

Annual Per Diem Report 2020

PUBLICATION DATE: FEBRUARY 2021

SURREY POLICE BOARD ANNUAL PER DIEM REPORT (2020)

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The Surrey Police Board has worked exceptionally hard to bring the Surrey Police Service to where it is today. The Directors on this Board have worked incredibly hard and have individually put in hundreds of hours on this historic challenge. The governance and civilian oversight role of an existing police service is one thing, but to build something from scratch is a massive undertaking.

I anticipate that now that Chief Lipinski has begun building his team, the Board's role will be less intensive as we have seen in the past 8 months. Considering these Board Directors all have work and family commitments, they are to be commended for their efforts. I am very proud of them.

Mayor Doug McCallum
Chair, Surrey Police Board

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.

The Surrey Police Board directors have committed significant personal time to becoming orientated to the role of police governance, recruiting and hiring a chief, establishing a hiring policy framework, undertaking budget reviews and other integral administrative work to prepare for the next steps in developing the Surrey Police Service. The mandated role of Police Boards in British Columbia can be found [here](#).

By way of the approved Surrey Police Board Manual, the Board adopted the same per diem structure as both Delta and Vancouver Police Boards which can be found in Attachment I. The volume of work in 2020 and into 2021 is being considered an anomaly due to the building phases of the SPS. It is anticipated that Board work will normalize as the Executive Management team is onboarded and assumes control of the day-to-day operations of the SPS.

Appendix II shows detailed per diem charges per Director from July to end of December 2020.

JULY 2020 – DECEMBER 2020

TYPE OF MEETING	TOTAL FOR 2020	TOTAL PER DIEMS FOR 2020
Board Meetings	5	19,720
Executive Recruitment Committee	12	16,380
Finance Committee	7	5,733
Governance Committee	4	3,276
Human Resources & Compensation Committee	18	16,392
Communications Committee	3	2,457
Workshops and Training	4	15,336
**Other	19	53,392
Total Meetings	72	132,686

** Includes meetings with City Council, BCAPB, CAPG and others.

Others: meetings with Police Services Director, planning for inaugural meeting, media preparation meetings, selection of Chief meetings/interviews/decision meetings, strategic sessions.

A high level snapshot of the Board's work in 2020 includes:

- Hiring the Chief Constable
- Hiring one Deputy Chief Constable (two DCs hired in 2021)
- Supporting the development of contracts for the Executive Management
- Supporting the development of compensation policies for the Executive Management
- Supporting the development of the 9 SPS hiring policies (now published)
- Becoming orientated to and adopting the 2021 SPS Budget (now published)
- Reviewing Freedom of Information requests
- Approving the Surrey Police Board Manual (now published)
- Supporting early communications strategies
- Police Board onboarding and provincial training

With the hiring of the Chief and his Executive Management Team, it is anticipated that the frequency of Board meetings will begin to normalize in mid-2021.

Surrey Police Board per Diem Policy

BOARD AND COMMITTEE MEETING FEES

Board Members who attend Board/Committee meetings are entitled to a meeting fee of \$273 per meeting (of 4 hours or less in duration) and \$548 per meeting (of 4 to 8 hours in duration). If the Board meets for more than 8 hours consecutively, a further *per diem* will be paid. These rates include meetings via video or teleconference.

Travel time is not eligible for reimbursement.

This *per diem* is paid for attendance at:

1. Regular and special Board meetings.
2. Regular and special Committee meetings of which the Board member is a member.
3. Attendance at official Board meetings of the BC Association of Police Boards and the Canadian Association of Police Boards by Board members who are also members of those boards. A further *per diem* of \$100 is paid for any day spent travelling (outside the Lower Mainland or Vancouver Island) before or after such the meeting. This is in addition to payment for travel and meals made under SPS's travel policy.
4. Official Board workshops organized by SPS (e.g., annual strategic planning workshop).
5. Joint board-to-board meetings with key stakeholders and partners.
6. Formal briefings or presentations at the request of the Board.
7. Promotional Interviews or Board member Interviews.
8. Training sessions for police boards (not including webinars).
9. Speaking on behalf of the Board at a swearing-in ceremony.
10. Annual performance reviews (e.g., of the Chief Constable)
11. Other special meetings determined by the Board.
12. Meetings at the request of the Chief Constable approved by the Chair.

PER DIEM FOR OTHER MEETINGS AND ACTIVITIES

A flat *per diem* of \$150 is paid for:

1. Facility tours, orientations, and educational presentations organized by the Board.
2. Participation in a police ride-along (maximum once annually).
3. Training Webinars.
4. Other similar activities arranged and approved by the Board.

ATTENDANCE IN AN OFFICIAL CAPACITY AT SOCIAL EVENTS

In the course of the year, Board members are invited to various social events in their official capacity. For some of these events, there is a charge for attendance. The cost of Board members' tickets to social events are paid for by SPS where all of the following apply:

1. Board members have been invited in their official capacity.
2. The event takes place in Surrey.
3. The event is directly related to the work of the Board or SPS.

Where events are primarily for the purposes of fundraising, tickets will not be paid for by SPS. In addition, tickets for partners or other accompanying persons will not be paid for by SPS.

ANNUAL REVIEW OF BOARD COMPENSATION

The amounts paid to Board members is reviewed annually by the Human Resources and Compensation Committee who ensures such amounts paid (including *per diem* rates) remain appropriate and in line with similar boards.

RECORDS

The Executive Director keeps records of all fees and expenses paid to Board members on behalf of SPS.

Appendix II

Detailed Per Diems by Director

JULY 2020 – DECEMBER 2020

BOARD MEMBER	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Brisard, Meena	\$1,642	\$1,913	\$3,826	\$5,197	\$4,795	\$2,459	\$19,832
Carwana, James	\$1,642	\$1,967	\$3,703	\$5,197	\$4,522	\$2,459	\$19,490
Chappell, Harley	\$1,642	\$1,667	\$1,369	\$3,284	\$2,611	\$819	\$11,392
Cloke, Cheney	\$1,642	\$1,913	\$1,642	\$3,557	\$3,157	\$819	\$12,730
Gill, Manav	\$1,642	\$1,367	\$2,188	\$3,284	\$3,157	\$1,092	\$12,730
Model, Elizabeth	\$1,642	\$2,186	\$3,826	\$4,376	\$3,703	\$1,365	\$17,098
Rolls, Bob	\$3,007	\$2,459	\$5,068	\$4,649	\$3,976	\$1,365	\$20,524
Sunner, Jessie	\$1,642	\$1,790	\$3,553	\$5,197	\$4,249	\$2,459	\$18,890
Total for month	\$14,501	\$15,262	\$25,175	\$34,741	\$30,170	\$12,837	\$132,686