



SURREY POLICE BOARD

Regular Meeting Agenda

Venue: Virtual
Date: April 27, 2023
Time: 4:00 PM

ITEM	PRESENTER
A. CALL TO ORDER	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. ADOPTIONS	
1. Adoption of the Agenda – April 27, 2023	Chair Locke
2. Adoption of Minutes – March 29, 2023	Chair Locke
C. DELEGATIONS	
1. No Delegations.	Chair Locke
2. No Delegation Requests	Chair Locke
D. REPORTS	
CHIEF CONSTABLE REPORTS	
1. Community Engagement Update Report 2023-R008 – For Information	Chief Lipinski
2. Chief Updates – Verbal - For Information	Chief Lipinski
COMMITTEE REPORTS	
FINANCE COMMITTEE REPORTS	
1. Year to Date Expenditures – March 2023 Report 2023-FIN003 – For Information (Presentation)	Avtar Johl
E. INFORMATION	
1. No information.	
F. CORRESPONDENCE	
No correspondence.	

G. NEW BUSINESS

No new business.

H. NEXT MEETING

The next meeting of the Surrey Police Board will be held on May 31, 2023.

Chair Locke

I. MOTION TO HOLD A MEETING IN A CLOSED SESSION

Chair Locke

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:

- (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: March 29, 2023
Time: 4:00 PM

Present:

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

Regrets:

Brenda Locke, Chair

Staff Present:

Norm Lipinski, Chief Constable
Jennifer Hyland, Deputy Chief
Michael LeSage, Deputy Chief
Todd Matsumoto, Deputy Chief
Melissa Granum, Executive Director
Marion Chow, Executive Assistant

A. CALL TO ORDER

The March 29, 2023 Surrey Police Board Regular meeting was called to order at 4:00 PM.

The Surrey Police Board recognizes that our work takes place on the ancestral, traditional, and unceded territories of the Coast Salish Peoples.

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 Cheney Cloke
Seconded by Harley Chappell

That Director Sunner be appointed Acting Chair for the Surrey Police Board Regular meeting of March 29, 2023.

Carried.

Vice Chair Sunner acknowledged condolences in the tragic losses of Cst. Travis Jordan and Cst. Brett Ryan of the Edmonton Police Service and thanked the SPS members who attended the regimental funeral in Edmonton this week.

Vice Chair Sunner also acknowledged condolences in the tragic loss of Sgt. Maureen Breau of the Quebec Provincial Police.

Chief Constable Lipinski attended the regimental funeral and commented on the dangers of policing and the importance of community support received for the EPS at this difficult time.

B. ADOPTIONS

1. Adoption of the Agenda – March 29, 2023.

It was
Moved by Elizabeth Model
Seconded by Manav Gill

That the agenda of the Surrey Police Board Regular meeting of March 29, 2023 be adopted.

Carried.

2. Adoption of Minutes – January 25, 2023

It was
Moved by Harley Chappell
Seconded by Meena Brisard

That the minutes of the Surrey Police Board Regular meeting of January 25, 2023 be adopted.

Carried.

C. DELEGATIONS

1. No Delegations.
2. No Delegations Requests.

D. REPORTS

CHIEF CONSTABLE REPORTS

1. **Grande Prairie, AB Police Vote**
Report 2023-R006 – For Information

The Surrey Police Board received the report for information.

2. **Hiring, Diversity and Deployment Update**
Report 2023-R007 – For Information

The Surrey Police Board received the report for information.

3. **Chief Updates** – Verbal - For Information

The Surrey Police Board received the Chief Constable’s verbal report for information.

COMMITTEE REPORTS

FINANCE COMMITTEE

1. **Year End Report – 2022 Expenditures**
Report 2023-FIN002 – For Information
(Presentation)

The Surrey Police Board received the report for information.

E. INFORMATION

1. Order in Council 119 – Reappointment of Director Avtar Johl

The Surrey Police Board received the above information.

F. CORRESPONDENCE

No correspondence.

G. NEW BUSINESS

No new business.

H. NEXT MEETING

The next meeting of the Surrey Police Board will be held on April 26, 2023.

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 Cheney Cloke

That the Board close the meeting to the public pursuant to
Section 69 (2) (c) and (d) of the Police Act, which states:

- (2) if it believes that any of the following matters will arise in a meeting or hearing held by it, a board or committee may order that the portion of the meeting during which the matter will arise be held in private:

- (c) a matter concerning labour contract discussions, labour management relations, layoffs or another personnel matter;
- (d) a matter concerning information that a person has requested he or she be allowed to give in private to the board or committee.

Carried.

J. ADJOURNMENT

It was Moved by James Carwana
Seconded by Elizabeth Model

That the March 29, 2023 Surrey Police Board Regular
meeting be adjourned.

Carried.

The Surrey Police Board March 29, 2023 regular meeting adjourned at 4:15 PM.

Certified correct:

Marion Chow, Executive Assistant

Jessie Sunner, Vice Chair



REGULAR

REPORT DATE: April 14, 2023

BOARD MEETING DATE: April 27, 2023

BOARD REPORT # 2023-R008

TO: **Surrey Police Board**

FROM: **Chief Constable**

FILE: **60550-20-03**

SUBJECT: **Community Engagement**

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 informs 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 ("CPB") staff conduct regular community consultation meetings to further inform the development of the Community Policing Model. These engagements take the form of proactive opportunities, invitations from community groups, and strategic consultations. The Community Policing Bureau produces regular reports to capture these activities and ensure all SPS officers are aware of upcoming opportunities and invitations to engage with the public.

Some examples of recent engagement activities include:

- Pacific Immigrant Resources Society (PIRS) invited the SPS CPB members to attend their community English class program to meet people from the refugee community including new immigrants and their young children. CPB members had positive interactions with the kids and briefly presented to the adults on policing in Canada. Participants were happy to have a productive first meeting with police in Canada and PIRS was excited about having SPS members attend again to build bridges into the new immigrant community.
- CPB members attended Regent Christian Academy to assist City Dream Centre in packing food hampers for youth and new refugee families. SPS members sorted and packed 140 bags of food alongside students from the Academy.

- CPB members in partnership with One Stop Shop Peer Support Network led a clothing drive at Foxglove Supportive Housing Complex.
- CPB member met with the Director of Little's Too residence to discuss complex issues faced by vulnerable women living in the residence. Plans for future meetings and strategies to work together include visiting the residence and having members from the watches included to build trust with all involved.
- CPB members attended the annual Powwow in Semiahmoo First Nation territory, hosted by Earl Marriott High School Indigenous Program. Members lent their presence and assistance in the kitchen helping with food prep and clean-up for the event. Great connections were made with SFN community members over the 3 days.
- CPB member attended the weekly Newton BIA meeting where community partners discussed various concerns within the Newton corridor.
- CPB members visited the Cloverdale BIA office and spoke with the Executive Director regarding upcoming events in the Cloverdale area, including the Bedframe Race and the Cloverdale Rodeo Parade.
- CPB member facilitated SPS participation in the Canucks Autism Network's annual hockey tournament.
- CPB members attended the Guildford Library "Police are our friends" story time and interacted with over 25 youth and their parents. Members answered questions from parents, handed out SPS swag, and had numerous positive interactions with the youth.

Community members are pleased 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 for the community. By investing in relationships with our communities, we can bring missing voices to the table, actively listen to, and consider their diverse and rich perspectives and experiences. Our aim is to strengthen trust and confidence in each other and empower communities' voices in how we provide policing services.

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.



Norm Lipinski, OOM, LLB, MBA
Chief Constable



REGULAR

REPORT DATE: April 19, 2023
BOARD MEETING DATE: April 27, 2023
BOARD REPORT # 2023-FIN003

TO: Surrey Police Board

FROM: Finance Committee

FILE: 60540-20-04

SUBJECT: Financial Update – Year-To-Date Expenditures (March 31, 2023)

RECOMMENDATION

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

PURPOSE

This report presents a summary of 2023 year-to-date expenditures incurred to the period ended March 31, 2023.

BACKGROUND

The City’s proposed five-year (2023 – 2027) operating budget for police services is summarized in the following table (in thousands):

	2023	2024	2025	2026	2027
SUMMARY	BUDGET	PLAN	PLAN	PLAN	PLAN
City Police Support Service	\$115,989	\$ 27,407	\$ 30,176	\$ 32,204	\$ 34,341
RCMP Contract	165,225	186,235	197,986	209,237	220,365
Surrey Police Service	48,751	-	-	-	-
TOTAL	\$329,965	\$213,642	\$228,162	\$241,441	\$254,706

Discussions with the City on SPS’s 2023 budget allocation will occur after the provincial decision on the police transition.

DISCUSSION

SPS Operations

As of March 31, 2023, year-to-date expenditures (operating and capital) totalled \$18.36M, summarized below:

Year-to-Date Expenditures Summary

As of March 31, 2023

	YTD ACTUAL
<i>SPS Operations</i>	
Board Remunerations	27,306
Salaries and Benefits	15,823,642
Lower Mainland Integrated Teams	-
Other Expenditures	627,421
Total SPS Operations	\$ 16,478,369
Capital Expenditures	\$ 1,877,684
TOTAL SPS EXPENDITURES	\$ 18,356,053

Year-to-date, SPS expended \$27K for board remuneration, \$15.82M for employee salaries and benefits, \$1.88M of capital expenditures, and \$627K of other operating expenditures. (Appendix I provides a breakdown of expenditures by Bureau.)

On March 31, 2023, there were 396 active SPS employees (333 sworn members and 63 civilians). Of these employees, 30 were assigned to temporary positions in recruiting, security clearance, and various other roles as part of the policing transition and establishing SPS; their salaries and benefits are allocated to the One-time Policing Transition Project fund.

Included in SPS Operations, are salaries and benefits of \$15.82M, for 366 employees (323 sworn members and 43 civilians) currently active. These employees are assigned to 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 operating expenditures of \$627K included: \$61K for supplies and materials; \$223K paid to JIBC for recruit training; \$84K of communications related expenses; \$34K for training; \$186K for outsourced services; \$7K of publications and reference materials; \$6K of memberships and professional dues; \$21K of travel expenses; \$5K for lease and rentals.

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 March 31, 2023

	TOTAL FUND AVAILABLE	YTD ACTUAL EXPENSES	REMAINING FUND BALANCE	PROJECTED EXPENDITURES	PROJECTED FUND CARRY FORWARD
	2023	2023	2023	2023	2024
Project Summary					
One-Time Policing Transition**	\$ 24,383,185	\$ 1,984,687	\$ 22,398,498	\$ 23,259,356	\$ 1,123,829

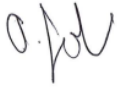
** Total fund available in 2023 includes \$19.383M carried forward from prior years (to be confirmed after the City's financial statement audit).

Appendix II presents the detail on the policing transition project costs, related to establishing SPS, based on our latest financial projection. Year-to-date expenditures as of March 31, 2023, totalled \$1.98M of \$24.38M 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; year-to-date expenditures totalled \$646K (11% of projected amount for 2023).
- Human Resources expenses include personnel in various temporary roles (auxiliary staff) and HR consultant(s) to support establishing SPS; year-to-date expenditures totalled \$145K (14% of projected amount for 2023).
- Communications and Marketing expenditures include consultants managing public relations and brand development expenses to support the establishment of SPS; year-to-date expenditures totalled \$34K (12% of projected amount for 2023).
- Financial Services expenses include outsourced financial service consultants and personnel to support setting up SPSs' finance and payroll systems and databases; year-to-date expenditures totalled \$5K (2% of projected amount for 2023).
- 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 \$77K (21% of projected amount for 2023).
- 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 \$675K (5% of projected amount for 2023).
- 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 \$403K (26% of projected amount for 2023).

CONCLUSION

Expenditures to date supporting SPS's operations and the One-time Policing Transition Project have been trending low due to reduced activities as we wait for a provincial decision/direction on the police transition.



Avtar Johl
Chair, Finance Committee

Appendix I Surrey Police Service Year-to-Date Expenditures – March 31, 2023
Appendix II One-Time Policing Transition Fund as of March 31, 2023

APPENDIX I

**Surrey Police Service
Year-to-Date Expenditures - March 31, 2023**

	YTD ACTUAL
<i>Surrey Police Board</i>	
Board Remunerations	27,306
Salaries and Benefits	82,453
Other Expenditures	17,360
Surrey Police Board	\$ 127,119
 <i>Office of the Chief Constable</i>	
Salaries and Benefits	770,539
Other Expenditures	20,235
Office of the Chief Constable	\$ 790,774
 <i>Community Policing Bureau</i>	
Salaries and Benefits	9,994,870
Lower Mainland Integrated Teams	-
Other Expenditures	50,909
Community Policing Bureau	\$ 10,045,779
 <i>Investigative Services Bureau</i>	
Salaries and Benefits	908,315
Other Expenditures	8,004
Investigative Services Bureau	\$ 916,319
 <i>Support Services Bureau</i>	
Salaries and Benefits	4,067,465
Other Expenditures	530,913
Support Services Bureau	\$ 4,598,378
Total Operation Expenditures	\$ 16,478,369
Capital Expenditures	\$ 1,877,684
TOTAL SPS EXPENDITURES	\$ 18,356,053

One-Time Policing Transition Fund

As of March 31, 2023

	2020 - 2022 Expenditures	March YTD Expenditures	2023 Projection	% Spent	2024 Projection	Total Projected Transition Project Cost
Recruitment, Assessment, and Training	\$ 5,834,920	\$ 645,739	\$ 5,726,549	11%	\$ 1,477,610	\$ 13,039,079
Human Resources	1,587,861	144,652	1,024,747	14%	727,959	\$ 3,340,567
Communications and Marketing	918,518	34,380	286,042	12%	228,210	\$ 1,432,770
Financial Services	701,474	5,040	212,305	2%	207,000	\$ 1,120,779
Legal	1,067,615	76,757	367,858	21%	330,526	\$ 1,765,999
Strategy and Policy	782,059	-	-	-	-	\$ 782,059
Information Technology Systems and Capital	17,854,328	674,832	12,550,435	5%	2,068,716	\$ 32,473,479
Armory, Outfit and Other Equipment Capital	3,561,458	403,287	1,554,654	26%	-	\$ 5,116,112
Fleet Conversion and Capital, and Other Infrastructure	1,474,767	-	889,498	0%	-	\$ 2,364,265
Facilities Improvement and Outfitting	517,815	-	647,268	0%	809,086	\$ 1,974,169
Total Expenditures:	\$ 34,300,815	\$ 1,984,687	\$ 23,259,356	9%	\$ 5,849,107	\$ 63,409,278
Prior Year Fund Carry Forward:	\$ -	\$ 19,383,185	\$ 19,383,185		\$ 1,123,829	\$ -
Budget Allocation:	53,684,000	5,000,000	5,000,000		5,000,000	63,684,000
Accumulated Fund Balance (Carry Forward):	\$ 19,383,185	\$ 22,398,498	\$ 1,123,829		\$ 274,722	\$ 274,722 *

* \$274,722 overall contingency/unallocated