



SURREY POLICE BOARD

ADMINISTRATOR

Regular Meeting Agenda

Venue: Virtual
Date: June 26, 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 – June 26, 2024 2. Adoption of Minutes – May 29, 2024	Mike Serr Mike Serr
C. PRESENTATIONS/DELEGATIONS	1. Presentations a. Surrey Food Bank Vijay Naidu and Kim Savage b. Integrated Communications Assessments and Tactics (ICAT) 2. No Delegation Requests	Chief Lipinski Gayle Wlasuik Chief Lipinski Scott Maglio
D. REPORTS	CHIEF CONSTABLE REPORTS	1. Financial Update - Year to Date Expenditures – May 31, 2024 Report 2024-R011 – For Information (Presentation) 2. Transition Updates -Verbal - For Information Chief Lipinski
E. INFORMATION	1. No information	Melissa Granum
F. CORRESPONDENCE	1. Letter from ADM Lewis – Training Requirements in BC Provincial Standards Coming into Effect – Dated May 28, 2024	Melissa Granum

G. NEW BUSINESS

No new business.

H. NEXT MEETING

The next meeting of the Surrey Police Board to be determined.

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: May 29, 2024
Time: 12:00 PM

Present:

Mike Serr, Administrator

Regrets:

Jennifer Hyland, Deputy Chief
Todd Matsumoto, Deputy Chief

Staff Present:

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

Guests:

Ian Irabaganje
Nisaanth Pushpanathan

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 May 29, 2024, Regular Board meeting was called to order at 12:00 PM.

Board Administrator Serr provided comments on the result of the judicial review and the Province's support of the Surrey Police Service to become the police of jurisdiction on November 29, 2024.

Chief Constable Lipinski provided comments the next steps towards becoming the police of jurisdiction and advised that recruiting for experienced police officers, recruits and civilian staff will be ramped up to ensure an efficient transition.

The Chief Constable also acknowledged the Province's continued support to build Surrey Police Service for the future.

B. ADOPTIONS

1. Adoption of the Agenda – May 29, 2024

The agenda for the May 29, 2024 Regular board meeting was approved.

2. Adoption of Minutes – April 25, 2024

The minutes of the April 25, 2024 Regular board meeting were approved.

C. PRESENTATIONS/DELEGATIONS

1. Presentations

- a. **Great Light Healing Community Services Society**
Ian Irabaganje and Nisaanth Pushpanathan
(Presentation)

The Surrey Police Board received the presentation and thanked Mr. Irabaganje and Ms. Pushpanathan for their presentation and attendance at the meeting.

2. No Delegation Requests

D. CONSENT ITEMS

1. Office of the Police Complaint Commissioner – File No. 2024-25832
Dated May 3, 2024
a. Surrey Police Board Response to OPCC – File No. 2024-25832 – Dated May 7, 2024

The Surrey Police Board received the above consent items.

E. CHIEF CONSTABLE REPORTS

1. **Hiring, Diversity and Deployment Update**
Report 2024-R009 - For Information

The Surrey Police Board received the report for information.

2. **Financial Update - Year to Date Expenditures – April 30, 2024**
Report 2024-R010 – For Information
(Presentation)

The Surrey Police Board received the report for information.

3. **Chief Constable Updates - Verbal - For Information**
(Presentation)

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

F. INFORMATION

1. Police Act Amendment Act, 2024 – Update
2. Letters – BCAMCP Discussion Paper on Regionalization –
Dated April 15, 2024 and Letter from BCAPB -Dated May 13, 2024
3. IIO Incident (2023-158) – Release Date: May 16, 2024

The Surrey Police Board received the above information items.

G. CORRESPONDENCE

No correspondence.

H. NEW BUSINESS

No new business.

I. NEXT MEETING

The next meeting of the Surrey Police Board will be held on June 26, 2024.

J. 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:

- (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.

K. ADJOURNMENT

The Surrey Police Board meeting adjourned at 12:46 PM.

Certified correct:

Marion Chow, Executive Assistant

Mike Serr, Administrator



REPORT DATE: June 21, 2024

CLOSED

BOARD MEETING DATE: June 26, 2024

BOARD REPORT # 2024-R011

TO: Surrey Police Board Administrator

FROM: Chief Constable

FILE: 60550-20-03

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

RECOMMENDATION

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

PURPOSE

This report summarizes 2024 year-to-date expenditures incurred up to May 31, 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 has yet to be determined.

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. This includes supporting costs for recruits and

experienced officers hired for whom we have been unable to onboard into the City's payroll system. 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.

DISCUSSION

SPS Operations

As of May 31, 2024, year-to-date expenditures totalled \$35.33M (25.0% of the total provisional budget), presented below:

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

As May 31, 2024

	Provisional Budget	YTD Actual	% Spent	Remaining Amounts
<i>SPS Operations</i>				
Salaries and Benefits	\$ 102,761,570	\$ 31,165,817	30.3%	\$ 71,595,753
Other Expenditures	16,758,285	2,189,564	13.1%	14,568,721
Total SPS Operations	119,519,855	33,355,381	27.9%	86,164,474
Capital Expenditures	6,636,383	336,418	5.1%	6,299,965
One-Time Policing Transition Fund*	15,354,815	1,641,521	10.7%	13,713,294
TOTAL SPS EXPENDITURES	\$ 141,511,053	\$ 35,333,320	25.0%	\$ 106,177,733

Year-to-date, SPS has spent \$31.17M on employee salaries and benefits and board remuneration, \$336K on capital expenditures, and \$2.19M on other operating expenditures. (Appendix I provides a breakdown of capital expenditures by category; Appendix II provides a breakdown of other operating expenditures in further detail by Bureau.)

At the end of May, we had 415 active employees: 366 sworn members, 41 regular/permanent civilians, and 8 temporary civilians. Most of them temporary civilians were auxiliary/on-call staff for backfill and various other roles as part of the policing transition; the salaries and benefits of 7 civilians are being allocated to the One-time Policing Transition Project Fund.

SPS Operations include salaries and benefits of \$31.17M for 408 employees (366 sworn members and 42 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 May 31, 2024, year-to-date expenditures from the transition project fund totalled \$1.64M. (This amount is lower than what was presented in the April 30th financials due to a reallocation of staffing costs from the transition project fund to SPS's operating cost to reflect staff position changes that previously occurred.)

One-Time Policing Transition Fund Summary*As of May 31, 2024*

	PROJECTED FUND USE	YTD ACTUAL EXPENSES	REMAINING AMOUNTS
	2024	2024	2024
<i>Project Summary</i>			
One-Time Policing Transition	\$ 15,354,815	\$ 1,641,521	\$ 13,713,294

Appendix III 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 2024 Capital Expenditure Summary – As of May 31, 2024
- Appendix II 2024 Year-to-Date Operating Line Items (Budget vs. Actual) – As of May 31, 2024
- Appendix III One-time Policing Transition Project Fund Expenditures – as of May 31, 2024

APPENDIX I

2024 Capital Expenditure Summary*As of May 31 2024*

	Provisional Budget	YTD Actual	% Spent
Capital/Equipment Category			
Use of Force Equipment - Firearms	\$ 389,443	\$ 81,674	21.0%
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	87,352	8.8%
Personal Issue Equipment - Equipment	889,670	51,362	5.8%
Specialty Equipment - Operational	250,200	29,072	11.6%
Specialty Equipment - Training	219,250	15,231	7.0%
Facilities - Training Centre	106,000	62,616	59.1%
Fleet	2,475,000	-	-
TOTAL CAPITAL Expenditures	\$6,636,383	\$ 336,418	5.1%

APPENDIX II

SURREY POLICE SERVICE
2024 Year-to-Date Operating Line Items (Budget vs. Actual)
As of May 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	\$ 209,058	\$ 1,437,931	\$ 19,593,634	\$ 2,505,416	\$ 7,419,778	\$ 31,165,817	\$ 102,761,570	30.3%
Recruitment	-	-	-	-	500,275	500,275	1,201,719	41.6%
Consultants and Contractors	110,811	50,103	9,455	552	387,676	558,598	2,021,529	27.6%
Communications and Public Engagement	385	86,070	-	-	38,541	124,996	535,500	23.3%
Telecommunications	203	9,158	48,917	3,510	131,714	193,502	1,088,225	17.8%
IT Maintenance	-	1,140	-	-	114,089	115,229	5,384,617	2.1%
Other Services and Expenditures	130	3,882	314	93	4,174	8,593	80,194	10.7%
Insurance	-	-	-	-	81,880	81,880	206,500	39.7%
Training and Travel	2,370	11,596	7,843	8,633	210,416	240,858	1,269,830	19.0%
Meetings and Events	130	6,049	490	163	3,031	9,862	135,305	7.3%
Professional Dues and Memberships Fees	2,133	11,189	5,474	3,550	7,364	29,709	58,406	50.9%
Leases and Rentals	-	-	-	-	35,032	35,032	558,670	6.3%
Repairs and Maintenance	-	1,409	28,525	5,167	37,670	72,771	1,806,900	4.0%
Supplies and Materials	1,085	30,203	38,958	3,485	119,317	193,048	2,357,702	8.2%
Publications and Reference Materials	-	3,389	-	190	21,632	25,212	53,188	47.4%
OPERATING COSTS	\$ 117,246	\$ 214,189	\$ 139,975	\$ 25,343	\$ 1,692,811	\$ 2,189,564	\$ 16,758,285	13.1%
TOTAL OPERATING EXPENDITURES	\$ 326,304	\$ 1,652,120	\$ 19,733,609	\$ 2,530,759	\$ 9,112,589	\$ 33,355,381	\$ 119,519,855	27.9%

One-Time Policing Transition Fund

As May 31, 2024

	2020 - 2023 Expenditures	May YTD Expenditures
Recruitment, Assessment, and Training	\$ 8,649,594	\$ 34,240
Human Resources	2,194,521	155,969
Communications and Marketing	1,122,113	54,812
Financial Services	730,819	40,850
Legal	1,364,780	27,092
Strategy and Policy	782,059	-
Information Technology Systems and Capital	21,326,146	889,544
Armory, Outfit and Other Equipment Capital	4,786,189	156,201
Fleet Conversion, Capital, and Other Infrastructure	1,904,758	282,813
Facilities Improvement and Outfitting	517,815	-
Total Expenditures:	\$ 43,378,794	\$ 1,641,521

- 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.
- 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 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.
- 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.



May 28, 2024
Ref: 662910

Chairs of Municipal Police Boards
Chair, SCBCTA Police Services Board
Chair, Stl'atl'imx Tribal Police Services Board
Chief Constables of Municipal Police Departments
Chief Officer, SCBCTA Police Service
Chief Officer, Stl'atl'imx Tribal Police Service
Deputy Commissioner, Commanding Officer, RCMP "E" Division

Dear Sirs/Madams:

Re: Training Requirements in BC Provincial Policing Standards coming into effect

Further to my August 25, 2022, correspondence (633618) regarding the same matter, I am writing to advise that the coming into effect date for [BC Provincial Policing Standards](#) (BCPPS or Standards) 3.2.6 (1) - (3) regarding Indigenous cultural safety training has been extended to December 31, 2024, by which time all police officers in your respective agencies must have been trained.

I wish to emphasize that only the effective date for BCPPS 3.2.6 (1) - (3) is extended, and Standards (4) and (5) continue to be effective on July 30, 2024, while Standards (6) and (7) came into effect December 31, 2022.

The extension will support your operational capacity during the summer months and provide more time for implementation to meet the Standards. For additional information on BCPPS 3.2.6, including options to meet the Standards and the provincially-approved courses, please see: [Training to enhance service delivery to vulnerable communities \(gov.bc.ca\)](#).

Thank you for your cooperation in this matter.

Regards,

A handwritten signature in blue ink, appearing to read "Glen Lewis".

Glen Lewis
Assistant Deputy Minister
and Director of Police Services
Policing and Security Branch