Program includes:

1. Community Driven Recognition Award;
2. Supporting our Governance Award;
3. Excellence in Innovation Award.

Your BCAPB Executive Representative will be responsible for coordinating the awards for your Board. If you choose to participate, BCAPB will provide you three plaques per year.

To cover the costs of awards and shipping, we are requesting \$350 from each participating Board.

If you are interested in joining our BCAPB Awards Program, please contact our Executive Assistant Veronica Bandet at [bcapbs@gmail.com](mailto:bcapbs@gmail.com)

Thank you,

A handwritten signature in black ink, appearing to read "Charla Huber".

Charla Huber, MA, CIHCM  
BCAPB President  
cc: BC Association of Municipal Chiefs of Police



## The Launch of the BCAPB Awards Program

### Overview

Police Departments have been sharing with Police Boards that morale is decreasing across the province due to increases in crime, understaffing, vocal community members sharing distrust for police, and unfortunate events involving police officers in other jurisdictions such as the United States.

Much of the news coverage of policing in British Columbia involves negative situations that arise from investigations of misconduct or misjudgement of police. These investigations are public, and the media often reports on them. BCAPB agrees these stories should be public and that there is always room for improvement.

BCAPB is aware of many positive impacts and successes of Municipal Police Departments that do not get attention or exposure. Due to this BCAPB is in the process of creating a BCAPB Award Series to aid in boosting morale and recognition from the governance level, sharing the positive experiences of community members and Police Boards, and the innovation within departments that the community benefits from.

These awards are under the umbrella of BCAPB to show a united support of policing and to demonstrate the excellence and heart in policing across British Columbia.

### Awards for Discussion

Award	Intended Recipients	Nominators
<b>Community Driven Recognition Award</b>	Officers and/or Department Staff interacting with members of the public.	Community Members
<b>Supporting our Governance Award</b>	Officers and/or Department Staff supporting, presenting to, and educating the Police Board.	Police Board
<b>Excellence in Innovation Award</b>	Officers and/or Department Staff demonstrating exceptional innovation within the department.	Police Board

### Quick Facts

- Awards can be given to an individual or a team.
- One award per category can be offered in a 12-month period per Police Board.
- There is no deadline for this award, and it can be given out at any time.
- BCAPB will provide award plaques and draft template news releases to each Police Board.
- BCAPB Reps for each Police Board will organize the distribution of awards and news releases.
- BCAPB will require notification when each award is given.





## Community Driven Recognition Award

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### Background

BCAPB wants to acknowledge the positive outcomes and experiences in our communities across BC that are due to the continued hard work, dedication, community mindedness, and bravery of the officers and staff at Municipal Police Departments across BC.

### Goal

BCAPB has heard from many Police Board members who want to share these good news stories, boost morale in the departments, and create a public opportunity for community members to share their positive interactions with officers and department staff and recognize individuals within Municipal Police Departments for their contributions. This award is under the umbrella of BCAPB to show a united support of policing and demonstrate the excellence and heart in policing across British Columbia.

### Concept and Logistics

BCAPB will launch its Community Driven Recognition Award process where members of the community can recognize a positive experience with an officer or department staff member. These positive experiences can be big and life changing, or something small that a made a difference in the day. These awards are a way to take a moment and honour the day-to-day good work that is occurring. Community members can submit the application to their local Police Board. Each Police Board will review the applications and determine the successful recipients.

BCAPB will ask Municipal Police Departments to share the information on the awards on their social media platforms. BCAPB does not have social media, and the police departments have strong followings. Each Police Board can vet the applications and determine who will receive a BCAPB Community Recognition Award. There is no deadline for the awards, they can be given out as issues arise to ensure the recognition is timely for both the community member and the recipient.

One award can be offered in a 12-month period per Police Board. Each Police Board will receive one plaque, drafted template press releases, and marketing materials. The awards will be branded by BCAPB and have the name of the award on it (i.e. Community Driven Recognition Award.) Each award will have a space allocated for engraving the recipient's name and year the award is presented. Engraving will be the responsibility of each Police Board.

For each award that is given, BCAPB asks each Police Board's BCAPB representative to coordinate the nominating community member to present the award to the officer or department staff member receiving the award, and to send out press release on behalf of BCAPB. BCAPB will require a small report when an award is given, for our records and to share with the BCAPB membership.

### Recommendation

To launch this award and distribute promotional materials and awards in January 2023 to each Police Board.



## Supporting our Governance Award

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### Background

BCAPB recognizes there are many individuals, sworn officers and civilian staff, who play a crucial role in ensuring the Board Members are educated, supported, and included in the many facets within the departments.

### Goal

To publicly honour and recognize officers and staff within the department who support the Police Board Members in their governance role by sharing personal experiences, developing new systems or structures, and/or providing consistent exceptional administrative support.

The award is under the umbrella of BCAPB to show a united support of policing and the demonstrate the excellence and heart in policing across British Columbia.

### Concept and Logistics

BCAPB will launch its Supporting our Governance Award process where Police Boards can recognize a positive experience with an officer or department staff member that enhances the governance role within the department. This award should go beyond day-to-day duties and acknowledge exceptional service or support to the Board. This award can be awarded to an individual or team within the department.

The Police Board will determine who the recipient(s) is/are and then notify BCAPB when it has been awarded. There is no deadline for the awards, they can be given out as issues arise to ensure the recognition is timely for both the recipient and the Police Board.

One award can be offered in a 12-month period per Police Board. Each Police Board will receive one plaque, drafted template press releases, and marketing materials.

The awards will be branded by BCAPB and have the name of the award on it (i.e. Supporting our Governance Award.) Each award will have a space allocated for engraving the recipient's name and year the award is presented. Engraving will be the responsibility of each Police Board.

For each award that is given, BCAPB asks the Police Board's BCAPB representative to coordinate the Board to present the award to the officer, department staff member, or team receiving the award, and send out the press release on behalf of BCAPB.

BCAPB will require a small report when an award is given, for our records and to share with the BCAPB membership.

### Recommendation

To launch this award and distribute promotional materials and awards in January 2023 to each Police Board.



## Excellence in Innovation Award

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### **Background**

BCAPB Members have requested an award be created where Police Boards can honour and acknowledge excellence in innovative strategy, programs, and service models.

### **Concept and Logistics**

BCAPB will launch its Excellence in Innovation Award process where Police Boards can recognize innovation within the department. The innovation may include, but is not limited to innovative strategy, programs, and service models. This award can be awarded to an individual or team within the department and cites a specific event or project.

The Police Board will determine who the recipient(s) is/are and then notify BCAPB when it has been awarded. There is no deadline for this award, and it can be given out at any time.

One award can be offered in a 12-month period per Police Board. Each Police Board will receive one plaque, drafted template press releases, and marketing materials.

The awards will be branded by BCAPB and have the name of the award on it (i.e. Excellence in Innovation Award.) Each award will have a space allocated for engraving the recipient's name and year the award is presented. Engraving will be the responsibility of each Police Board.

For each award that is given, BCAPB asks the Police Board's BCAPB representative to coordinate the Board to present the award to the officer, department staff member, or team receiving the award, and send out the press release on behalf of BCAPB.

BCAPB will require a small report when an award is given, for our records and to share with the BCAPB membership.

### **Recommendation**

To launch this award and distribute promotional materials and awards in January 2023 to each Police Board.