



SURREY POLICE BOARD

ADMINISTRATOR

Regular Meeting Agenda

Venue: Virtual
Date: September 18, 2024
Time: 12:00 PM

| | ITEM | PRESENTER |
|-------------------------------------|---|---------------------------------|
| A. CALL TO ORDER | The Surrey Police Board recognizes that our work takes place on the ancestral, traditional, and unceded territories of the Coast Salish Peoples. | Mike Serr |
| B. ADOPTIONS | 1. Adoption of the Agenda – September 18, 2024 2. Adoption of Minutes – July 31, 2024 | Mike Serr Mike Serr |
| C. PRESENTATIONS/DELEGATIONS | 1. Presentation Special Olympics BC – Sheila Snell and Susan Wang Sgt. Dale Quiring, Surrey Police Service (Presentation) 2. No Delegation Requests | Chief Lipinski Gayle Wlasiuk |
| D. REPORTS | CHIEF CONSTABLE REPORTS | |
| | 1. Hiring, Deployment and Diversity Update Report 2024-R015 - For Information | Chief Lipinski |
| | 2. Financial Update - Year to Date Expenditures – July 31, 2024 Report 2024-R016 – For Information (Presentation) | Chief Lipinski Nathan Wong |
| | 3. Transition Updates Verbal - For Information | Chief Lipinski |
| E. INFORMATION | 1. No information | |

F. CORRESPONDENCE

Melissa Granum

1. Letter from Office of the Police Complaint Commissioner – re: Service or Policy Complaint of Mayor Brenda Locke – OPCC File No. 2024-25832
Dated August 26, 2024

G. NEW BUSINESS

No new business.

H. NEXT MEETING

The next meeting of the Surrey Police Board to be on October 29, 2024.

Mike Serr

I. MOTION TO HOLD A MEETING IN A CLOSED SESSION

Mike Serr

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

Mike Serr



SURREY POLICE BOARD

Regular Meeting Minutes

Venue: Virtual
Date: July 31, 2024
Time: 12:00 PM

Present:

Mike Serr, Administrator

Regrets:

Jennifer Hyland, Deputy Chief

Staff Present:

Norm Lipinski, Chief Constable
Mike LeSage, Deputy Chief
Todd Matsumoto, Deputy Chief
Mike Procyk, Supt.
Allison Good, Supt.
Ryan Hall, Inspector
Sukh Sidhu, Inspector
Melissa Granum, Executive Director
Marion Chow, Executive Assistant
Nicola Webb, Human Resources Consultant
Gayle Wlasiuk, Executive Services Manager
Nathan Wong, Director Finance

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 July 31, 2024, Regular Board meeting was called to order at 12:00 PM.

B. ADOPTIONS

1. Adoption of the Agenda – July 31, 2024

The agenda for the July 31, 2024 Regular board meeting was approved.

2. Adoption of Minutes – June 26, 2024

The minutes of the June 26, 2024 Regular board meeting were approved.

C. PRESENTATIONS/DELEGATIONS

1. **Presentations**

No presentations.

2. **No Delegation Requests**

No delegation requests.

D. REPORTS

CHIEF CONSTABLE REPORTS

- 1. SPS 2024 Community Consultation Plan**
Report 2024-R012 - For Information
(Presentation)

Superintendent Allison Good provided the Board with an update on the progress of the community consultations.

The Board provided their questions and comments and thanked Superintendent Good for the presentation.

- 2. Two-Officer Vehicle Research**
Report 2024-R013 - For Information
(Presentation)

Inspector Ryan Hall provided the Board with a presentation on two-officer vehicle research.

The Board provided their questions and comments and thanked Inspector Hall for the presentation.

- 3. Financial Update - Year to Date Expenditures – June 30, 2024**
Report 2024-R014 – For Information
(Presentation)

The Director Finance provided the Board with year-to-date expenditures for the period ending June 30, 2024.

The Board provided their comments and thanked the Director Finance for the presentation.

- 4. Policing Transition Update - Verbal**
- For Information
(Presentation)

The Chief Constable provided the Board with an update on the policing transition.

The Board thanked the Chief Constable for the efforts of his team in working with all the stakeholders.

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 on September 18, 2024.

I. MOTION TO HOLD A MEETING IN A CLOSED SESSION

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(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.

Motion approved.

J. ADJOURNMENT

The Surrey Police Board meeting adjourned at 12:37 PM.

Certified correct:

Marion Chow, Executive Assistant

Mike Serr, Administrator



REGULAR

REPORT DATE: September 12, 2024
BOARD MEETING DATE: September 18, 2024
BOARD REPORT # 2024-R015

TO: Surrey Police Board Administrator

FROM: Chief Constable

FILE: 60550-20-03

SUBJECT: Hiring, Deployment, and Diversity Update

RECOMMENDATION

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

SUMMARY

Surrey Police Service (SPS) continues to attract high quality applicants with diverse backgrounds, skills, and qualifications with a focus on recruiting police officers who are representative of the communities we serve. SPS continues to grow its team with the recent addition of 40 police officers and 11 civilian employees, bringing SPS's head count to 476.

DISCUSSION

Experienced Officer Hiring

SPS has now hired 410 police officers, which is over half of the 785 police officers it will eventually have when the transition is fully completed. Experienced officers (EOs) have come from 26 different police agencies across Canada, providing SPS with a broad spectrum of perspectives and experience.

Recruit Hiring

To-date, 45 SPS recruits have completed their training and are now deployed into the MPU. SPS currently has 33 recruits in training:

- **Recruit Class 6 (173)** – 9 SPS recruits began training on January 8, 2024, and will graduate on November 8, 2024.
- **Recruit Class 7 (174)** – 11 SPS recruits began training at the JIBC on May 6, 2024.
- **Recruit Class 8 (175)** – 13 SPS recruits began training at the JIBC on Sept. 9, 2024.

Three pre-recruits have been hired to-date for the January 2025 JIBC class (Class 176). These employees will be starting with SPS on October 7th. SPS is waiting to receive its seat allotment from the JIBC for this January 2025 class.

Officer Deployment

Newly hired EOs attend six weeks of customized SPS training prior to their deployment. SPS officers that are not currently deployed into the Municipal Policing Unit (MPU) with the Surrey RCMP, are assigned to critical infrastructure roles, working to build the necessary systems and supports for the department, such as: HR, IT, Recruiting, Training, Professional Standards, Policy Development, and Planning. On November 29, 2024, when SPS becomes the police agency of jurisdiction for Surrey, all SPS sworn officers will be considered deployed.

Currently 247 SPS Officers are operationally deployed into the MPU, working alongside the Surrey RCMP. Twenty-eight EOs will be deployed in October into positions in Community Policing and Investigative Services. In addition, nine recruit grads will be deployed to the Frontline in November, following their graduation from the Justice Institute of BC (JIBC).

Diversity Statistics

The SPS Recruiting Section strives to ensure that the composition of SPS reflects the diversity that exists in the City of Surrey. A diverse workforce will help SPS to engage with citizens and ensure that SPS hears and understands their concerns, perspectives, and needs. SPS also believes it is important for the public and potential applicants to know about the organization and people that have chosen to work at SPS.

The current composition of SPS sworn officers includes:

- **20% female overall**
 - **24% of new Recruits are female**
- **48% culturally diverse backgrounds, including:**
 - **5% Indigenous**
 - **22.5% South Asian**
- **35 languages spoken**

CONCLUSION

The recruiting, hiring, and deploying of SPS officers are critical components of SPS readying itself to become the police of jurisdiction. SPS's next class of experienced officers will start on October 21st, and the next Recruit class will join SPS in late December.

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



Norm Lipinski, OOM, LLB, MBA
Chief Constable



REPORT DATE: September 12, 2024

REGULAR

BOARD MEETING DATE: September 18, 2024

BOARD REPORT # 2024-R016

TO: Surrey Police Board Administrator

FROM: Chief Constable

FILE: 60550-20-03

SUBJECT: Financial Update – Year-To-Date Expenditures (July 31, 2024)

RECOMMENDATION

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

PURPOSE

This report summarizes 2024 year-to-date expenditures incurred up to July 31, 2024.

BACKGROUND

The 2024 Provisional Budget the Board submitted to the City of Surrey Council for funding approval is summarized below and will be used as the reference amount for the budget vs. actual comparisons throughout this report.

2024 Surrey Police Service Budget Summary

| | Provisional Budget |
|--|-----------------------|
| SPS Operations | |
| Salaries and Benefits | \$ 102,761,570 |
| Other Operating Expenditures | 16,758,285 |
| Total SPS Operations | 119,519,855 |
| Equipment/Capital Expenditures | 6,636,383 |
| Policing Transition Project Fund* | 15,354,815 |
| TOTAL EXPENDITURES | \$ 141,511,053 |

* In 2020, the City of Surrey ("CoS") committed \$63.68M as a one-time capital project fund for the policing transition. This fund was established to support SPS's initial startup costs and to build the IT infrastructure required by SPS to become the Police of Jurisdiction.

On May 6, 2024, Surrey Council approved a budget of \$221.58M for policing operations to be split between the RCMP and SPS. However, the specific amount/allocation for SPS is not specified.

In addition to a 2024 budget allocation from Surrey Council, the Province of BC has provided direct financial support to SPS. As of the date of this report, Provincial grants to SPS totalled \$4.17M.

The financial summaries below present consolidated SPS expenditures, using data from both the City's and SPS's financial management systems. (Appendix I presents the financial statements generated from SPS's financial management system.)

DISCUSSION

SPS Operations

As of July 31, 2024, year-to-date expenditures totalled \$51.61M (36.5% of the total provisional budget), presented below:

2024 Year-to-Date Expenditures Summary (Budget vs. Actual)

As July 31, 2024

| | Provisional Budget | YTD Actual | % Spent | Remaining Amounts |
|--|-------------------------------|-----------------------|--------------------|------------------------------|
| <i>SPS Operations</i> | | | | |
| Salaries and Benefits | \$ 102,761,570 | \$ 44,706,277 | 43.5% | \$ 58,055,293 |
| Lower Mainland Integrated Teams | - | - | - | - |
| Other Expenditures | 16,758,285 | 3,731,958 | 22.3% | 13,026,327 |
| Total SPS Operations | 119,519,855 | 48,438,235 | 40.5% | 71,081,620 |
| Capital Expenditures | 6,636,383 | 678,832 | 10.2% | 5,957,551 |
| One-Time Policing Transition Fund | 15,354,815 | 2,490,828 | 16.2% | 12,863,987 |
| TOTAL SPS EXPENDITURES | \$ 141,511,053 | \$ 51,607,895 | 36.5% | \$ 89,903,158 |

Year-to-date, SPS has spent \$44.71M on employee salaries and benefits and board remuneration, \$679K on capital expenditures, and \$3.73M on other operating expenditures. (Appendix II provides a breakdown of capital expenditures by category; Appendix III provides a breakdown of other operating expenditures in further detail by Bureau.)

At the end of July, we had 424 active employees: 368 sworn members, 49 regular/permanent civilians, and 7 temporary civilians. Most of the temporary civilians were auxiliary/on-call staff for backfill and various other roles as part of the policing transition; the salaries and benefits of 6 civilians are being allocated to the One-time Policing Transition Project Fund.

SPS Operations include salaries and benefits of \$44.71M for 418 employees (368 sworn members and 50 civilians) engaged in policing and day-to-day business operations.

One-Time Policing Transition Project Fund

In 2020, the City of Surrey committed \$63.68M to a one-time capital project fund for the policing transition. This fund was established to support SPS's initial startup costs and to build the IT infrastructure required by SPS to become the Police of Jurisdiction. As of the end of 2023, \$43.38M of the \$63.68M committed had been used. Our 2024 Provisional Budget identifies \$15.35M of expenditures related to the transition project fund this year.

As of July 31, 2024, year-to-date expenditures from the transition project fund totalled \$2.49M.

One-Time Policing Transition Fund Summary

As July 31, 2024

| | PROJECTED FUND USE 2024 | YTD ACTUAL EXPENSES 2024 | REMAINING AMOUNTS 2024 |
|-------------------------------|-------------------------------|--------------------------------|------------------------------|
| <i>Project Summary</i> | | | |
| One-Time Policing Transition | \$ 15,354,815 | \$ 2,490,828 | \$ 12,863,987 |

Appendix IV presents the details of the policing transition project costs.

CONCLUSION

This report is presented for information.



Norm Lipinski, OOM, LLB, MBA
Chief Constable

| | |
|--------------|--|
| Appendix I | SPS Financial Management System Financial Statements – As of July 31, 2024 |
| Appendix II | 2024 Capital Expenditure Summary – As of July 31, 2024 |
| Appendix III | 2024 Year-to-Date Operating Line Items – As of July 31, 2024 |
| Appendix IV | One-time Policing Transition Project Fund Expenditures – As of July 31, 2024 |



Statement of Operations

For the period ended July 31, 2024

Jan 24 - Jul 24

Revenue

| | |
|-------------------------------|---------------------|
| Municipal Government Funding | \$500,000.00 |
| Provincial Government Funding | \$4,165,158.01 |
| Interest Earned | 29,238.71 |
| Deferred Revenue/Funding | (1,170,058.54) |
| Total Revenue | 3,524,338.18 |

Expenses

| | |
|---|---------------------|
| Salaries and Benefits - Sworn Members | 2,742,598.09 |
| Salaries and Benefits - Civilians | 210,636.91 |
| Consultants and Professional Services | 47,437.50 |
| Justice Institute of BC Recruit Training Fees | 500,275.00 |
| Training and Travel | 303.80 |
| Service Fees | 1,404.67 |
| Software and Application Licences | 21,445.76 |
| Supplies and Materials | 236.45 |
| Total Expenses | 3,524,338.18 |

Operating Surplus / (Deficit)

\$-

APPENDIX II

2024 Capital Expenditure Summary

As of July 31, 2024

| | Provisional Budget | YTD Actual | % Spent |
|---|-----------------------|-------------------|--------------|
| Capital/Equipment Category | | | |
| Use of Force Equipment - Firearms | \$ 389,443 | \$ 176,524 | 45.3% |
| Use of Force Equipment - Less Lethal | 217,200 | 9,112 | 4.2% |
| Use of Force Equipment - Ammunition Inventory | 1,102,000 | 101,222 | 9.2% |
| Personal Issue Equipment - Uniforms | 987,620 | 110,496 | 11.2% |
| Personal Issue Equipment - Equipment | 889,670 | 99,920 | 11.2% |
| Specialty Equipment - Operational | 250,200 | 29,072 | 11.6% |
| Specialty Equipment - Training | 219,250 | 42,365 | 19.3% |
| Facilities - Training Centre | 106,000 | 110,120 | 103.9% |
| Fleet | 2,475,000 | - | - |
| TOTAL CAPITAL Expenditures | \$ 6,636,383 | \$ 678,832 | 10.2% |

APPENDIX III

SURREY POLICE SERVICE 2024 Year-to-Date Operating Line Items (Budget vs. Actual) As of July 31, 2024

| | Police Board | Office of the Chief Constable | Community Policing | Investigative Services | Support Services | 2024 YTD Total | 2024 Provisional Budget | % Spent |
|--|-------------------|-------------------------------|----------------------|------------------------|----------------------|----------------------|-------------------------|--------------|
| SALARIES AND BENEFITS | \$ 287,352 | \$ 2,009,707 | \$ 28,653,334 | \$ 3,591,610 | \$ 10,164,276 | \$ 44,706,277 | \$ 102,761,570 | 43.5% |
| Recruitment | - | - | - | - | 558,117 | 558,117 | 1,201,719 | 46.4% |
| Consultants and Contractors | 130,734 | 79,322 | 34,650 | 552 | 917,420 | 1,162,678 | 2,021,529 | 57.5% |
| Communications and Public Engagement | 6,785 | 98,204 | - | - | 98,537 | 203,525 | 535,500 | 38.0% |
| Telecommunications | 285 | 10,985 | 68,501 | 5,186 | 207,965 | 292,922 | 1,088,225 | 26.9% |
| IT Maintenance | - | 441 | - | - | 393,904 | 394,346 | 5,384,617 | 7.3% |
| Other Services and Expenditures | 130 | 5,065 | 197 | 93 | 17,749 | 23,233 | 80,194 | 29.0% |
| Insurance | - | - | - | - | 81,880 | 81,880 | 206,500 | 39.7% |
| Training and Travel | 3,508 | 16,380 | 9,404 | 7,320 | 294,157 | 330,769 | 1,269,830 | 26.0% |
| Meetings and Events | 130 | 6,049 | 490 | 686 | 5,152 | 12,507 | 135,305 | 9.2% |
| Professional Dues and Memberships Fees | 2,133 | 12,740 | 5,474 | 7,417 | 8,668 | 36,432 | 58,406 | 62.4% |
| Leases and Rentals | - | - | - | - | 52,005 | 52,005 | 558,670 | 9.3% |
| Repairs and Maintenance | - | 1,409 | 29,155 | 5,167 | 70,656 | 106,388 | 1,806,900 | 5.9% |
| Supplies and Materials | 1,364 | 45,697 | 88,629 | 3,891 | 337,576 | 477,156 | 2,410,889 | 19.8% |
| OPERATING COSTS | \$ 145,069 | \$ 276,292 | \$ 236,500 | \$ 30,312 | \$ 3,043,786 | \$ 3,731,958 | \$ 16,758,284 | 22.3% |
| TOTAL OPERATING EXPENDITURES | \$ 432,421 | \$ 2,285,999 | \$ 28,889,834 | \$ 3,621,922 | \$ 13,208,062 | \$ 48,438,235 | \$ 119,519,854 | 40.5% |

One-Time Policing Transition Fund

As July 31, 2024

| | 2020 - 2023 Expenditures | July YTD Expenditures |
|---|-----------------------------|--------------------------|
| Recruitment, Assessment, and Training | \$ 8,649,594 | \$ 65,159 |
| Human Resources | 2,194,521 | 244,671 |
| Communications and Marketing | 1,122,113 | 79,935 |
| Financial Services | 730,819 | 59,090 |
| Legal | 1,364,780 | 27,092 |
| Strategy and Policy | 782,059 | - |
| Information Technology Systems and Capital | 21,326,146 | 1,360,456 |
| Armory, Outfit and Other Equipment Capital | 4,786,189 | 191,623 |
| Fleet Conversion, Capital, and Other Infrastructure | 1,904,758 | 462,802 |
| Facilities Improvement and Outfitting | 517,815 | - |
| Total Expenditures: | \$ 43,378,794 | \$ 2,490,828 |

- Recruitment, Assessment, and Training expenses include costs incurred to support the recruiting surge for SPS, security clearances, candidate testing and assessment, and new hire training.
- Human Resources expenses include personnel in various temporary roles (auxiliary staff) and HR consultant(s) to support establishing SPS.
- Communications and Marketing expenditures include consultants managing public relations and brand development expenses to support the establishment of SPS.
- Financial Services expenses include outsourced financial service consultants and personnel to support setting up SPS’s finance and payroll systems and databases.
- Legal expenditures are specialized legal services for matters related to collective bargaining, human resources, trademarks, and other establishment legal costs.
- Strategy and Policy expenditures were for initiatives during the earlier stages of the transition and special projects to determine POJ requirements.
- Information Technology Systems and Capital costs include setting up IT operating systems, hiring external consultants for project management, building our technology infrastructure (data centre, dispatch systems, administrative systems), and procuring related assets.
- Armoury, Outfit, and Other Equipment Capital costs are related to firearms, uniforms, personal issue kits, and other specialty equipment for policing.
- 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.
- Facilities Improvement and Outfitting expenditures include retrofit and furniture costs for SPS to occupy facilities owned or leased by the City of Surrey.

August 26, 2024

OPCC File No. 2024-25832

Board Administrator Mike Serr
Surrey Police Board
13450 104 Ave
Surrey, BC, V3T 1V8

Dear Mike Serr,

Re: Service or Policy Complaint of Mayor Brenda Locke

On June 28, 2024, the Office of the Police Complaint Commissioner received a copy of your concluding letter to Mayor Brenda Locke, dated June 28, 2024. Your letter carefully detailed the steps taken with respect to the complaint submitted by Mayor Locke and provided reasons for your decision.

As well, you advised Mayor Locke of her right to request a review of the matter by our office if she disagreed with your decision. To date, our office has not received such a request from Mayor Locke.

Having had the opportunity to examine the Board's decision, this office is satisfied with the outcome and will not be making any recommendations for further investigation, study, courses of action or changes to service or policy respecting this particular matter. Accordingly, our file will now be closed.



Alysha Girn
Investigative Analyst

cc: Mayor Brenda Locke
Chief Constable Norm Lipinski, Surrey Police Service