



# SURREY POLICE BOARD

## Regular Meeting Agenda

Venue: Virtual  
Date: October 26, 2021  
Time: 4:00 PM

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| ITEM                    | PRESENTER      |
|-------------------------|----------------|
| <b>A. CALL TO ORDER</b> | Chair McCallum |

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

|  |                |
|--|----------------|
| <b>B. ADOPTIONS</b>                          |                |
| 1. Adoption of the Agenda – October 26, 2021 | Chair McCallum |
| 2. Adoption of Minutes – September 28, 2021  | Chair McCallum |

|                       |  |
|-----------------------|--|
| <b>C. DELEGATIONS</b> |  |
| 1. No Delegations.    |  |

|   |                |
|---|----------------|
| <b>D. REPORTS</b>   |                |
| <b>CHIEF CONSTABLE REPORTS</b>  |                |
| 1. <b>SPS Communications Update – Q3 2021</b><br>Report No. 2021-R026 – For Information | Chief Lipinski |
| 2. <b>SPS Hiring and Diversity</b><br>Report No. 2021-R027 – For Information            | Chief Lipinski |
| 3. <b>Surrey Police Service FOI Report</b><br>Report No. 2021-R028 – For Information    | Chief Lipinski |
| 4. <b>Chief Constable Updates – Verbal</b><br>– For Information<br>(Presentation)       | Chief Lipinski |

|  |                |
|--|----------------|
| <b>EXECUTIVE DIRECTOR REPORTS</b>  |                |
| 1. <b>Surrey Police Board FOI Report</b><br>Report No. 2021-R029 – For Information | Melissa Granum |

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

1. **Budget Update Year to Date Expenditures (One-time and Operational)** Elizabeth Model  
Report No. 2021-FIN021 – For Information  
(Presentation)

**E. INFORMATION**

No information.

**F. CORRESPONDENCE**

1. Thank You Letter – from CAPG – Annual Conference Sponsorship Melissa Granum

**G. NEW BUSINESS**

No new business.

**H. NEXT MEETING**

The next meeting of the Surrey Police Board will be held on November 30, 2021. Chair McCallum

**I. MOTION TO HOLD A MEETING IN A CLOSED SESSION**

It is in order for the Board to pass a motion to close the meeting to the public pursuant to Section 69 (2) (a), (c), and (d) of the *Police Act*, which states: Chair McCallum

- (2) if it believes that any of the following matters will arise in a meeting or hearing held by it, a board or committee may order that the portion of the meeting during which the matter will arise be held in private:
- (a) a matter concerning public security, the disclosure of which could reasonably be expected to seriously impair effective policing or law enforcement;
  - (c) a matter concerning labour contract discussions, labour management relations, layoffs or another personnel matter;
  - (d) a matter concerning information that a person has requested he or she be allowed to give in private to the board or committee.

**J. ADJOURNMENT** Chair McCallum



# SURREY POLICE BOARD

## Regular Meeting Minutes

Venue: Virtual  
Date: September 28, 2021  
Time: 4:00 PM

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### Present:

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

### Regrets:

Harley Chappell

### Province:

Mark Reder

### Staff Present:

Norm Lipinski, Chief Constable  
Jennifer Hyland, Deputy Chief  
Michael LeSage, Deputy Chief  
Todd Matsumoto, Deputy Chief  
Kyle Friesen, General Counsel  
Melissa Granum, Executive Director  
Marion Chow, Executive Assistant  
Forouzan Rezazadeh, IT Senior Project Mgr.  
Gayle Armstrong, Executive Service Manager  
Mandeep Tung, Financial Services Manager  
Lisa Eason, Strategic Communications Mgr.  
Sukh Sidhu, S. Sgt.  
Nicola Webb, Human Resources Consultant

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

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### **A. CALL TO ORDER**

The September 28, 2021 Regular Board meeting was called to order at 4:00 PM.

### **B. ADOPTIONS**

1. Adoption of the Agenda – September 28, 2021.

It was

Moved by James Carwana  
Seconded by Jessie Sunner

That the agenda of the Surrey Police Board meeting of September 28, 2021 be adopted.

Carried

2. Adoption of Minutes – July 20, 2021

It was

Moved by James Carwana  
Seconded by Elizabeth Model

That the minutes of the Surrey Police Board meeting of July 20, 2021 be adopted.

Carried

**C. DELEGATIONS**

No Delegations.

**D. REPORTS**

**CHIEF CONSTABLE REPORTS**

- 1. Surrey Police Union**  
Report No. 2021-R021 – For Information

It was Moved by Meena Brisard  
Seconded by Jessie Sunner

That the Board receive the report for information.

Carried.

- 2. SPS Officer Training – Conversion Course and Mandatory Training**  
Report No. 2021-R022 – For Information

It was Moved by Elizabeth Model  
Seconded by Meena Brisard

That the Board receive the report for information.

Carried.

- 3. Hiring and Diversity Metrics**  
Report No. 2021-R023 – For Information

It was Moved by James Carwana  
Seconded by Manav Gill

That the Board receive the report for information.

Carried.

- 4. Order of Merit**  
Report No. 2021-R024 – For Information

It was Moved by Meena Brisard  
Seconded by Jessie Sunner

That the Board receive the report for information.

Carried.

**5. IACP Top 40 under 40 Award Recipients**  
Report No. 2021-R025 – For Information

It was

Moved by James Carwana  
Seconded by Jessie Sunner

That the Board receive the report for information.

Carried.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

**1. Budget Update Year to Date Expenditures (One-time and Operational)**  
Report No. 2021-FIN018 – For Information  
(Presentation)

It was

Moved by James Carwana  
Seconded by Manav Gill

That the Board receive the report for information.

Carried.

**GOVERNANCE COMMITTEE**

**1. Provincial Policing Standards on the Promotion of Unbiased Policing**  
Report No. 2021-GOV013 – For Information

It was

Moved by Elizabeth Model  
Seconded by Cheney Cloke

That the Board receive the report for information.

Carried.

**E. INFORMATION**

1. Letter from Canadian Police and Peace Officers Memorial Inc. –  
2021 Memorial Application – Constable George McDonald
2. Letter from OPCC – Service or Policy Complaint

It was

Moved by Jessie Sunner  
Seconded by James Carwana

That the Board receive the above noted for information.

Carried.

**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 October 26, 2021.

**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) (a), (c), and (d) of the *Police Act*, which states:

It was

Moved by Meena Brisard  
Seconded by James Carwana

That the Board close the meeting to the public pursuant to Section 69 (2) (a), (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:
- (a) a matter concerning public security, the disclosure of which could reasonably be expected to seriously impair effective policing or law enforcement;
  - (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 Meena Brisard

That the September 28, 2021 Regular Board meeting be adjourned.

Carried

The Surrey Police Board regular meeting adjourned at 4:24 PM.

Certified correct:

\_\_\_\_\_  
Marion Chow, Executive Assistant

\_\_\_\_\_  
Doug McCallum, Chair



**REGULAR**

**REPORT DATE:** October 20, 2021  
**BOARD MEETING DATE:** October 26, 2021  
**BOARD REPORT #** 2021-R026

**TO:** Surrey Police Board

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** SPS Communications Update – Q3 2021

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## **RECOMMENDATION**

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

## **DISCUSSION**

As a police service that is committed to community engagement and accountability to Surrey residents and business owners, Surrey Police Service ("SPS") continues to work to enhance its communications with the local community and media.

Recognizing that Surrey citizens access different communications channels based on their interests, technology use, age, socio-economic background, culture and language(s), SPS has enhanced its multi-channel communications strategy to reach as many people as possible.

SPS utilizes a number of communication channels to provide information on the development of SPS and provide the public with the ability to ask questions and provide their feedback. These channels include a monthly e-newsletter (delivered to subscribers via email), website, social media (Twitter, Facebook, Instagram), and mainstream and ethnic media.

In the third quarter ("Q3") of 2021 (June 1 – September 30), SPS continued to see significant growth and interest in SPS communications, as outlined below:

### **Media Relations (Q3):**

- 52 media interviews conducted, including 24 with local ethnic media (some in Punjabi)
- 7 news releases issued

### **Social Media (Q3):**

- 48% increase in Twitter followers
- 8,146 Twitter engagements
- 68% increase in Facebook page likes
- 7,644 Facebook engagements



- Instagram for SPS Recruiting launched Sept. 20 with 774 followers in first 10 days

SPS Updates E-Newsletter:

- 16% increase in subscribers
- 76% open rate

In addition, SPS recently released its first Report to the Community, and launched a new Policing Transition web page to provide Surrey residents and business owners with factual information on the police transition.

As SPS moves toward its first operational deployment, communications with the public and media will expand to include important information the public will need to know as the face of policing in Surrey begins to change.

### **CONCLUSION**

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



Norm Lipinski, OOM, LLB, MBA  
Chief Constable



REPORT DATE: October 21, 2021

REGULAR

BOARD MEETING DATE: October 26, 2021

BOARD REPORT # 2021-R027

TO: **Surrey Police Board**

FROM: **Chief Constable**

FILE: **60550-20-03**

SUBJECT: **SPS Hiring and Diversity**

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## RECOMMENDATION

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

## DISCUSSION

As of October 18, 2021, SPS has hired 154 employees, including both sworn and civilian staff. Our Recruiting Unit is striving to ensure that the composition of SPS reflects the diversity that exists in the city of Surrey. A diverse workforce will allow the SPS to engage with the diverse population in Surrey to ensure that the SPS give voice to their concerns, perspectives and the needs of the community are being met. The challenges for law enforcement, create a very special need for understanding a pluralistic, multicultural society. It is the SPS's responsibility to share knowledge to all community members about personal safety, crime prevention, and when and how to call the police. Additionally, the SPS will rely on the community to engage police at the start of a problem, for example calling police when suspicious behaviour is seen. This will help the SPS to keep the community safe and to reduce and prevent crime.

SPS believes it is important for the public and potential applicants to know about the organization and people that have chosen to work at SPS. Current statistics related to the gender, visible minority and Indigenous inclusion percentages in our organization are represented in the following tables. SPS has also recently begun tracking the languages spoken by our employees.

The leadership of SPS set the tone for the organization and establish goals and expectations for all employees. It is important to provide role models that are representative of the community and demonstrate SPS' commitment to inclusivity. Those in leadership positions have the authority and responsibility to ensure all voices and perspectives are considered.

| Sworn Member Management (Inspector and Above) - October 18, 2021 |           |        |                  |           |        |
|--|-----------|--------|------------------|-----------|--------|
| Male   | 14        | 77.78% | Non              | 9         | 50.00% |
| Female   | 4         | 22.22% | Visible Minority | 5         | 27.78% |
|  |           |        | Indigenous       | 4         | 22.22% |
|  | <b>18</b> |        |                  | <b>18</b> |        |

| <b>Diversity – All Sworn Officers - October 18, 2021</b> |     |      |                |            |     |
|--|-----|------|----------------|------------|-----|
| Indigenous   | 12  | 9%   | Male           | 109        | 79% |
| Non  | 124 | 90%  | Female         | 28         | 20% |
| Not Specified*   | 2   | 1%   | Not Specified* | 1          | 1%  |
|  |     |      | <b>Total</b>   | <b>138</b> |     |
| <b>Of Non-Indigenous:</b>                                | 126 |      |                |            |     |
| Asian  | 20  | 16%  |                |            |     |
| Black  | 2   | 1.5% |                |            |     |
| Middle Eastern   | 3   | 2%   |                |            |     |
| South Asian  | 31  | 24%  |                |            |     |
| Not a Visible Minority                                   | 27  | 21%  |                |            |     |
| Other  | 2   | 1.5% |                |            |     |
| Not Specified*   | 43  | 34%  |                |            |     |

\*Staff are working to resolve non-specified responses

| <b>Languages Spoken- Sworn Officers - October 18, 2021</b> |    |            |    |
|--|----|------------|----|
| Afrikaans  | 1  | Mandarin   | 3  |
| Bengali  | 1  | Panjabi    | 18 |
| Cantonese  | 4  | Persian    | 1  |
| Chinese  | 2  | Polish     | 1  |
| Danish   | 1  | Russian    | 1  |
| French   | 4  | Serbian    | 1  |
| German   | 1  | Sign       | 1  |
| Gujrati  | 1  | Spanish    | 4  |
| Hindi  | 11 | Tagalog    | 2  |
| Indonesian   | 1  | Urdu       | 3  |
| Javanese   | 1  | Vietnamese | 1  |
| Korean   | 3  |            |    |

## CONCLUSION

As one of the core principles of SPS culture and values, we will continue to strive for diversity in recruiting and hiring practices. Our goal is to achieve organizational diversity that truly reflects the community.

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



Norm Lipinski, OOM, LLB, MBA  
Chief Constable



REGULAR

REPORT DATE: October 21, 2021  
BOARD MEETING DATE: October 26, 2021  
BOARD REPORT # 2021-R028

TO: Surrey Police Board

FROM: Chief Constable

FILE: 60550-20-03

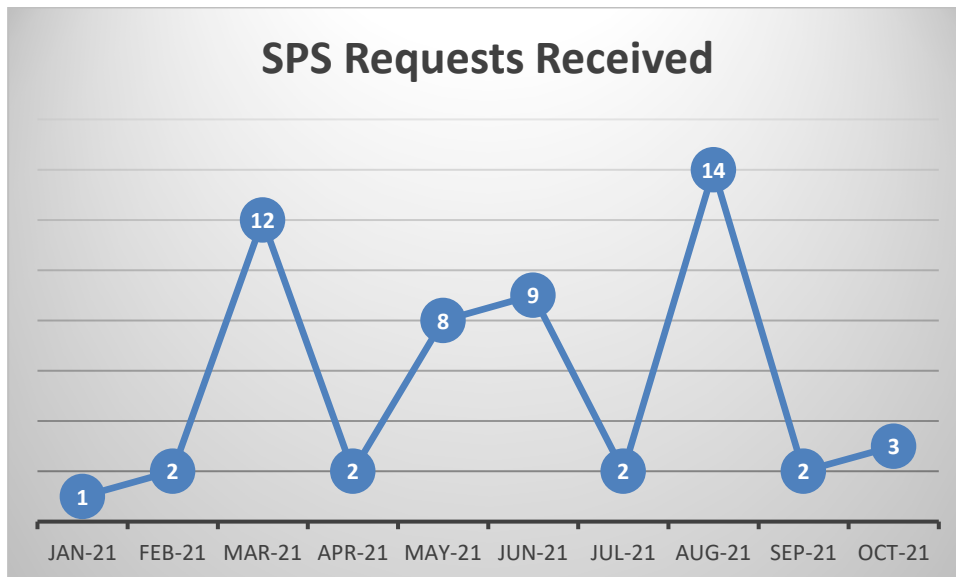
SUBJECT: Surrey Police Service FOI Report

### RECOMMENDATION

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

### DISCUSSION

The Surrey Police Service (SPS) has received 55 *Freedom of Information and Protection of Privacy* (FOI) requests since they were established and approximately 9,470 pages of records have been reviewed.

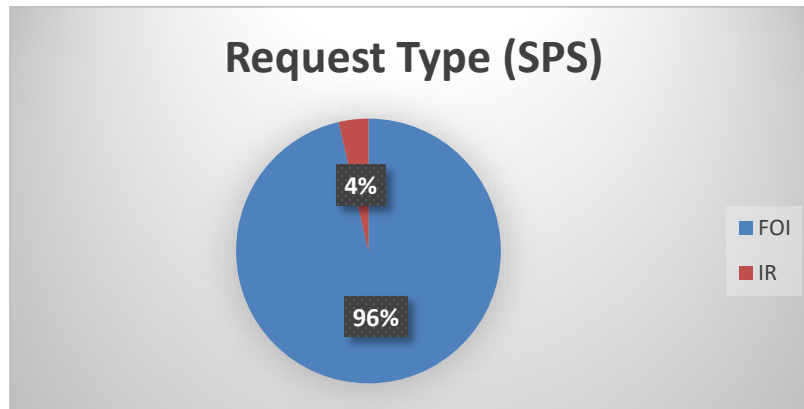


(Chart 1)

Generally, the volume of requests increases after a media event. For example, there was a substantial increase in August 2021 due to the media announcement of the swearing-in ceremony. However, many requests evolved from previous requests from the same applicant looking for additional information.

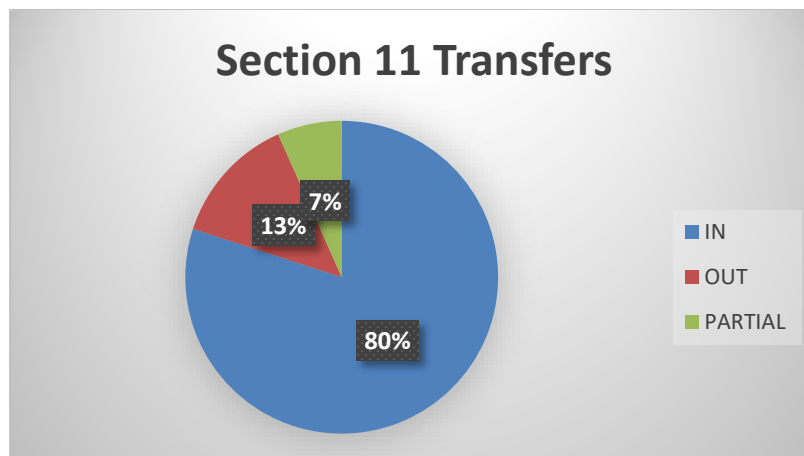
Requests come in directly from the public via email to the Surrey Police Service (FOI@Surreypolice.ca) or as a section 11 transfer. This is when a public body receives an FOI request and decides to transfer the request to another public body. This typically occurs when the City of Surrey receives a request for records that are in the custody or under the control of the SPS or the SPB. Some of these requests are requests for information (IR) where the response does not include records and can be explained promptly in a letter.

Of all the requests received by the Surrey Police Service, 96% have been FOI requests (requests for records) and 4% have been information requests.



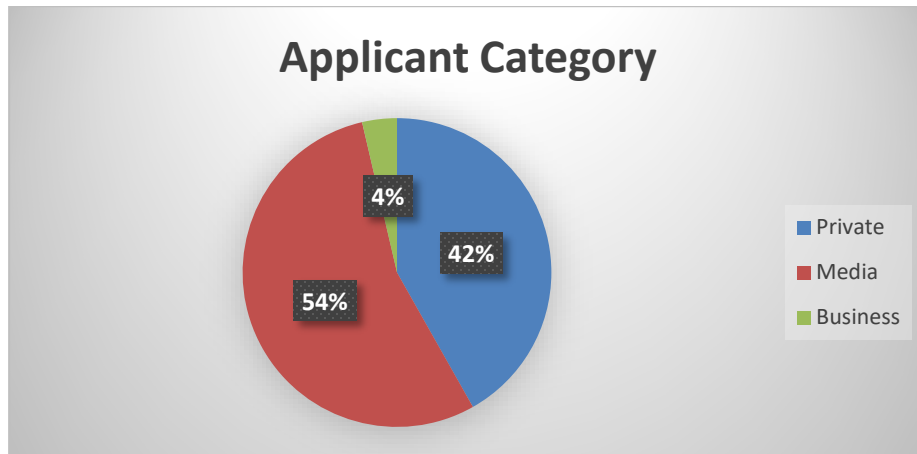
(Chart 2)

Due to the collaborative work done by the City of Surrey and both the SPS and SPB on the policing transition, some of the requests for information cross all 3 public bodies. Of the 15 section 11 transfers that have been completed, 80% have been received by the SPS from the City of Surrey or the SPB and 13% have been transferred from the SPS to the SPB or the City.



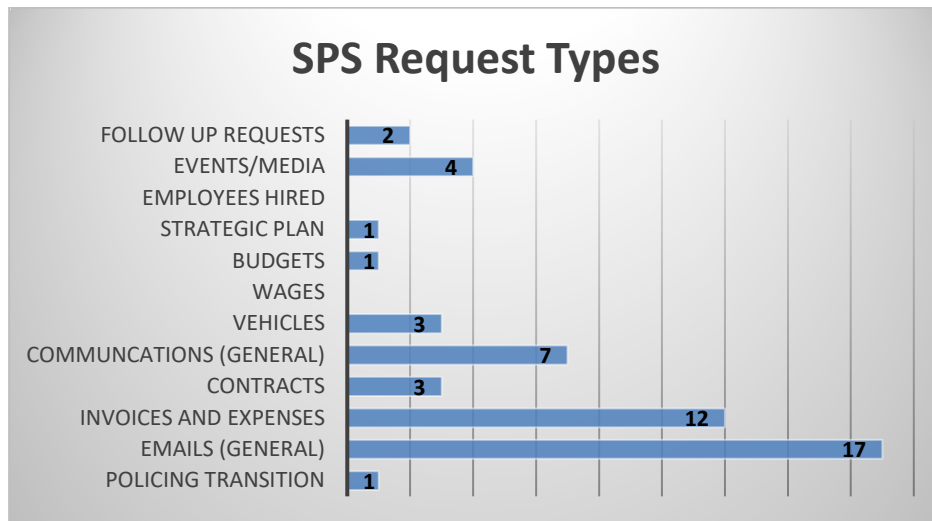
(Chart 3)

Of all the applicants who have submitted requests, most of the requests have been completed by private applicants and the media. It is worth noting that of all the media and applicant requests, a small number of applicants have been responsible for most of the requests.



(Chart 4)

The types of FOI requests that the SPS receives vary, but most requests are for emails and invoices/expenses. Email requests often are unreasonably broad, asking for “all emails” in a certain date range. The Surrey Police Service has had an applicant send multiple smaller requests, in sequential date order, with a one-day break in between to avoid paying fees. The SPS successfully set precedent by advising the applicant that additional requests that are deemed “continuous and sequential” would result in a fee estimate. Educating applicants ensures that all requests are being completed pursuant to the *Freedom of Information and Protection of Privacy Act*. This is of benefit for the SPS and the applicant.



(Since May 2021)

(Chart 5)

Section 75(1) of the *Freedom of Information and Protection of Privacy Act* allows for fees to be charged to an applicant if the public body requires more than 3 hours to locate, retrieve, produce, and prepare the record for disclosure. Applicants are not required to pay a fee for the first 3 hours spent locating and retrieving the records or for the time spent severing information from the record. If a fee estimate is required to be sent to an applicant, most often the applicant will not pay the fee. They either refine their request to fit it under 3 hours or they do not respond to the fee estimate at which point the SPS concludes their request after a 30-day waiting period.

Questions have come up around law firms that submit requests on behalf of a client as a way to be deemed a “non-commercial” applicant. The Information and Privacy Unit has established that when a law firm

submits a request and is unwilling to disclose the identity of their client for lawyer-client privilege reasons, they cannot use this argument to avoid being charged a commercial rate. Specifically, Section 1 of the *Freedom of Information and Protection of Privacy Regulation* defines a commercial applicant as “a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit”. Without knowing who the client is, the Surrey Police Service applies the commercial applicant rate to the law firm, which falls within “trade, business, profession or other venture for profit”. Law firms represent a wide range of clients in FOIPP Act requests, from individuals to large corporate businesses. Without knowing who the client is, public bodies may apply the commercial applicant rate to requests from law firms which themselves are commercial entities.

In total, the SPS and SPB has received 95 *Freedom of Information and Protection of Privacy* (FOI) requests since they were established and approximately 11,000 pages of records have been reviewed. The Information and Privacy unit is currently in the process of hiring an assistant to help with processing requests which will allow for enhanced efficiencies and best practices. As the Unit evolves, and SPS becomes operational, the nature of FOI requests will become more complex. The Information and Privacy Unit looks forward to setting exceptional standards in area of policing and information and privacy.

## **CONCLUSION**

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



Norm Lipinski, OOM, LLB, MBA  
Chief Constable



REGULAR

REPORT DATE: October 21, 2021  
BOARD MEETING DATE: October 26, 2021  
BOARD REPORT # 2021-R029

TO: **Surrey Police Board**

FROM: **Executive Director**

FILE: **60550-20-02**

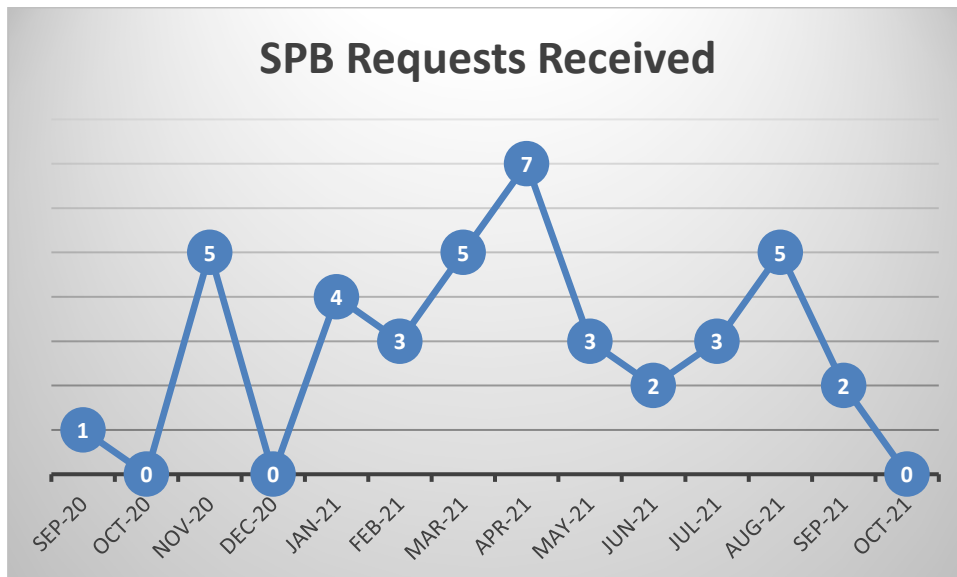
SUBJECT: **Surrey Police Board FOI Report**

### RECOMMENDATION

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

### DISCUSSION

The Surrey Police Board (SPB) has received 40 *Freedom of Information and Protection of Privacy* (FOI) requests since it was established and approximately 1,530 pages of records have been reviewed.



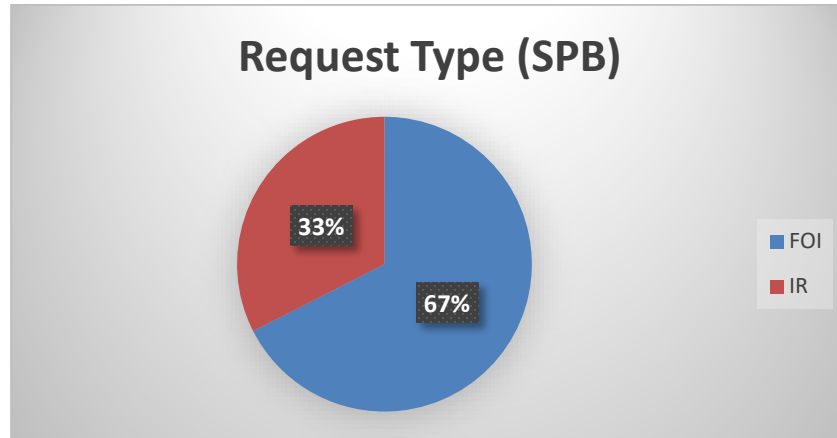
(Chart 1)

Requests come in directly from the public via email to the Surrey Police Board (FOI@surreypoliceboard.ca) or as a section 11 transfer. This is when a public body receives an FOI request and decides to transfer the



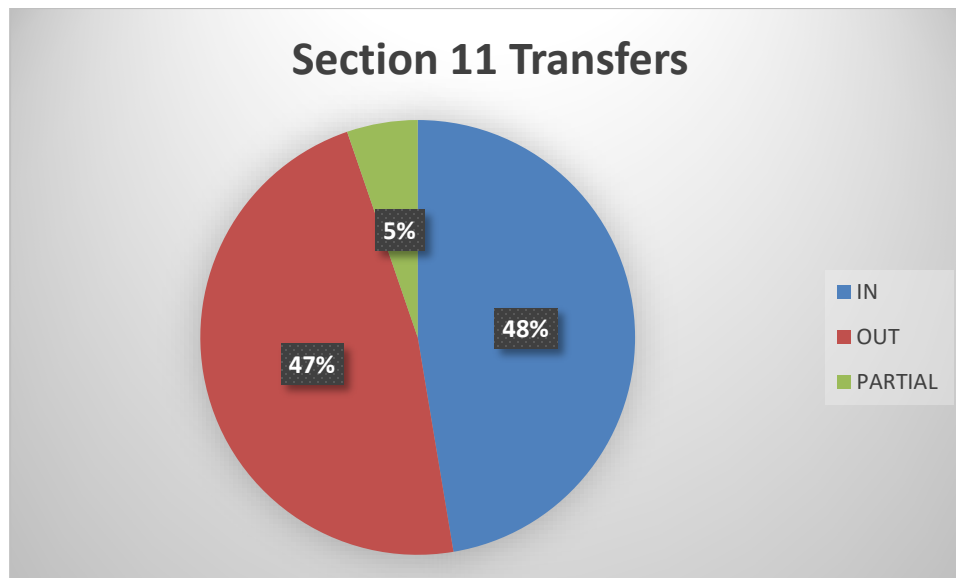
request to another public body. This typically occurs when the City of Surrey receives a request for records in the custody or under the control of the SPB. Some of these requests are requests for information (IR) where the response does not include records and can be explained promptly in a letter.

Of all the requests received by the Surrey Police Board, 67% have been FOI requests (requests for records) and 33% have been information requests.



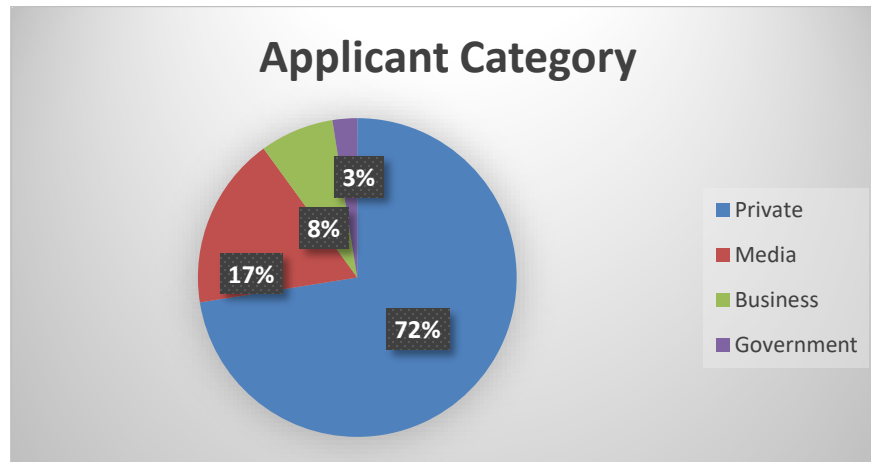
(Chart 2)

Due to the collaborative work done by the City of Surrey and both SPS and SPB on the policing transition, some of the requests for information cross all 3 public bodies. Of the 19 section 11 transfers that have been completed, 48% have been received by the SPB from City of Surrey or SPS and 47% have been transferred from the SPB to SPS or the City.



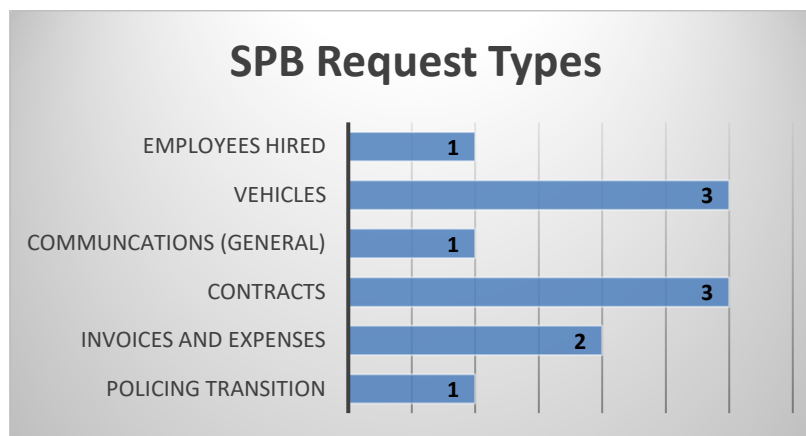
(Chart 3)

Of all the applicants who have submitted requests, most of the requests have been completed by private applicants. It is worth noting that of all the private applicant requests, a small number of applicants have been responsible for most of the requests.



(Chart 4)

The types of FOI requests that the SPB receives vary, but most requests are for employee contracts and information related to the purchase of SPS vehicles.



(Since May 2021)

(Chart 5)

Section 75(1) of the *Freedom of Information and Protection of Privacy Act* allows for fees to be charged to an applicant if the public body requires more than 3 hours to locate, retrieve, produce, and prepare the record for disclosure. Applicants are not required to pay a fee for the first 3 hours spent locating and retrieving the records or for the time spent severing information from the record. If a fee estimate is required to be sent to an applicant, most of the time the applicant will not pay the fee. They either refine their request to fit it under 3 hours or they do not respond to the fee estimate at which point the SPS concludes their request after a 30-day waiting period. To date, fees have been applied to one SPB request in the amount of \$220.50.

Questions have come up around law firms which submit requests on behalf of a client as a way to be deemed a “non-commercial” applicant. The Information and Privacy Unit has established that when a law firm submits a request and is unwilling to disclose the identity of their client for lawyer-client privilege reasons, they cannot use this argument to avoid being charged a commercial rate. Specifically, Section 1 of the *Freedom of Information and Protection of Privacy Regulation* defines a commercial applicant as “a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit”. Without knowing who the client is, the Surrey Police Service applies the commercial applicant rate to the law firm, which falls within “trade, business, profession or other venture for profit”. Law firms represent a wide range of clients in FOIPP Act requests, from individuals to large corporate businesses. Without knowing who the client is, public bodies may apply the commercial applicant rate to requests from law firms which themselves are commercial entities.

In total, SPS and the SPB have received 95 *Freedom of Information and Protection of Privacy Act* requests since they were established and approximately 11,000 pages of records have been reviewed. The Information and Privacy Unit is currently in the process of hiring an assistant to help with processing requests which will allow for enhanced efficiencies and best practices. As the Unit evolves, and SPS becomes operational, the nature of FOI requests will become more complex. The Information and Privacy Unit looks forward to setting exceptional standards in the area of policing and information and privacy.

## **CONCLUSION**

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

A handwritten signature in cursive script, appearing to read "Melissa Granum".

Melissa Granum  
Executive Director



**REGULAR**

**REPORT DATE:** October 20, 2021  
**BOARD MEETING DATE:** October 26, 2021  
**BOARD REPORT #** 2021-FIN021

**TO:** Surrey Police Board

**FROM:** Finance Committee

**FILE:** 60540-20-04

**SUBJECT:** Budget Update Year to Date Expenditures

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## RECOMMENDATION

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

## PURPOSE

This report presents a summary of the 2021 year-to-date expenditures incurred up to the period ended August 31<sup>st</sup>, 2021.

## BACKGROUND

The Five-Year Financial Plan 2021 – 2025 endorsed by Council in December 2020 provided budget allocation for policing services which includes one time establishment costs for SPS and general annual operating funding.

The 2021 operating budget (per the 2021 – 2025 Financial Plan) is presented in the following table:

| <i>(in thousands)</i>          | <b>2021</b>    | <b>2022</b>    | <b>2023</b>    | <b>2024</b>    | <b>2025</b>    |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|
| <b>DEPARTMENT SUMMARY</b>      | <b>BUDGET</b>  | <b>PLAN</b>    | <b>PLAN</b>    | <b>PLAN</b>    | <b>PLAN</b>    |
| SPS Operating                  | <b>61,142</b>  | 148,036        | 192,567        | 198,218        | 204,034        |
| City Policing Support Services | <b>26,028</b>  | 8,252          | 2,326          | 2,326          | 2,326          |
| RCMP Contract                  | <b>96,892</b>  | 33,112         | -              | -              | -              |
| <b>Total Police</b>            | <b>184,062</b> | <b>189,400</b> | <b>194,893</b> | <b>200,544</b> | <b>206,360</b> |

For 2021, SPS was allocated operating budget of \$61.1M, which was based on the deployment of 242 sworn members. At the time that the budget was prepared and presented to Council, it was unknown how much of the policing services would be provided by the RCMP and how much would be provided by SPS when it is approved for operations by the Province. As such, the City of Surrey estimated a 75/25 split, assuming 75% would be provided by the RCMP, and 25% by SPS. The exact proportion of the funding was to be determined during the year based on the final SPS deployment model approved by the SPTTC.

In the addition to the operating budget, the total budget of \$63.7M proposed for the capital/one-time transition to SPS is presented in the following table:

| <b>SUMMARY</b>                              | <b>2020<br/>BUDGET</b> | <b>2021<br/>BUDGET</b> | <b>2022<br/>BUDGET</b> | <b>2023<br/>BUDGET</b> | <b>2024<br/>BUDGET</b> | <b>TOTAL</b>     |
|---|------------------------|------------------------|------------------------|------------------------|------------------------|------------------|
| <b>Police Transitional One-Time Funding</b> | <b>\$ 25,200</b>       | <b>\$ 23,084</b>       | <b>\$ 5,400</b>        | <b>\$ 5,000</b>        | <b>\$ 5,000</b>        | <b>\$ 63,684</b> |

The one-time expenditures for the 2020 year were budgeted at \$25.2M, of which \$20.6M was not expended and carried forward into the 2021 fiscal year. The one-time expenditures for the 2021 fiscal year were budgeted at \$23.1M. The total of \$43.7M is the available one-time budget for the current year.

The SPS and the City of Surrey are working collaboratively with both the Province of BC and the Government of Canada on the transition. The specific timing of the implementation of SPS is dependent on decisions by all three levels of government which impacts the timing of expenditures.

## DISCUSSION

### SPS Operations

As of August 31<sup>st</sup>, 2021, year-to-date expenditures are \$6.8M favourable compared to budget. The SPS has incurred a total of \$14.1M of operating expenditures compared to budgeted \$21.0M as presented in the table below:

|   | <b>BUDGET</b>     | <b>AUG YTD<br/>ACTUAL</b> | <b>VARIANCE</b>  | <b>ANNUAL<br/>BUDGET</b> |
|---|-------------------|---------------------------|------------------|--------------------------|
| <i>Operations Summary</i>                               |                   |                           |                  |                          |
| Salaries and Benefits                                   | 9,157,533         | 3,350,430                 | 5,807,103        | 39,341,000               |
| Other Expenditures and<br>Transfers, including Capital* | 11,799,556        | 10,790,553                | 1,009,003        | 21,801,000               |
| <b>Surrey Police Service Operations</b>                 | <b>20,957,089</b> | <b>14,140,983</b>         | <b>6,816,106</b> | <b>61,142,000</b>        |

\* Includes ongoing contribution to Lower Mainland Integrated Teams with August YTD Budget of \$10.6M, August YTD Actual of \$10.6M, and 2021 Annual Budget of \$15.8M.

As of August 31<sup>st</sup>, 2021, SPS has incurred \$3.5M in total expenditures (excluding the ongoing contribution to Lower Mainland Integrated Teams), of which \$3.35M is for Salaries and Benefits and \$0.15M in Other Expenditures. Appendix I provides the breakdown by division of the year-to-date expenditures.

On August 31<sup>st</sup>, 2021, there were a total of 91 SPS employees (74 sworn members and 17 civilian staff). Of these employees, 22 were assigned to the recruitment unit and the salaries of these employees are allocated to the One-time Policing Transitional Project as establishment costs.

Included in SPS Operations, are Salaries and Benefits of \$3.35M for 69 employees (54 sworn members and 15 civilian staff). These employees are engaged in the following initiatives:

- Development of policies and procedures
- Development of training programs, including operational and leadership skills development
- Procurement (equipment, uniforms, firearms, etc.)
- Tri-lateral coordination (human resources, asset transfer, facilities, etc.)
- Occupational health and safety development and organization

- Community engagement
- Staffing coordination and budget planning

Other Expenditures (excluding Lower Mainland Integrated Teams) of \$0.15M comprise primarily of \$30k of supplies, \$23k of relocation costs, \$22k of training, \$19k of legal, \$10k memberships and professional dues and \$5k of equipment rental. SPS presents a favourable variance of \$6.8M year-to-date.

### ***Police Transitional One-Time Funding***

The transitional one-time expenditures for 2021 are summarized in the table below:

|  | <b>BUDGET<br/>AVAILABLE</b> | <b>AUG YTD<br/>ACTUAL</b> | <b>AVAILABLE<br/>AS OF AUG</b> | <b>2021<br/>AVAILABLE</b> | <b>2021<br/>FORECAST</b> | <b>EXPECTED<br/>CARRYFWD</b> |
|--|-----------------------------|---------------------------|--------------------------------|---------------------------|--------------------------|------------------------------|
| <i>Transition Project Summary</i>      |                             |                           |                                |                           |                          |                              |
| One-time Policing Transition Project** | 43,718,200                  | 9,261,530                 | 34,456,670                     | 43,718,200                | 25,407,260               | 18,310,940                   |

\*\* Budget Available includes 2020 unused budget of \$20.6M carried forward to 2021.

Appendix II presents the details on the spending related to the establishment of the SPS. The unspent \$20.6M carried forward from 2020 has been reallocated for 2021 and future years based on the projects and priorities pertaining to the SPS establishment. Appendix II presents the total expenditures of \$9.3M incurred year-to-date August 31<sup>st</sup>, 2021. As in 2020, a year-to-date expenditures report will be provided to the Finance Committee monthly. The details of the budget allocations and corresponding expenditures are as follow:

- Legal includes expenditures for matters pertaining to collective bargaining, human resources, trademarks, and other establishment legal costs. Also, included in Legal is the cost of in-house legal counsel seconded from the City of Surrey. The year-to-date spend is \$240k with remaining budget available of \$244k.
- Strategy and Policy includes consulting, research, and policy advice. A great deal of groundwork was done in 2020 and \$8k has been spent as of the end of August 2021. The total budget available is \$325k.
- Financial Services includes external financial services advisors and accounting advice to support the establishment of SPS. The year-to-date spend is \$235k with remaining budget available of \$329k.
- Communications and Marketing includes consultants managing public relations required to support the establishment of SPS. Also, included is the City of Surrey staff to support the SPS websites, social media and communications activities with graphic design and videography. The year-to-date spend is \$437k with remaining budget available of \$174k.
- Human Resources includes expenditures for consultants and City of Surrey seconded staff directly involved with the HR matters. The year-to-date spend is \$134k with remaining budget available of \$413k.
- Recruitment, Assessment, and Training includes SPS employees hired to support surge recruiting for SPS. As of August 31<sup>st</sup>, 2021, the recruitment unit includes salaries for 22 SPS employees (20 sworn members and 2 civilian employees). Also, included are expenditures related to testing and

assessment of candidates and training for the new hires. The year-to-date spend is \$1.5M, of which salaries for the recruitment unit are \$1.1M. As of August 31, 2021, there is \$9.3M remaining budget available.

- Infrastructure Operating includes fleet maintenance and management. Also, included is the City of Surrey seconded staff managing infrastructure. The year-to-date spend is \$137k with remaining budget available of \$533k.
- Information Technology Operating includes maintenance of IT operating systems. Also, included is the City of Surrey seconded staff for IT project management. The year-to-date spend is \$269k with remaining budget available of \$3.3M.
- Information Technology Capital includes expenditures for building the data centre, dispatch systems, administrative systems, and telecommunication assets. The year-to-date spend is \$6.1M with remaining budget available of \$9.5M.
- Fleet Capital includes purchase of new vehicles. The year-to-date spend is \$70k with remaining budget available of \$1.0M.
- Armoury and Outfit includes expenditures for guns, uniforms, and personal issue kit. The year-to-date spend is \$11k with remaining budget available of \$7.8M.
- Facilities Capital includes retrofit costs for SPS to assume occupancy of facilities currently owned or leased by the City and occupied by RCMP. The year-to-date spend is \$123k with remaining budget available of \$477k.

As of August 31<sup>st</sup>, 2021, SPS has incurred \$9.3M in total expenditures and the project remains underspent compared to the available budget. The projected spending for 2021 fiscal year will be approximately \$25.4M. Areas of significant expected spending include Information Technology and Recruitment, Assessment and Training. By the end of 2021, SPS expects to carry forward \$18.3M to 2022 and future years.

## CONCLUSION

Expenditures to date supporting the SPS Operations and the One-time Policing Transition Project have been managed in accordance with the Council-adopted 2021-2025 Financial Plan. Implementation of the SPS is well underway with each project domain moving forward. Expenditures for the period ended August 31<sup>st</sup>, 2021 were within the available budget for 2021.



Elizabeth Model  
Chair, Finance Committee

Appendix I      Surrey Police Service Operations - Year-to-Date Expenditures – August 31, 2021  
Appendix II      5 Year Policing Transition Project - Year-to-Date Budget Reconciliation – August 31, 2021

## APPENDIX I

### Surrey Police Service - Operations Year-to-Date Expenditures - August 31, 2021

|   | BUDGET            | AUG YTD<br>ACTUAL | VARIANCE          | ANNUAL<br>BUDGET  |
|---|-------------------|-------------------|-------------------|-------------------|
| <i>Surrey Police Board</i>                              |                   |                   |                   |                   |
| Salaries and Benefits                                   | 287,334           | 211,139           | 76,195            | 431,000           |
| Other Expenditures and<br>Transfers, including Capital  | 108,667           | 28,583            | 80,084            | 163,000           |
| <b>Surrey Police Board</b>                              | <b>396,001</b>    | <b>239,722</b>    | <b>156,279</b>    | <b>594,000</b>    |
| <i>Office of the Chief Constable</i>                    |                   |                   |                   |                   |
| Salaries and Benefits                                   | 841,684           | 678,000           | 163,684           | 1,262,525         |
| Other Expenditures and<br>Transfers, including Capital  | 131,034           | 12,338            | 118,696           | 196,553           |
| <b>Office of the Chief Constable</b>                    | <b>972,718</b>    | <b>690,338</b>    | <b>282,380</b>    | <b>1,459,078</b>  |
| <i>Community Policing Bureau</i>                        |                   |                   |                   |                   |
| Salaries and Benefits                                   | 2,222,999         | 1,108,549         | 1,114,450         | 20,138,475        |
| Other Expenditures and<br>Transfers, including Capital* | 11,188,722        | 10,646,270        | 542,452           | 17,834,447        |
| <b>Community Policing Bureau</b>                        | <b>13,411,721</b> | <b>11,754,819</b> | <b>1,656,902</b>  | <b>37,972,922</b> |
| <i>Investigative Services Bureau</i>                    |                   |                   |                   |                   |
| Salaries and Benefits                                   | 4,780,670         | 479,032           | 4,301,638         | 10,338,000        |
| Other Expenditures and<br>Transfers, including Capital  | 282,581           | 4,273             | 278,308           | 937,000           |
| <b>Investigative Services Bureau</b>                    | <b>5,063,251</b>  | <b>483,306</b>    | <b>4,579,945</b>  | <b>11,275,000</b> |
| <i>Support Services Bureau</i>                          |                   |                   |                   |                   |
| Salaries and Benefits                                   | 4,780,670         | 873,709           | 3,906,961         | 7,171,000         |
| Other Expenditures and<br>Transfers, including Capital  | 282,581           | 99,090            | 183,491           | 2,670,000         |
| <b>Support Services Bureau</b>                          | <b>5,063,251</b>  | <b>972,799</b>    | <b>4,090,452</b>  | <b>9,841,000</b>  |
| <b>Surrey Police Service Operations</b>                 | <b>24,906,942</b> | <b>14,140,983</b> | <b>10,765,959</b> | <b>61,142,000</b> |

\* Includes ongoing contribution to Lower Mainland Integrated Teams with August YTD Budget of \$10.6M, August YTD Actual of \$10.6M, and 2021 Annual Budget of \$15.8M.



## APPENDIX II

### One-time Policing Transition Project Year-to-Date Budget Reconciliation - August 31, 2021

| EXPENDITURES                               | BUDGET CARRIED FORWARD | CURRENT YEAR BUDGET | BUDGET AVAILABLE  | CURRENT YEAR ACTUAL EXPENSE | YEAR-END PROJECTION | EXPECTED BALANCE CARRIED FORWARD |
|--|------------------------|---------------------|-------------------|-----------------------------|---------------------|----------------------------------|
|  | 2020                   | 2021                | 2021              | 2021                        | 2021                | 2022                             |
|  | (a)                    | (b)                 | (a)+(b)=(c)       | (d)                         | (e)                 | (c)-(e)=(f)                      |
| Legal                                      | 363,923                | 120,800             | 484,723           | 240,363                     | 484,723             | -                                |
| Strategy and Policy                        | 244,853                | 80,000              | 324,853           | 7,550                       | 274,853             | 50,000                           |
| Financial Services                         | 544,350                | 19,400              | 563,750           | 234,710                     | 348,750             | 215,000                          |
| Communications and Marketing               | 333,148                | 277,700             | 610,848           | 436,579                     | 610,848             | -                                |
| Human Resources                            | 475,000                | 71,900              | 546,900           | 133,624                     | 302,950             | 243,950                          |
| Recruitment, Assessment, and Training      | 7,082,876              | 3,692,132           | 10,775,008        | 1,492,428                   | 3,429,927           | 7,345,081                        |
| Infrastructure Operating                   | 350,050                | 320,650             | 670,700           | 137,265                     | 670,700             | -                                |
| Information Technology Operating           | 271,400                | 4,278,445           | 4,549,845         | 268,792                     | 3,296,574           | 1,253,271                        |
| <b>SPS TRANSITION - OPERATION SUBTOTAL</b> | <b>9,665,600</b>       | <b>8,861,027</b>    | <b>18,526,627</b> | <b>2,951,311</b>            | <b>9,419,325</b>    | <b>9,107,302</b>                 |
| Information Technology Capital             | 4,354,563              | 11,296,150          | 15,650,713        | 6,106,731                   | 12,380,147          | 3,270,566                        |
| Fleet Capital                              | 592,000                | 525,000             | 1,117,000         | 70,096                      | 1,117,000           | -                                |
| Armory and Outfit Capital                  | 5,799,215              | 2,024,612           | 7,823,827         | 10,886                      | 1,890,748           | 5,933,079                        |
| Facilities Capital                         | 222,829                | 377,211             | 600,040           | 122,506                     | 600,040             | -                                |
| <b>SPS TRANSITION - CAPITAL SUBTOTAL</b>   | <b>10,968,607</b>      | <b>14,222,973</b>   | <b>25,191,580</b> | <b>6,310,219</b>            | <b>15,987,935</b>   | <b>9,203,645</b>                 |
| <b>TOTAL BUDGET BALANCE</b>                | <b>20,634,207</b>      | <b>23,084,000</b>   | <b>43,718,207</b> | <b>9,261,530</b>            | <b>25,407,260</b>   | <b>18,310,947</b>                |

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

Oct 19, 2021

Dear Ms. Granum,

I am writing to sincerely thank you for the contribution of \$500.00 received from the Surrey Police Board to assist with programming for the CAPG 32nd Annual Conference. Your contribution allowed us to fulfill our goal of offering a program to our delegates that was educational and affordable and provided rich dialogue and vital networking opportunities. Financial support from members like you lets us continue to deliver the best police governance conference Canada has to offer.

One of the overarching messages your support delivers is that your organization is a champion of excellence for civilian oversight of municipal police in Canada and that you believe in the values of integrity, transparency and accountability. We were proud to display this acknowledgement at the conference.

On behalf of the CAPG board of directors and all of our members, I extend our warmest gratitude for your support and reassure you that CAPG will work diligently to be a significant and credible stakeholder in all discussions related to community safety and police governance at the national level.

Sincerely,



Carole McDougall  
Chair of the 2021 CAPG Conference Committee