



SURREY POLICE BOARD

ADMINISTRATOR

Regular Meeting Agenda

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

ITEM	PRESENTER
A. CALL TO ORDER	Mike Serr
The Surrey Police Board recognizes that our work takes place on the ancestral, traditional, and unceded territories of the Coast Salish Peoples.	
B. ADOPTIONS	
1. Adoption of the Agenda – July 31, 2024	Mike Serr
2. Adoption of Minutes – June 26, 2024	Mike Serr
C. PRESENTATIONS/DELEGATIONS	
1. Presentations	
No presentations.	
2. No Delegation Requests	
No delegations requests.	
D. REPORTS	
CHIEF CONSTABLE REPORTS	
1. SPS 2024 Community Consultation Plan Report 2024-R012 - For Information (Presentation)	Chief Lipinski Supt. Allison Good
2. Two-Officer Vehicle Research Report 2024-R013 - For Information (Presentation)	Chief Lipinski Insp. Ryan Hall
3. Financial Update - Year to Date Expenditures – June 30, 2024 Report 2024-R014 – For Information (Presentation)	Chief Lipinski Nathan Wong
4. Policing Transition Update - Verbal - For Information (Presentation)	Chief Lipinski

E. INFORMATION

No information

Melissa Granum

F. CORRESPONDENCE

No correspondence.

Melissa Granum

G. NEW BUSINESS

No new business.

H. NEXT MEETING

The next meeting of the Surrey Police Board on September 18, 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: June 26, 2024
Time: 12:00 PM

Present:

Mike Serr, Administrator

Regrets:

Jennifer Hyland, Deputy Chief
Mike LeSage, Deputy Chief

Staff Present:

Norm Lipinski, Chief Constable
Todd Matsumoto, Deputy Chief
Steve Drennan, Supt.
Lavinder Mangat, Supt.
Mike Procyk, Supt.
Scott Maglio, Inspector
Sukh Sidhu, Inspector
Melissa Granum, Executive Director
Marion Chow, Executive Assistant
Candace Hoover, Administrative Assistant
Nicola Webb, Human Resources Consultant
Gayle Wlasiuk, Executive Services Manager
Nathan Wong, Senior Finance Manager

Guests:

Vijay Naidu
Kim Savage

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 June 26, 2024, Regular Board meeting was called to order at 12:00 PM.

B. ADOPTIONS

1. Adoption of the Agenda – June 26, 2024

The agenda for the June 26, 2024 Regular board meeting was approved.

2. Adoption of Minutes – May 29, 2024

The minutes of the May 29, 2024 Regular board meeting were approved.

C. PRESENTATIONS/DELEGATIONS

1. Presentations

- a. **Surrey Food Bank**
Vijay Naidu and Kim Savage

The Surrey Police Board received the Surrey Food Bank's presentation and thanked Mr. Naidu and Ms. Savage for their presentation and attendance at the meeting.

Mr. Naidu and Ms. Savage left the meeting at 12:18 PM.

b. **Integrated Communications Assessments and Tactics (ICAT)**

Inspector Scott Maglio provided the Board with a presentation on SPS's training program (ICAT) that integrates communications and tactics with a goal of reducing the need to use force.

The Board thanked Inspector Maglio for the ICAT presentation.

Inspector Maglio left the meeting at 12:35 PM.

2. **No Delegation Requests**

D. REPORTS

CHIEF CONSTABLE REPORTS

1. **Financial Update - Year to Date Expenditures – May 31, 2024**

Report 2024-R011 – For Information
(Presentation)

The Surrey Police Board received the report for information.

2. **Transition Updates**

-Verbal - For Information

The Surrey Police Board received the Chief Constable's verbal updates.

E. INFORMATION

1. No information

F. CORRESPONDENCE

1. Letter from ADM Lewis – Training Requirements in BC Provincial Standards Coming into Effect – Dated May 28, 2024

The Surrey Police Board received the above correspondence.

G. NEW BUSINESS

No new business.

H. NEXT MEETING

The next meeting of the Surrey Police Board to be determined and the date will be posted publicly.

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:

(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:

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- (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 12:47 PM.

Certified correct:

Marion Chow, Executive Assistant

Mike Serr, Administrator



REPORT DATE: July 19, 2024

REGULAR

BOARD MEETING DATE: July 31, 2024

BOARD REPORT # 2024-R012

TO: **Surrey Police Board Administrator**

FROM: **Chief Constable**

FILE: **60550-20-03**

SUBJECT: **SPS 2024 Community Consultation Plan**

RECOMMENDATION

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

BACKGROUND

In 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 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.

SPS is currently conducting a follow up Community Consultation project, to confirm and validate past findings, connect with impacted and interested groups that have been identified since the first iteration, and to aid in the development of the SPS 2025-2027 Strategic Plan.

DISCUSSION

The SPS community consultation team has met with the contracted research team and confirmed the interview/focus group format. Approximately 120 interviews and focus groups will be conducted in virtual and in-person sessions. Interviews and Focus Groups will be held with a broad cross section of the community including representatives from non-governmental organizations, organizations that work with children and youth, women, seniors, at-risk and vulnerable populations, settlement groups, communities of diversity and Indigenous persons. Interviewees and Focus Groups will also include persons in organizations that focus on housing and homelessness, food security, mental health and addiction, school officials/educators, religious leaders, and organizations involved in crime prevention.

Interviews will be structured in three parts:

- 1) background, experience, and position/role of the interviewee.
- 2) community safety and well-being; and
- 3) Surrey Police Service.

The Focus Groups will follow the same question format with additional time for open dialogue at the end of each session.

Interviews and Focus Groups will be 1 to 1.5 hours in length and will be conducted by the SPS Chief Constable, the SPS Community Consultation Team and contracted research experts. Transcripts of the sessions will be prepared, and these materials will be collated and included in a Final Report. Respondents will be given the option of being identified or remain anonymous.

The Chief Constable will liaise directly with the City Manager to obtain the City's perspective and in turn will report the consultation's findings to the City. The City's priorities goals and objectives will form part of the consultation and will also inform the strategic planning process.

Timeline:

Early July – Development of interview list and schedule of questions (completed 2024-07-05).

July 10th – letter to interviewees and Focus Group attendees to be sent inviting participation.

Mid July to Mid September – Interviews and Focus Group sessions will be held.

Mid September to Mid October – Review and collation of materials and development of final report by researchers.

November – Presentation to the Surrey Police Board.

CONCLUSION

In collaboration with the Surrey Police Board, the SPS leadership team will use the results from this consultation process to inform the organization's 2025-2027 Strategic Plan. The plan will be developed in the coming months and released in Fall 2024. Materials gathered during this community consultation will inform the SPS strategic planning process as well as departmental policies and operational strategies. This project is a part of SPS's commitment to ensuring that interested and affected parties are an integral part of the community policing model from Day One.

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



Norm Lipinski, OOM, LLB, MBA
Chief Constable



REGULAR

REPORT DATE: July 23, 2024

BOARD MEETING DATE: July 31, 2024

BOARD REPORT # 2024-R013

TO: Surrey Police Board Administrator

FROM: Chief Constable

FILE: 60550-20-03

SUBJECT: Two-Officer Vehicle Research

RECOMMENDATION

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

BACKGROUND

There has been significant discussion pertaining to the merits of one vs two officer per vehicle response models. In order to ensure an effective service delivery model in Surrey, an internal study and analysis were conducted to research the practice of the deployment of two-officer vehicles. The research included a review of the practices of other Canadian police agencies with an effort to determine efficiencies and public and officer safety benefits.

DISCUSSION

The Surrey RCMP currently use a one officer per vehicle response model which is unique in the municipal policing environment where two-officer vehicle deployments are common practice. The SPS Collective Agreement includes a commitment that, "the Employer and the Union agree to jointly develop, implement, and follow policy for a minimum number of two (2) officer patrol cars, considering operational requirements". It is widely accepted in the policing community that there are advantages to the deployment of two officer vehicles, including public and officer safety and call response efficiency. The research conducted also found evidence that benefits of a two-officer model may include increased accountability, equity and inclusion, officer mental health and wellbeing, and occupational satisfaction.

In addition to the above-noted benefits, a deployment model that includes a certain percentage of two-officer vehicles does not require an increase in personnel. Detailed information related to two-officer vehicles and the associated deployment model will be made publicly available once SPS becomes police of jurisdiction (POJ) and has access to call data including call type, call load and call patterns based on time of day and day of the week.

CONCLUSION

Plans for the end-state SPS patrol model are still in development and will not be finalized until after the transition to POJ.

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

A handwritten signature in black ink, appearing to read 'Norm Lipinski', written in a cursive style.

Norm Lipinski, OOM, LLB, MBA
Chief Constable



REPORT DATE: July 25, 2024

BOARD MEETING DATE: July 31, 2024

BOARD REPORT # 2024-R014

REGULAR

TO: Surrey Police Board Administrator

FROM: Chief Constable

FILE: 60550-20-03

SUBJECT: Financial Update – Year-To-Date Expenditures (June 30, 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 June 30, 2024.

BACKGROUND

The 2024 Provisional budget the board approved and 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 to move the police transition forward. 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 Statement of Operations from SPS's financial management system.)

DISCUSSION

SPS Operations

As of June 30, 2024, year-to-date expenditures totalled \$43.88M (31.0% of the total provisional budget), presented below:

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

As June 30, 2024

	Provisional Budget	YTD Actual	% Spent	Remaining Amounts
<i>SPS Operations</i>				
Salaries and Benefits	\$ 102,761,570	\$ 38,357,185	37.3%	\$ 64,404,385
Other Expenditures	16,758,285	3,032,825	18.1%	13,725,460
Total SPS Operations	119,519,855	41,390,010	34.6%	78,129,845
Capital Expenditures	6,636,383	386,243	5.8%	6,250,140
One-Time Policing Transition Fund	15,354,815	2,106,384	13.7%	13,248,431
TOTAL SPS EXPENDITURES	\$ 141,511,053	\$ 43,882,637	31.0%	\$ 97,628,416

Year-to-date, SPS has spent \$38.36M on employee salaries and benefits and board remuneration, \$386K on capital expenditures, and \$3.03M 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 June, we had 420 active employees: 371 sworn members, 42 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 \$38.36M for 414 employees (371 sworn members and 43 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 June 30, 2024, year-to-date expenditures from the transition project fund totalled \$2.11M

One-Time Policing Transition Fund Summary

As June 30, 2024

	PROJECTED FUND USE	YTD ACTUAL EXPENSES	REMAINING AMOUNTS
	2024	2024	2024
Project Summary			
One-Time Policing Transition	\$ 15,354,815	\$ 2,106,384	\$ 13,248,431

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 Statement of Operations (SPS Financial Management System) – June 30, 2024
- Appendix II 2024 Capital Expenditure Summary – As of June 30, 2024
- Appendix III 2024 Year-to-Date Operating Line Items (Budget vs. Actual) – As of June 30, 2024
- Appendix IV One-time Policing Transition Project Fund Expenditures – As of June 30, 2024



Statement of Operations

For the period ended June 30, 2024

Jan 24 - Jun 24

Revenue

Provincial Government Funding	\$4,165,158.01
Interest Earned	20,384.40
Deferred Revenue/Funding	(1,346,576.19)
Total Revenue	2,838,966.22

Expenses

Salaries and Benefits - Sworn Members	2,114,944.05
Salaries and Benefits - Civilians	138,982.72
Consultants and Contractors	47,227.50
Training and Travel	106.60
Justice Institute of BC - Recruit Fees	500,275.00
Recruiting	13,959.34
Office Supplies	236.45
Delivery and Postage	183.52
Service Fees	1,217.15
Information Management and Technology	1,449.49
Total Expenses	2,818,581.82

Operating Surplus / (Deficit)	\$20,384.40
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APPENDIX II

2024 Capital Expenditure Summary*As of June 30, 2024*

	Provisional Budget	YTD Actual	% Spent
Capital/Equipment Category			
Use of Force Equipment - Firearms	\$ 389,443	\$ 83,439	21.4%
Use of Force Equipment - Less Lethal	217,200	9,112	-
Use of Force Equipment - Ammunition Inventory	1,102,000	-	-
Personal Issue Equipment - Uniforms	987,620	89,129	9.0%
Personal Issue Equipment - Equipment	889,670	52,544	5.9%
Specialty Equipment - Operational	250,200	29,072	11.6%
Specialty Equipment - Training	219,250	40,350	18.4%
Facilities - Training Centre	106,000	82,598	77.9%
Fleet	2,475,000	-	-
TOTAL CAPITAL Expenditures	\$ 6,636,383	\$ 386,243	5.8%

APPENDIX III

SURREY POLICE SERVICE 2024 Year-to-Date Operating Line Items (Budget vs. Actual) As of June 30, 2024

	Police Board	Office of the Chief Constable	Community Policing	Investigative Services	Support Services	2024 YTD Total	2024 Provisional Budget	% Spent
SALARIES AND BENEFITS	\$ 252,693	\$ 1,734,677	\$ 24,374,761	\$ 3,088,175	\$ 8,906,879	\$ 38,357,185	\$ 102,761,570	37.3%
Recruitment	-	-	-	-	553,002	553,002	1,201,719	46.0%
Consultants and Contractors	110,811	65,682	33,349	552	681,871	892,265	2,021,529	44.1%
Communications and Public Engagement	6,785	89,455	-	-	83,927	180,167	535,500	33.6%
Telecommunications	244	10,161	58,765	4,484	149,912	223,567	1,088,225	20.5%
IT Maintenance	-	1,594	-	-	262,759	264,354	5,384,617	4.9%
Other Services and Expenditures	130	3,304	360	93	10,130	14,017	80,194	17.5%
Insurance	-	-	-	-	81,880	81,880	206,500	39.7%
Training and Travel	3,383	12,893	8,523	5,871	252,601	283,270	1,269,830	22.3%
Meetings and Events	130	6,049	490	163	4,783	11,614	135,305	8.6%
Professional Dues and Memberships Fees	2,133	11,266	5,474	7,417	8,668	34,957	58,406	59.9%
Leases and Rentals	-	-	-	-	35,949	35,949	558,670	6.4%
Repairs and Maintenance	-	1,409	28,904	5,167	43,446	78,926	1,806,900	4.4%
Supplies and Materials	1,295	34,463	62,178	4,720	276,201	378,857	2,410,889	15.7%
OPERATING COSTS	\$ 124,910	\$ 236,277	\$ 198,043	\$ 28,467	\$ 2,445,128	\$ 3,032,825	\$ 16,758,285	18.1%
TOTAL OPERATING EXPENDITURES	\$ 377,603	\$ 1,970,954	\$ 24,572,804	\$ 3,116,641	\$ 11,352,007	\$ 41,390,010	\$ 119,519,855	34.6%

One-Time Policing Transition Fund

As June 30, 2024

	2020 - 2023 Expenditures	June YTD Expenditures
Recruitment, Assessment, and Training	\$ 8,649,594	\$ 49,991
Human Resources	2,194,521	184,700
Communications and Marketing	1,122,113	65,372
Financial Services	730,819	49,163
Legal	1,364,780	27,092
Strategy and Policy	782,059	-
Information Technology Systems and Capital	21,326,146	1,150,831
Armory, Outfit and Other Equipment Capital	4,786,189	174,701
Fleet Conversion, Capital, and Other Infrastructure	1,904,758	404,534
Facilities Improvement and Outfitting	517,815	-
Total Expenditures:	\$ 43,378,794	\$ 2,106,384

- 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.