



# SURREY POLICE BOARD

## Regular Meeting Agenda

Venue: Virtual  
Date: October 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 – October 25, 2023	Chair Locke
2. Adoption of Minutes – September 27, 2023	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>SPS 2024 Community Consultation Plan</b> Report 2023-R011 - For Information	Chief Lipinski
2. <b>Transition Updates</b> -Verbal - For Information	Chief Lipinski
<b>COMMITTEE REPORTS</b>	
<b>FINANCE COMMITTEE REPORTS</b>	
1. <b>Financial Update - Year to Date Expenditures – September 30, 2023</b> Report 2023-FIN011 – For Information (Presentation)	Avtar Johl
<b>E. INFORMATION</b>	
No information.	
<b>F. CORRESPONDENCE</b>	
No correspondence.	

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**G. NEW BUSINESS**

No new business.

**H. NEXT MEETING**

The next meeting of the Surrey Police Board will be held on November 29, 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: September 27, 2023  
Time: 5:00 PM

### **Present:**

Jessie Sunner  
Meena Brisard  
Cheney Cloke  
Elizabeth Model  
Avtar Johl

### **Regrets:**

Brenda Locke, Chair  
James Carwana  
Harley Chappell  
Manav Gill  
Todd Matsumoto, Deputy Chief  
Marion Chow, Executive Assistant

### **Staff Present:**

Norm Lipinski, Chief Constable  
Jennifer Hyland, Deputy Chief  
Mike LeSage, Deputy Chief  
Mike Procyk, Superintendent  
Melissa Granum, Executive Director  
Candace Hoover, Administrative Assistant  
Gayle Wlasiuk, Executive Service Manager  
Lisa Eason, Strategic Communications Mgr.  
Sukh Sidhu, Inspector  
Nathan Wong, Senior Manager, Finance  
Nicola Webb, Human Resources Consultant

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 September 27, 2023, Regular Board meeting was called to order at 5:00 PM.

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

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

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

It was

Moved by Meena Brisard  
Seconded by Elizabeth Model

That Director Sunner be appointed Acting Chair for the Surrey Police Board meeting of September 27, 2023.

Carried.

### **B. ADOPTIONS**

1. Adoption of the Agenda – September 27, 2023.

It was

Moved by Meena Brisard  
Seconded by Elizabeth Model

That the agenda of the Surrey Police Board meeting of September 27, 2023 be adopted.

Carried.

2. Adoption of Minutes – July 26, 2023

It was

Moved by Meena Brisard  
Seconded by Elizabeth Model

That the minutes of the Surrey Police Board meeting of July 26, 2023 be adopted.

Carried.

**C. DELEGATIONS**

1. No Delegations.
2. No Delegation Requests

**D. REPORTS**

**CHIEF CONSTABLE REPORTS**

1. **Surrey Crime Severity Index**  
Report 2023-R009 – For Information

The Surrey Police Board received the report for information.

2. **New BC Provincial Policing Standards on Responses to Sexual Assault**  
Report 2023-R010 – For Information

The Surrey Police Board received the report for information.

3. **Transition Update – Verbal**  
For Information

The Surrey Police Board received the verbal report for information.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE REPORTS**

1. **Financial Update - Year to Date Expenditures – August 31, 2023**  
Report 2023-FIN009 – For Information  
(Presentation)

The Surrey Police Board received the report for information.

**E. INFORMATION**

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 October 25, 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 Elizabeth Model

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

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

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

Carried.

**J. ADJOURNMENT**

The September 27, 2023 Regular Police Board meeting was adjourned at 5:18 PM.

Certified correct:

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Candace Hoover, Administrative Assistant

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Jessie Sunner, Vice Chair



**REGULAR**

**REPORT DATE:** October 18, 2023  
**BOARD MEETING DATE:** October 25, 2023  
**BOARD REPORT #** 2023-R011

**TO:** Surrey Police Board

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** SPS 2024 Community Consultation Plan

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## **RECOMMENDATION**

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

## **BACKGROUND**

From June to October 2021, Surrey Police Service (SPS) undertook a three-part community consultation project to provide the foundation for the development of a community policing model and to inform SPS's first strategic plan. This project consisted of a survey, interviews and focus groups, with the goal of gathering information from a broad range of stakeholders who live and work in Surrey.

The three components were designed by independent research experts, Dr. Curt Griffiths and Dr. Eli Sopow, to help SPS understand the lived experience of different groups, the challenges and opportunities currently facing Surrey, and how to improve service delivery and increase safety and the quality of life for all residents in the community.

Drs. Griffiths and Sopow are renowned for their analytical work in the field of policing. They are experienced and knowledgeable in the design and delivery of public consultation, as well as the interpretation and application of results. Proven scientific research methodology was employed to ensure the greatest possible degree of accuracy of the information collected. The 2021 community consultation resulted in fourteen recommendations that formed the basis of the SPS 2022 Strategic Plan.

## **DISCUSSION**

In anticipation of the development of the 2024 Strategic Plan, SPS staff have had an initial meeting with Drs. Griffiths and Sopow to discuss a follow-up engagement process. As SPS develops a new POJ focused Strategic Plan, a continued community consultation process will be important because the initial consultation was conducted at a time of uncertainty in the minds of many community members and groups.

Now that it is clear that SPS is moving forward, there is a different context to community engagement, and we may want to ask different questions. We may also want to include organizations and groups with whom we have established new partnerships that did not participate last time.

The previous consultation was general in nature and provided a high-level view of the concerns of Surrey residents. Drs. Griffiths and Sopow suggested that this time, focus groups could be conducted in each of the 5 districts, focusing on local concerns. This could better inform how each district deployment model may look.

Other areas of focus could include mental health, homelessness, and addictions. They also suggested increased engagement with provincial entities (eg: Fraser Health, schools), youth groups and high school students about collaboration and opportunities.

Drs. Griffiths and Sopow will prepare a proposal, including a timeline, with their recommended approach. They anticipate that a full consultative process will take approximately 6-8 months. The Board will be consulted and apprised of the development of this project.

## **CONCLUSION**

Public engagement is a critical step toward understanding what is important to the community, and to work with Surrey's citizens to set the strategic vision of the SPS. In consultation with the community and other stakeholders, the Strategic Plan will be a foundational road map for SPS as we become the police of jurisdiction.

This project is a part of SPS's commitment to ensuring that interested and affected parties are an integral part of the development of SPS' community policing model.

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



Norm Lipinski, OOM, LLB, MBA  
Chief Constable



REGULAR

REPORT DATE: October 19, 2023  
BOARD MEETING DATE: October 25, 2023  
BOARD REPORT # 2023-FIN011

TO: Surrey Police Board

FROM: Finance Committee

FILE: 60540-20-04

SUBJECT: Financial Update – Year-To-Date Expenditures (September 30, 2023)

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## RECOMMENDATION

The Finance Committee recommends that the Surrey Police Board receive this report for information.

## PURPOSE

This report summarizes 2023 year-to-date expenditures incurred up to September 30, 2023.

## BACKGROUND

Based on our rate of expenditure up to the end of Q3 (September 30<sup>th</sup>), along with anticipated costs in Q4, the latest projection for total 2023 expenditures is presented below:

### ***2023 Surrey Police Service Financial Projection***

*(as of September 30, 2023)*

	Projected as of Sep.
<b>SPS Operations</b>	
Board Remunerations	\$ 93,771
Salaries and Benefits	64,437,473
Other Expenditures	5,145,336
<b>Total SPS Operations</b>	<b>69,676,580</b>
<b>Capital Expenditures</b>	<b>5,760,097</b>
<b>TOTAL SPS EXPENDITURES</b>	<b>75,436,677</b>



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

<b>SUMMARY</b>	<b>2023 BUDGET</b>	<b>2024 PLAN</b>	<b>2025 PLAN</b>	<b>2026 PLAN</b>	<b>2027 PLAN</b>
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	-	-	-	-
<b>TOTAL</b>	<b>\$329,965</b>	<b>\$213,642</b>	<b>\$228,162</b>	<b>\$241,441</b>	<b>\$254,706</b>

Discussions with the City on SPS's 2023 budget allocation have occurred after the Province's direction on the police transition. The City has indicated that the 2023 budget allocated to SPS remains at \$48.75M; however, that is based on a financial model to retain the RCMP and wind down SPS. Discussions are ongoing between the Province, the City and SPS regarding our projected costs vs. the budget allocated by the City.

## DISCUSSION

### ***SPS Operations***

As of September 30, 2023, year-to-date expenditures (operating and capital, not including the Police Transition Project expenditures) totalled \$53.35M (70.7% of projected), presented below:

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

*As of September 30, 2023*

	<b>2023 PROJECTED</b>	<b>YTD ACTUAL</b>	<b>% Spent</b>	<b>REMAINING AMOUNTS</b>
<i>SPS Operations</i>				
Board Remunerations	93,771	<b>65,456</b>	69.8%	28,315
Salaries and Benefits	64,437,473	<b>48,012,102</b>	74.5%	16,425,371
Other Expenditures	5,145,336	<b>2,746,597</b>	53.4%	2,398,739
<b>Total SPS Operations</b>	<b>\$ 69,676,580</b>	<b>\$ 50,824,155</b>	72.9%	<b>\$ 18,852,425</b>
<b>Capital Expenditures</b>	<b>\$ 5,760,097</b>	<b>\$ 2,530,571</b>	43.9%	<b>\$ 3,229,526</b>
<b>TOTAL SPS EXPENDITURES</b>	<b>\$ 75,436,677</b>	<b>\$ 53,354,726</b>	70.7%	<b>\$ 22,081,951</b>

Year-to-date, SPS expended \$65K for board remuneration, \$48.01M for employee salaries and benefits, \$2.53M on capital expenditures, and \$2.75M on other operating expenditures. (Appendix I provides a breakdown of spending by Bureau.)

We currently have 384 active employees (334 sworn members, 39 regular/permanent civilians, and 11 temporary civilians). Of these employees, 22 were assigned to temporary positions in recruiting, security clearance, auxiliary/on-call staff for backfill, 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.

SPS Operations include salaries and benefits of \$48.01M for 362 employees (321 sworn members and 41 civilians) engaged in policing and day-to-day business operations.

Other operating expenditures of \$2.75M included \$221K for training courses and seminars; \$546K paid to JIBC for recruit training; \$245K of electronic communications-related expenses; \$173K of travel expenses (majority of which is training related); \$34K of memberships and professional dues; \$72K for lease and

rentals (vehicles and firing range); \$238K for supplies and materials; \$16K for publications and reference materials; \$1.20M for outsourced services.

**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 September 30, 2023*

	TOTAL FUND AVAILABLE	YTD ACTUAL EXPENSES	REMAINING FUND BALANCE
	2023	2023	2023
<b>Project Summary</b>			
One-Time Policing Transition**	\$ 24,383,185	\$ 6,190,805	\$ 18,192,380

\*\* Total fund available in 2023 includes \$19.383M carried forward from prior years.

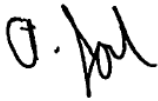
Appendix II presents the details of the policing transition project costs related to establishing SPS based on our last financial forecast (prepared on September 30, 2023). Year-to-date expenditures as of September 30, 2023, totalled \$6.19M of \$24.38M available; details of significance are presented 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 \$2.15M (75% of the 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 \$426K (75% of the 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 \$139K (75% of the projected amount for 2023).
- Financial Services expenses include outsourced financial service consultants and personnel to support setting up SPS's finance and payroll systems and databases; year-to-date expenditures totalled \$29K (75% of the 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 \$199K (75% of the 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 \$1.97M (54% of the projected amount for 2023).
- Armoury, Outfit, and Other Equipment Capital costs are related to firearms, uniforms, personal issue kits, and other specialty equipment for policing; year-to-date expenditures totalled \$1.11M (60% of the projected amount for 2023).

- Fleet Conversion, Capital, and Other Infrastructure expenditures include expenses to convert the incoming fleet of RCMP vehicles, initial SPS vehicles ordered in 2021, and temporary personnel costs allocated by the City to support building SPS's infrastructure; year-to-date expenditures totalled \$165K (75% of the 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 waited for a decision/direction on the police transition. We anticipate this trend to continue for the remainder of the year as stakeholders work out the details of the police transition.



Avtar Johl  
Chair, Finance Committee

Appendix I      Surrey Police Service Year-to-Date Expenditures – September 30, 2023 (Projected vs. Actual)  
Appendix II     One-Time Policing Transition Fund as of September 30, 2023

**Surrey Police Service**  
**Year-to-Date Expenditures - September 30, 2023**  
**(Projected vs. Actual)**

	<b>2023 PROJECTED</b>	<b>YTD ACTUAL</b>	<b>% Spent</b>	<b>REMAINING AMOUNTS</b>
<i>Surrey Police Board</i>				
Board Remunerations	93,771	<b>65,456</b>	69.8%	28,315
Salaries and Benefits	328,238	<b>242,857</b>	74.0%	85,381
Other Expenditures	64,367	<b>47,011</b>	73.0%	17,356
<b>Surrey Police Board</b>	<b>\$ 486,376</b>	<b>\$ 355,324</b>	<b>73.1%</b>	<b>\$ 131,052</b>
<i>Office of the Chief Constable</i>				
Salaries and Benefits	2,931,322	<b>2,155,728</b>	73.5%	775,594
Other Expenditures	268,995	<b>84,823</b>	31.5%	184,172
<b>Office of the Chief Constable</b>	<b>\$ 3,200,317</b>	<b>\$ 2,240,551</b>	<b>70.0%</b>	<b>\$ 959,766</b>
<i>Community Policing Bureau</i>				
Salaries and Benefits	41,623,974	<b>31,071,937</b>	74.7%	10,552,037
Lower Mainland Integrated Teams	-	-	-	-
Other Expenditures	436,500	<b>202,958</b>	46.5%	233,542
<b>Community Policing Bureau</b>	<b>\$ 42,060,474</b>	<b>\$ 31,274,895</b>	<b>74.4%</b>	<b>\$ 10,785,579</b>
<i>Investigative Services Bureau</i>				
Salaries and Benefits	3,544,852	<b>2,638,225</b>	74.4%	906,627
Other Expenditures	196,484	<b>33,631</b>	17.1%	162,853
<b>Investigative Services Bureau</b>	<b>\$ 3,741,336</b>	<b>\$ 2,671,856</b>	<b>71.4%</b>	<b>\$ 1,069,480</b>
<i>Support Services Bureau</i>				
Salaries and Benefits	16,009,087	<b>11,903,355</b>	74.4%	4,105,732
Other Expenditures	4,178,990	<b>2,378,174</b>	56.9%	1,800,816
<b>Support Services Bureau</b>	<b>\$ 20,188,077</b>	<b>\$ 14,281,529</b>	<b>70.7%</b>	<b>\$ 5,906,548</b>
<b>Total Operation Expenditures</b>	<b>\$ 69,676,580</b>	<b>\$ 50,824,155</b>	<b>72.9%</b>	<b>\$ 18,852,425</b>
<b>Capital Expenditures</b>	<b>\$ 5,760,097</b>	<b>\$ 2,530,571</b>	<b>43.9%</b>	<b>\$ 3,229,526</b>
<b>TOTAL SPS EXPENDITURES</b>	<b>\$ 75,436,677</b>	<b>\$ 53,354,726</b>	<b>70.7%</b>	<b>\$ 22,081,951</b>

**One-Time Policing Transition Fund**

As of September 30, 2023

(Forecasted September 30, 2023)

	2020 - 2022 Expenditures	Sep YTD Expenditures	2023 Forecast	% Spent	2024 Forecast	2025 Forecast	Total Forecasted Transition Project Cost
Recruitment, Assessment, and Training	\$ 5,834,920	\$ 2,147,951	\$ 2,863,935	75%	\$ 3,252,539	\$ 1,607,975	\$ 13,559,369
Human Resources	1,587,861	425,858	567,811	75%	2,133,682	-	4,289,354
Communications and Marketing	918,518	138,675	184,900	75%	226,100	169,500	1,499,018
Financial Services	701,474	29,345	39,127	75%	295,218	-	1,035,819
Legal	1,067,615	198,571	264,761	75%	309,452	-	1,641,828
Strategy and Policy	782,059	-	-	-	-	-	782,059
Information Technology Systems and Capital	17,854,328	1,974,334	3,649,143	54%	10,967,759	-	32,471,230
Armory, Outfit and Other Equipment Capital	3,561,458	1,110,621	1,857,423	60%	-	-	5,418,881
Fleet Conversion, Capital, and Other Infrastructure	1,474,767	165,450	220,600	75%	753,004	-	2,448,371
Facilities Improvement and Outfitting	517,815	-	-	-	-	-	517,815
<b>Total Expenditures:</b>	<b>\$ 34,300,815</b>	<b>\$ 6,190,805</b>	<b>\$ 9,647,700</b>	<b>64%</b>	<b>\$ 17,937,754</b>	<b>\$ 1,777,475</b>	<b>\$ 63,663,744</b>
Prior Year Fund Carry Forward:	\$ -	\$ 19,383,185	\$ 19,383,185		\$ 14,735,485	\$ 1,797,731	\$ -
Budget Allocation:	53,684,000	5,000,000	5,000,000		5,000,000	-	63,684,000
<b>Accumulated Fund Balance (Carry Forward):</b>	<b>\$ 19,383,185</b>	<b>\$ 18,192,380</b>	<b>\$ 14,735,485</b>		<b>\$ 1,797,731</b>	<b>\$ 20,256</b>	<b>\$ 20,256 *</b>

\* \$20,256 overall contingency/unallocated