



# SURREY POLICE BOARD

## ADMINISTRATOR

### Regular Meeting Agenda

Venue: Virtual  
Date: March 13, 2024  
Time: 2:00 PM

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ITEM	PRESENTER
<b>A. CALL TO ORDER</b>	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>B. ADOPTIONS</b>	
1. Adoption of the Agenda – March 13, 2024	Mike Serr
2. Adoption of Minutes – January 19, 2024	Mike Serr
<b>C. PRESENTATIONS/DELEGATIONS</b>	
1. <b>Presentations</b>	
a. Fraser Health Authority – Opportunities for Improved Speed Management with Intersection Safety Cameras Jasmin Chatrath and Tobin Copley (Presentation)	Chief Lipinski
b. Community Engagement Update (Presentation)	Chief Lipinski
2. <b>No Delegation Requests</b>	
<b>D. REPORTS</b>	
<b>CHIEF CONSTABLE REPORTS</b>	
1. <b>Hiring, Diversity and Deployment Update</b> Report 2024-R003 - For Information	Chief Lipinski
2. <b>Police Resources in British Columbia 2022 Publication</b> Report 2024-R004 - For Information	Chief Lipinski
3. <b>Year-End Report: 2023 Expenditures - – Preliminary Financial Results</b> Report 2024-R005 – For Information	Chief Lipinski
4. <b>Transition Updates</b> -Verbal - For Information	Chief Lipinski

**EXECUTIVE DIRECTOR REPORT**

- 1. Surrey Police Board – 2023 Per Diems  
Report 2024-R006 - For Information**

Melissa Granum

**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 April 25, 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: January 19, 2024  
Time: 12:00 PM

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### Present:

Mike Serr, Administrator

### Regrets:

### Staff Present:

Norm Lipinski, Chief Constable  
Jennifer Hyland, Deputy Chief  
Mike LeSage, Deputy Chief  
Todd Matsumoto, Deputy Chief  
Rachel Milne, Acting Superintendent  
Melissa Granum, Executive Director  
Marion Chow, Executive Assistant  
Nathan Wong, Senior Manager, Finance  
Kyle Friesen, General Legal Counsel  
Nicola Webb, Human Resources Consultant  
Gayle Wlasiuk, Executive Services Manager

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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 January 19, 2024, Regular Board meeting was called to order at 12:00 PM.

The Board thanked the Surrey Police Service and RCMP frontline officers for keeping our community safe in these challenging weather conditions.

### **B. ADOPTIONS**

1. Adoption of the Agenda – January 19, 2024

The agenda for the January 19, 2024 Regular board meeting was approved.

2. Adoption of Minutes – November 30, 2023

The minutes of the November 30, 2023 Regular board meeting were approved.

### **C. PRESENTATIONS/DELEGATIONS**

#### **1. Presentations**

- a. Recruiting – 30 X 30 Initiative  
(Presentation)

The Surrey Police Board received the presentation and thanked Acting Superintendent Milne for her work on this initiative.

The Board requested that regular updates be provided on hiring and diversity metrics.

**2. No Delegation Requests**

**D. REPORTS**

**CHIEF CONSTABLE REPORTS**

**1. Public Recording Devices: Body Worn Cameras**

Report 2024-R001 - For Information  
(Presentation)

The Surrey Police Board received the report and the presentation. Deputy Chief Matsumoto provided the Board with answers to the questions asked.

**2. Transition Updates**

Verbal - For Information

The Surrey Police Board received the verbal update from the Chief Constable.

**3. Financial Update - Year to Date Expenditures – November 30, 2023**

Report 2024-R002 – For Information  
(Presentation)

The Surrey Police Board received the report and presentation.

**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 March 5, 2024.

**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:

- (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 1:07 PM.

Certified correct:

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Marion Chow, Executive Assistant

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Mike Serr, Administrator



**REGULAR**

**REPORT DATE:** March 6, 2024  
**BOARD MEETING DATE:** March 13, 2024  
**BOARD REPORT #** 2024-R003

**TO:** Surrey Police Board Administrator

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** Hiring, Diversity and Deployment Update

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## **RECOMMENDATION**

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

## **BACKGROUND**

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. As of February 15, 2024, SPS has 417 employees, comprised of 357 sworn and 60 civilian staff.

## **DISCUSSION**

### **Experienced Officer Hiring and Deployment**

Hiring and deployment of SPS officers into the RCMP Municipal Police Unit (MPU) is ongoing, to meet the direction and expectations of the Minister of Public Safety and Solicitor General. Hiring and deployments are guided by the Minister's direction to align with the joint SPS-RCMP HR Strategy and Plan.

Currently 195 SPS Officers are operationally deployed into the MPU. 23 officers that were previously deployed are awaiting redeployment (illness, injured, mat/pat, personal leaves, etc.). 42 Experienced Officers are waiting for deployment assignments and are meanwhile temporarily assigned to building the organization. 70 Experienced Officers make up the SPS core administration, including the Executive Leadership Team.

SPS officers that have not been deployed 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. Civilian employees perform important administrative and management functions, such as: Administrative Support, Finance, Facilities Management, Communications, and Legal Services.

Experienced officers have come from 26 different police agencies across Canada, providing SPS with a broad spectrum of perspectives and experience. To date, 114 officers have been hired with RCMP backgrounds, and 188 have come from municipal or other police departments. 55 new recruits make up the balance.

### **Recruit Hiring**

37 new recruits have completed their training and are now deployed into the MPU.

#### **Recruit Class 4 (171)**

4 SPS recruits in Class 171, scheduled to graduate from the JIBC on March 8, 2024.

#### **Recruit Class 5 (172)**

7 SPS recruits in Class 172, scheduled to graduate from the JIBC on July 5, 2024.

#### **Recruit Class 6 (173)**

9 SPS recruits in Class 173 began training on January 8, 2024.

#### **Recruit Class 7 (174)**

Recruiting for the May 2024 class is currently underway.

### **Diversity Statistics**

The SPS Recruiting Unit 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**
  - **34.5% of new Recruits are female**
- **48% culturally diverse backgrounds, including:**
  - **5% Indigenous**
  - **19% South Asian**
- **37 languages spoken**

### **CONCLUSION**

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



Norm Lipinski, OOM, LLB, MBA  
Chief Constable



**REGULAR**

**REPORT DATE:** March 6, 2024  
**BOARD MEETING DATE:** March 13, 2024  
**BOARD REPORT #** 2024-R004

**TO:** Surrey Police Board Administrator

**FROM:** Chief Constable

**FILE:** 60550-20-03

**SUBJECT:** Police Resources in British Columbia 2022 Publication

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## **RECOMMENDATION**

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

## **BACKGROUND**

The Ministry of Public Safety and Solicitor General, Policing and Security Branch (PSB), produces a yearly "Police Resources in British Columbia" (PRBC) document. The most recent publication<sup>1</sup> was prepared in December 2023, and released on February 9, 2024. The document contains information about policing costs, strengths and caseloads within the province. It also provides an overview of policing functions and responsibilities, a complete list of municipal, provincial and First Nations policing jurisdictions, and statistics about police resources.

The information in the document is compiled by PSB by means of a survey completed and returned yearly by each police agency, as well as statistics compiled by the provincial and federal governments. Extensive explanatory notes are included in the document, warning that caution should be taken when comparing statistics, however, it does provide a valuable source of information indicating trends, costs and demographic information.

## **DISCUSSION**

### **Municipal Police Model in Transition**

New this year, the 2022 PRBC publication splits out the provision of policing in Surrey into a new category, "Municipal Police Model in Transition". Explanatory notes in the report provide a summary of the transition background and future plans for the transition of policing services, and demobilization of the RCMP. This new format intends to reflect the integrated RCMP/SPS policing model until its completion, providing transparency throughout the transition process.

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<sup>1</sup> [B.C. Police Resources 2022 \(gov.bc.ca\)](https://www.gov.bc.ca/police-resources-2022/)



### MUNICIPAL POLICE MODEL IN TRANSITION<sup>2,3</sup>

Municipality	Population	Auth. Strength	Adjusted Strength <sup>6</sup>	Pop. Per Officer	CCC Offences	Crime Rate	Case Load	Total Costs <sup>7</sup>	Cost Per Capita
Surrey RCMP (POJ)		673	673					\$156,537,753	
Surrey Police Service		350	350					\$66,469,188	
<b>Surrey Mun Total</b>	<b>633,373</b>	<b>1,023</b>	<b>1,023</b>	<b>619</b>	<b>39,278</b>	<b>62</b>	<b>38</b>	<b>\$223,006,941</b>	<b>\$352</b>

“The authorized strength for the Surrey Municipal Police Unit reflects the combined resources from both Surrey’s RCMP Municipal Police Unit and SPS, which includes additional resources needed for the establishment of SPS and/or awaiting operational deployment within the Surrey Municipal Police Unit. Caution should be used when reviewing Surrey’s caseload as it is calculated on the total authorized strength of the two police agencies which includes these additional resources.

On April 13, 2022, per the terms of the City’s MPUA, the City requested a decrease of 170 Regular Members assigned to the Surrey RCMP Municipal Unit. As a result, the Surrey RCMP Municipal Unit’s total authorized strength has been decreased from 843 to 673 members. As of December 31, 2022, the total strength for SPS and Surrey RCMP Municipal Unit was a combined 1,023 member positions.”

### Comparative Statistics

Page 27 of the report stresses caution when comparing statistics. “Comparisons of crime statistics between jurisdictions, provinces, and years should be made with caution, as many factors influence police-reported crime statistics other than actual changes in crime, such as: global events, demographic changes, social and economic trends, police reporting practices, public reporting practices to police, technological advancements, legislative amendments, local police service priorities, and social perceptions and attitudes towards certain crimes.”

Bearing in mind PSB’s cautions respecting the comparison of data, particularly considering the transition, a high-level comparison can be helpful to understand where Surrey sits in relation to other agencies. Surrey’s numbers can be expected to change yearly as the transition progresses and staffing levels normalize.

Agency	Population	Authorized Strength	Population/Officer	Crime Rate*	Case Load**	Cost/Capita
<b>Surrey (combined)</b>	633,373	1,023	619	62	38	\$352
<b>Vancouver</b>	707,667	1,348	525	63	33	\$528
<b>Abbotsford</b>	168,608	210	776	47	36	\$355
<b>Victoria</b>	115,545	255	453	100	45	\$553

\* number of Criminal Code offences (excluding drugs and traffic offences) reported for every 1,000 persons.

\*\*number of Criminal Code offences (excluding drugs and traffic offences) per sworn officer.

**CONCLUSION**

The yearly publication of "Police Resources in British Columbia" is a valuable source of information and statistics for policing in the province. The new format for the reporting of Surrey's statistics will provide a progress report as the transition continues.

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

A handwritten signature in black ink, appearing to read 'N. Lipinski', with a stylized flourish at the end.

Norm Lipinski, OOM, LLB, MBA  
Chief Constable



REGULAR

REPORT DATE: March 6, 2024  
BOARD MEETING DATE: March 13, 2024  
BOARD REPORT # 2024-R005

TO: Surrey Police Board Administrator  
FROM: Chief Constable FILE: 60550-20-03  
SUBJECT: Year-End Report: 2023 Expenditures – Preliminary Financial Results

**RECOMMENDATION**

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

**PURPOSE**

This report presents a summary of expenditures incurred during the fiscal year that ended December 31, 2023. Please note that the City’s year-end audit is currently underway. The financial information presented below is preliminary and is subject to change during the audit process as SPS’s financial results are consolidated with the City’s.

**BACKGROUND**

Based on our rate of expenditure up to the end of Q3 (September 30th), along with anticipated costs in Q4, our 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>

## DISCUSSION

### SPS Operations

For the fiscal year ended December 31, 2023, total expenditures (operating and capital, not including the Police Transition Project expenditures) were \$75.76M (100.4% of projected), presented below:

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

As of December 31, 2023

	2023 PROJECTED	YTD ACTUAL	% Spent	REMAINING AMOUNTS
<i>SPS Operations</i>				
Board Remunerations	93,771	<b>100,381</b>	107.1%	(6,610)
Salaries and Benefits	64,437,473	<b>66,450,561</b>	103.1%	(2,013,088)
Lower Mainland Integrated Teams	-	-	-	-
Other Expenditures	5,145,336	<b>4,234,370</b>	82.3%	910,966
<b>Total SPS Operations</b>	<b>\$ 69,676,580</b>	<b>\$ 70,785,312</b>	101.6%	<b>\$ (1,108,733)</b>
<b>Capital Expenditures</b>	<b>\$ 5,760,097</b>	<b>\$ 4,978,366</b>	86.4%	<b>\$ 781,731</b>
<b>TOTAL SPS EXPENDITURES</b>	<b>\$ 75,436,677</b>	<b>\$ 75,763,678</b>	100.4%	<b>\$ (327,002)</b>

Total expenditures were \$327K (0.4%) higher than projected due to a year-end accrual of payroll costs. \$2.29M in salaries and benefits was accrued from December 23-31, 2023, but not paid out until January 12, 2024. This resulted in salaries and benefits showing an overage of \$2.01M for the year despite the fact that the cash outlay occurred in 2024.

During 2023, SPS spent \$100K on board remunerations, \$66.45M on employee salaries and benefits, \$4.98M on capital expenditures, and \$4.23M on other operating expenditures. (Appendix I provides a breakdown of spending by Bureau.)

At the end of the year, we had 394 active employees (346 sworn members, 37 regular/permanent civilians, and 11 temporary civilians). Of these employees, 21 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.

Other operating expenditures of \$4.23M included \$386K for training courses and seminars; \$546K paid to JIBC for recruit training; \$361K of electronic communications-related expenses; \$306K of travel expenses (majority of which are training related); \$62K of memberships and professional dues; \$102K for lease and rentals (vehicles and shooting range); \$847K for supplies and materials; \$31K for publications and reference materials; \$1.59M for outsourced services.

**One-Time Policing Transition Project (City of Surrey budget for SPS-related expenditures)**

For awareness, the City's one-time policing transition project fund expenditures are reported below:

**One-Time Policing Transition Fund Summary**

*As of December 31, 2023*

	TOTAL FUND AVAILABLE	YTD ACTUAL EXPENSES	REMAINING FUND BALANCE
	2023	2023	2023
<b>Project Summary</b>			
One-Time Policing Transition**	\$ 24,383,185	\$ 9,077,979	\$ 15,305,206

\*\* 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). Expenditures for the year ended December 31, 2023, totalled \$9.08M 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 \$2.81M.
- Human Resources expenses include personnel in various temporary roles (auxiliary staff) and HR consultant(s) to support establishing SPS; year-to-date expenditures totalled \$607K.
- Communications and Marketing expenditures include consultants managing public relations and brand development expenses to support the establishment of SPS; year-to-date expenditures totalled \$204K.
- 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.
- 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 \$297K.
- 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 \$3.47M.
- 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 \$1.22M.
- 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 \$430K.

**CONCLUSION**

In summary, while operating and capital expenditures were \$327K higher than projected, our expenditures from the transition project fund were \$570K lower than projected.



Norm Lipinski, OOM, LLB, MBA  
Chief Constable

Appendix I      Surrey Police Service Year-to-Date Expenditures – December 31, 2023 (Projected vs. Actual)  
Appendix II      One-Time Policing Transition Fund as of December 31, 2023

## APPENDIX I

**Surrey Police Service**  
**Year-to-Date Expenditures - December 31, 2023**  
**(Projected vs. Actual)**

	2023 PROJECTED	YTD ACTUAL	% Spent
<i>Surrey Police Board</i>			
Board Remunerations	93,771	100,381	107.1%
Salaries and Benefits	328,238	347,595	105.9%
Other Expenditures	64,367	77,019	119.7%
<b>Surrey Police Board</b>	<b>\$ 486,376</b>	<b>\$ 524,995</b>	<b>107.9%</b>
<i>Office of the Chief Constable</i>			
Salaries and Benefits	2,931,322	2,932,953	100.1%
Other Expenditures	268,995	190,710	70.9%
<b>Office of the Chief Constable</b>	<b>\$ 3,200,317</b>	<b>\$ 3,123,663</b>	<b>97.6%</b>
<i>Community Policing Bureau</i>			
Salaries and Benefits	41,623,974	43,270,774	104.0%
Lower Mainland Integrated Teams	-	-	-
Other Expenditures	436,500	297,884	68.2%
<b>Community Policing Bureau</b>	<b>\$ 42,060,474</b>	<b>\$ 43,568,658</b>	<b>103.6%</b>
<i>Investigative Services Bureau</i>			
Salaries and Benefits	3,544,852	3,728,532	105.2%
Other Expenditures	196,484	49,416	25.2%
<b>Investigative Services Bureau</b>	<b>\$ 3,741,336</b>	<b>\$ 3,777,948</b>	<b>101.0%</b>
<i>Support Services Bureau</i>			
Salaries and Benefits	16,009,087	16,170,707	101.0%
Other Expenditures	4,178,990	3,619,341	86.6%
<b>Support Services Bureau</b>	<b>\$ 20,188,077</b>	<b>\$ 19,790,048</b>	<b>98.0%</b>
<b>Total Operation Expenditures</b>	<b>\$ 69,676,580</b>	<b>\$ 70,785,312</b>	<b>101.6%</b>
<b>Capital Expenditures</b>	<b>\$ 5,760,097</b>	<b>\$ 4,978,366</b>	<b>86.4%</b>
<b>TOTAL SPS EXPENDITURES</b>	<b>\$ 75,436,677</b>	<b>\$ 75,763,678</b>	<b>100.4%</b>

APPENDIX II

**One-Time Policing Transition Fund**

As of December 31, 2023

(Forecasted September 30, 2023)

	2020 - 2022 Expenditures	DEC YTD Expenditures	2023 Forecast	% Spent	2024 Forecast	2025 Forecast	Total Forecasted Transition Project Cost
Recruitment, Assessment, and Training	\$ 5,834,920	\$ 2,814,674	\$ 2,863,935	98%	\$ 3,252,539	\$ 1,607,975	\$ 13,559,369
Human Resources	1,587,861	606,660	567,811	107%	2,133,682	-	4,289,354
Communications and Marketing	918,518	203,595	184,900	110%	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	297,165	264,761	112%	309,452	-	1,641,828
Strategy and Policy	782,059	-	-	-	-	-	782,059
Information Technology Systems and Capital	17,854,328	3,471,818	3,649,143	95%	10,967,759	-	32,471,230
Armory, Outfit and Other Equipment Capital	3,561,458	1,224,731	1,857,423	66%	-	-	5,418,881
Fleet Conversion, Capital, and Other Infrastructure	1,474,767	429,991	220,600	195%	753,004	-	2,448,371
Facilities Improvement and Outfitting	517,815	-	-	-	-	-	517,815
<b>Total Expenditures:</b>	<b>\$ 34,300,815</b>	<b>\$ 9,077,979</b>	<b>\$ 9,647,700</b>	<b>94%</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>\$ 15,305,206</b>	<b>\$ 14,735,485</b>		<b>\$ 1,797,731</b>	<b>\$ 20,256</b>	<b>\$ 20,256 *</b>

\* \$20,256 overall contingency/unallocated



**REGULAR**

**REPORT DATE:** March 6, 2024

**BOARD MEETING DATE:** March 13, 2024

**BOARD REPORT #** 2024-R006

**TO:** Surrey Police Board Administrator

**FROM:** Executive Director

**FILE:** 60550-20-02

**SUBJECT:** Surrey Police Board – 2023 Per Diems

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## **RECOMMENDATION**

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

## **SUMMARY**

This report provides information regarding Police Board per diems to Board Directors for 2023.

## **BACKGROUND**

The Surrey Police Board Governance Manual outlines a per diem structure that is aligned with Vancouver and Delta Police Boards. The per diem is not to be considered ‘payment’ for board work; it is a recognition that Board members are required to commit time to SPB that may take away from work and personal time.

## **DISCUSSION**

In 2023, prior to its pause, Board Directors continued to commit significant personal time to support the establishment of the Surrey Police Service.

Under the Police Act, the Board is required to:

1. Appoint and monitor the performance of the Chief Constable
2. Approval of all administrative and operational SPS policies
3. Investigate Service or Policy Complaints
4. Develop, approve, and monitor the SPS Budget.

In addition, the Board has a significant oversight role in the development of the SPS Strategic Plan. The metrics developed from the Strategic Plan will be used by the Board to monitor the performance of SPS and its executive team.

By way of the approved Surrey Police Board Manual, the Board adopted the same per diem structure as both Delta and Vancouver Police Boards.

Appendix I shows per diems paid, by Director, from January to November 16, 2023. Payments shown for December are for November, 2023 per diems, paid the month following.

Note: Two Director per diem payments for November, 2023 were paid in 2024 due to timing of processing the payment but reflected in the totals for 2023.

Note: The Board was paused by the Province on November 16, 2023, and an Administrator was appointed on November 16, 2023.

### Meetings - January to December 2023

Type of meeting	Total for 2023
Board Meetings	10
Special Board Meetings	9
Finance Committee	10
Governance Committee	10
Human Resources & Compensation Committee	14
Communications Committee	9
Workshops and Training	12
**Other	15
<b>TOTAL MEETINGS</b>	<b>89</b>

\*\* Includes meetings with the provincial government, BCAPB, CAPG and others.

The Board budgeted \$180,000 in 2023 for Board remuneration, recognizing the volume of work required to stand up Surrey Police Service. For 2024, the Board submitted a status quo budget for Board operations, which continues to include \$180,000 for Board remuneration due to the work that will be required to support the SPS as it works towards becoming Police of Jurisdiction in Surrey.

A high-level snapshot of the Board's work in 2023 includes:

- Ongoing oversight of SPS development
- Policy development and approval (near completion)
- 2024 Budget development and submission to the City of Surrey
- Ongoing budget oversight (one-time and operational budgets)
- Oversight of Service or Policy complaints
- Oversight of Freedom of Information requests
- Ongoing Board communications strategies
- SPS Strategic Plan development and approval

### CONCLUSION

This annual report will be re-established when the Board is reinstated.



Melissa Granum  
Executive Director

Appendix I

2023 Per Diems Paid - By Director

Board Member	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Brisard, Meena	546	1,419	969	969	546	1,169	1,319	869	750	1,119	273	819	\$ 10,767
Carwana, James	819	1,119	1,019	969	696	1,019	819	1,715	150	696	546	846	\$ 10,413
Chappell, Harley	-	423	546	696	546	473	473	546	-	300	696	-	\$ 4,699
Cloke, Cheney	1,119	1,596	1,319	1,146	1,146	1,796	1,246	1,142	-	1,119	996	819	\$ 13,444
Gill, Manav	1,392	1,842	1,169	1,242	819	1,142	1,142	1,961	-	696	273	819	\$ 12,497
Johl, Avtar	819	-	-	546	546	869	596	1,415	-	546	546	546	\$ 6,429
Model, Elizabeth	819	1,596	1,019	1,119	846	1,319	1,046	1,565	300	1,296	696	546	\$ 12,167
Sunner, Jessie	969	873	1,342	1,169	723	796	1,046	1,715	600	969	846	1,092	\$ 12,140
<b>Total:</b>	<b>\$ 6,483</b>	<b>\$ 8,868</b>	<b>\$ 7,383</b>	<b>\$ 7,856</b>	<b>\$ 5,868</b>	<b>\$ 8,583</b>	<b>\$ 7,687</b>	<b>\$ 10,928</b>	<b>\$ 1,800</b>	<b>\$ 6,741</b>	<b>\$ 4,872</b>	<b>\$ 5,487</b>	<b>\$ 82,556</b>