



SURREY POLICE BOARD

Regular Meeting Agenda

Venue: Council Chambers

Date: July 26, 2023

Time: 4:00 PM

ITEM	PRESENTER
A. CALL TO ORDER	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. ADOPTIONS	
1. Adoption of the Agenda – July 26, 2023	Chair Locke
2. Adoption Minutes – May 31, 2023	Chair Locke
C. DELEGATIONS	
1. No Delegations.	Chair Locke
2. No Delegation Requests	Chair Locke
D. REPORTS	
CHIEF CONSTABLE REPORTS	
1. Chief Updates – Verbal - For Information (Presentation)	Chief Lipinski
COMMITTEE REPORTS	
FINANCE COMMITTEE REPORTS	
1. Financial Update - Year to Date Expenditures – June 30, 2023 Report 2023-FIN007 – For Information (Presentation)	Avtar Johl
E. INFORMATION	
1. CAPG Media Advisory – Appointment of New Board Members	Melissa Granum
F. CORRESPONDENCE	
No correspondence.	

G. NEW BUSINESS

1. Establishing Public Confidence in SPS and the Surrey Police Board Chair Locke

H. NEXT MEETING

The next meeting of the Surrey Police Board will be held on September 27, 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: May 31, 2023
Time: 4:00 PM

Present:

Brenda Locke, Chair
Jessie Sunner
Meena Brisard
James Carwana
Cheney Cloke
Manav Gill
Avtar Johl
Elizabeth Model

Regrets:

Harley Chappell

Staff Present:

Norm Lipinski, Chief Constable
Jennifer Hyland, Deputy Chief
Michael LeSage, Deputy Chief
Todd Matsumoto, Deputy Chief
Melissa Granum, Executive Director
Marion Chow, Executive Assistant
Gayle Wlasiuk, Executive Services Manager
Kyle Friesen, General Counsel
Lisa Eason, Manager, Strategic Communications
Donna Smith, SPB Legal Counsel
Angela Christensen, Senior HR Manager
Nicola Webb, Human Resources Consultant
Andrew Whitson, Digital Comms Manager

A. CALL TO ORDER

The May 31, 2023 Surrey Police Board Regular meeting was called to order at 4:00 PM.

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 – May 31, 2023.

It was

Moved by Meena Brisard
Seconded by James Carwana

That the agenda of the Surrey Police Board Regular meeting of May 31, 2023 be adopted.

Carried.

2. Adoption of Minutes –April 27, 2023

It was

Moved by Manav Gill
Seconded by James Carwana

That the minutes of the Surrey Police Board Regular meeting of April 27, 2023 be adopted.

Carried.

C. DELEGATIONS

1. No Delegations.
2. No Delegations Requests.

D. REPORTS

CHIEF CONSTABLE REPORTS

1. **2023 Strategic Priorities** -- For Information
(Presentation)

It was

Moved by Elizabeth Model
Seconded by Meena Brisard

That the Surrey Police Board receive the information and presentation.

Carried.

2. **Chief Updates** – Verbal - For Information

The Chief Constable had no further updates and commented that a final decision on the process would be helpful to all stakeholders involved.

COMMITTEE REPORTS

FINANCE COMMITTEE REPORTS

1. **Year to Date Expenditures – April, 2023**
Report 2023-FIN004 – For Information
(Presentation)

It was

Moved by James Carwana
Seconded by Manav Gill

That the Surrey Police Board receive the information.

Carried.

2. **CAPG Sponsorship Request**
Report 2023-FIN005 – For Decision

It was

Moved by Meena Brisard
Seconded by Manav Gill

That the Surrey Police Board endorse the recommendation in the report.

Carried.

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 June 28, 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 James Carwana
Seconded by Jessie Sunner

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

It was

Moved by Meena Brisard
Seconded by Elizabeth Model

That the May 31, 2023 Surrey Police Board Regular meeting be adjourned.

Carried.

The Surrey Police Board May 31, 2023 regular meeting adjourned at 4:19 PM.

Certified correct:

Marion Chow, Executive Assistant

Brenda Locke, Chair



REGULAR

REPORT DATE: July 19, 2023
BOARD MEETING DATE: July 26, 2023
BOARD REPORT # 2023-FIN007

TO: Surrey Police Board

FROM: Finance Committee

FILE: 60540-20-04

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

RECOMMENDATION

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

PURPOSE

This report presents a summary of 2023 year-to-date expenditures incurred to the period ended June 30, 2023.

BACKGROUND

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

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

Discussions with the City on SPS’s 2023 budget allocation will occur subsequent to the Province’s direction on the police transition.

DISCUSSION

SPS Operations

As of June 30, 2023, year-to-date expenditures (operating and capital) totalled \$34.56M, summarized below:

Year-to-Date Expenditures Summary

As of June 30, 2023

	YTD ACTUAL
<i>SPS Operations</i>	
Board Remunerations	45,041
Salaries and Benefits	30,618,796
Other Expenditures	1,663,007
Total SPS Operations	\$ 32,326,844
Capital Expenditures	\$ 2,235,541
TOTAL SPS EXPENDITURES	\$ 34,562,385

Year-to-date, SPS expended \$45K for board remuneration, \$30.62M for employee salaries and benefits, \$2.24M on capital expenditures, and \$1.66M on other operating expenditures. (Appendix I provides a breakdown of expenditures by Bureau.)

On June 30, 2023, there were 397 active SPS employees (337 sworn members and 60 civilians). Of these employees, 36 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.

Included in SPS Operations, are salaries and benefits of \$30.62M, for 361 employees (319 sworn members and 42 civilians) currently active, engaged in policing and day-to-day business operating activities.

Other operating expenditures of \$1.66M included: \$113K for training courses and seminars, \$360K paid to JIBC for recruit training; \$177K of electronic communications related expenses; \$117K of travel expenses; \$27K of memberships and professional dues; \$19K for lease and rentals; \$157K for supplies and materials; \$9K for publications and reference materials; \$681K 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 June 30, 2023

	TOTAL FUND AVAILABLE	YTD ACTUAL EXPENSES	REMAINING FUND BALANCE	PROJECTED EXPENDITURES	PROJECTED FUND CARRY FORWARD
	2023	2023	2023	2023	2024
Project Summary					
One-Time Policing Transition**	\$ 24,383,185	\$ 4,154,030	\$ 20,229,155	\$ 13,860,470	\$ 10,522,715

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

Appendix II presents the detail on the policing transition project costs related to establishing SPS, based on our latest financial projection (prepared on June 10, 2023). Year-to-date expenditures as of June 30, 2023, totalled \$4.15M 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 \$1.36M (38% of 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 \$277K (20% of 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 \$82K (40% of projected amount for 2023).
- Financial Services expenses include outsourced financial service consultants and personnel to support setting up SPSs' finance and payroll systems and databases; year-to-date expenditures totalled \$29K (20% of 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 \$134K (48% of 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 \$1.33M (22% of projected amount for 2023).
- Armoury, Outfit, and Other Equipment Capital costs are related to firearms, uniforms, personal issue kits, and other speciality equipment for policing; year-to-date expenditures totalled \$834K (45% of projected amount for 2023).
- Fleet Conversion and 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 \$108K (48% of 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 wait for provincial direction on the police transition.

Avtar Johl
Chair, Finance Committee

Appendix I Surrey Police Service Year-to-Date Expenditures – June 30, 2023

Appendix II One-Time Policing Transition Fund as of June 30, 2023

APPENDIX I

Surrey Police Service
Year-to-Date Expenditures - June 30, 2023

	YTD ACTUAL
<i>Surrey Police Board</i>	
Board Remunerations	45,041
Salaries and Benefits	157,206
Other Expenditures	39,557
Surrey Police Board	\$ 241,804
 <i>Office of the Chief Constable</i>	
Salaries and Benefits	1,423,943
Other Expenditures	64,090
Office of the Chief Constable	\$ 1,488,033
 <i>Community Policing Bureau</i>	
Salaries and Benefits	19,565,141
Lower Mainland Integrated Teams	-
Other Expenditures	136,447
Community Policing Bureau	\$ 19,701,588
 <i>Investigative Services Bureau</i>	
Salaries and Benefits	1,761,818
Other Expenditures	25,115
Investigative Services Bureau	\$ 1,786,933
 <i>Support Services Bureau</i>	
Salaries and Benefits	7,710,688
Other Expenditures	1,397,798
Support Services Bureau	\$ 9,108,486
 Total Operation Expenditures	 \$ 32,326,844
 Capital Expenditures	 \$ 2,235,541
 TOTAL SPS EXPENDITURES	 \$ 34,562,385

One-Time Policing Transition Fund

As of June 30, 2023

(Forecasted June 10, 2023)

	2020 - 2022 Expenditures	Jun YTD Expenditures	2023 Projection	% Spent	2024 Projection	2025 Projection	Total Forecasted Transition Project Cost
Recruitment, Assessment, and Training	\$ 5,834,920	\$ 1,356,132	\$ 3,576,032	38%	\$ 2,540,442	\$ 1,607,975	\$ 13,559,369
Human Resources	1,587,861	276,748	1,395,360	20%	1,306,133	-	4,289,354
Communications and Marketing	918,518	81,905	205,500	40%	205,500	169,500	1,499,018
Financial Services	701,474	29,345	144,345	20%	190,000	-	1,035,819
Legal	1,067,615	134,098	280,104	48%	294,109	-	1,641,828
Strategy and Policy	782,059	-	-	-	-	-	782,059
Information Technology Systems and Capital	17,854,328	1,333,966	6,178,102	22%	8,438,800	-	32,471,230
Armory, Outfit and Other Equipment Capital	3,561,458	833,956	1,857,423	45%	-	-	5,418,881
Fleet Conversion and Capital, and Other Infrastructure	1,474,767	107,880	223,604	48%	750,000	-	2,448,371
Facilities Improvement and Outfitting	517,815	-	-	-	-	-	517,815
Total Expenditures:	\$ 34,300,815	\$ 4,154,030	\$ 13,860,470	30%	\$ 13,724,984	\$ 1,777,475	\$ 63,663,744
Prior Year Fund Carry Forward:	\$ -	\$ 19,383,185	\$ 19,383,185		\$ 10,522,715	\$ 1,797,731	\$ -
Budget Allocation:	53,684,000	5,000,000	5,000,000		5,000,000	-	63,684,000
Accumulated Fund Balance (Carry Forward):	\$ 19,383,185	\$ 20,229,155	\$ 10,522,715		\$ 1,797,731	\$ 20,256	\$ 20,256 *

* \$20,256 overall contingency/unallocated



July 20, 2023

Media Advisory – Canadian Association of Police Governance Announces the Appointment of Six New Board Members

OTTAWA – The Canadian Association of Police Governance (CAPG) is pleased to announce the addition of six new directors.

- Lori Bresciani, Regina Board of Police Commissioners, Saskatchewan Representative
- Markus Chambers, Winnipeg Police Board, Manitoba Representative
- Kevin Darling, Kennebecasis Regional Board of Police Commissioners, New Brunswick Representative
- Jeff Knoll, Halton Police Services Board, Ontario Representative
- Micki Ruth, Past CAPG President, Chair of Edmonton Police Commission & Halifax Board of Police Commissioners, Non-Police Board Representative
- Nadine Spencer, Toronto Police Services Board, Ontario Representative

“The Directors and I are proud to welcome these six leaders in police governance as new colleagues on the CAPG Board,” said CAPG President Andrew Minor. “These individuals will add value to the organization with their varied experience across the public, private and not-for-profit sectors.”

The CAPG is also pleased to announce the Executive for 2023-2024:

- Andrew Minor, President
- Amtul Siddiqui, Vice President
- Erick Ambtman, Treasurer
- Cheney Cloke, Secretary

The Canadian Association of Police Governance (CAPG) is the national association for police boards and commissions from a majority of provinces across Canada. Formed in 1989, its members provide governance and oversight of more than 75% of municipal police in Canada. The First Nations Police Governance Council (FNPGC) is part of the institutional structure of CAPG and represents the unique characteristics of First Nations police governance boards of self-administered police services in Canada.

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Media Contacts:

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