

**BRANTFORD POLICE SERVICES BOARD  
SPECIAL BOARD MEETING MINUTES  
THURSDAY, DECEMBER 14, 2023 – 9:00 A.M.  
BOARDROOM, 344 ELGIN STREET, BRANTFORD**

Councillor Greg Martin in the Chair

**1. ROLL CALL**

**PRESENT:** Councillor Greg Maritn, Chair  
Councillor Mandy Samwell, Vice-Chair  
Allan Lovett  
Dan Houssar  
Krupesh Shah

**ALSO PRESENT:** Chief Rob Davis  
Deputy Chief Jason Saunders  
Tareq El-Ahmed, CFO  
Amy Lin, Finance Department  
David Tilley, Zone 4 Advisor, Ministry of Solicitor General  
Insp. K. Bell-Samson, Insp. Kevin Reeder, Insp. Rich Paolini  
Robin Matthews-Osmond, Communications Manager  
Virginia Kershaw, Executive Assistant

**2. DECLARATIONS OF CONFLICT OF INTEREST**

None

**3. ITEMS FOR CONSIDERATION**

Prior to commencing the meeting, the Chief reviewed information relating to comments which have been circulating relating to police force strength, persons on WSIB and absences concerns. A demonstration of the reporting system that tracks attendance will be brought back to the Board in the new year to provide additional information on this matter.

**3.1 2024 Brantford Police Services Budget**

Questions of clarification on various budget line items were reviewed for the Board including wage budgets and how they are calculated within the budget, decision to calculate budget based on actual wage based budgets, versus how the City currently allocates wages within their budgets. Line by line budget questions were raised including WSIB recovery budget line being underbudgeted for last 4 years, uniform budget line increase due to end of life of current uniforms, increased training for members as we have a younger service that requires additional training, general supplies budget line item request to bring the line item closer to the actuals, need to be more prudent with

Professional Services budgeting and need to control these costs, registration fee line item clarification and increases relating to PRIDE System that we are part of.

Moved by A. Lovett  
Seconded by Councillor Samwell

THAT Budget Line Item 61102 (General Supplies) BE REDUCED by \$150,000.

CARRIED

Questions of clarification on the staffing request changes being requested in the 2024 budget were provided by Staff including a synopsis of how the hiring of a Second Deputy Chief would result in a net zero budget increase by offsetting costs for one WSIB vacancy and existing vacancy for IT Programmer. There could be a reduction of the salary of the IT Programmer which wasn't hired in 2023 if the Board deems it appropriate to remove this previously approved position. Concerns with approving all requested staffing request changes were detailed by Board members, noting the impact on the budget ask for 2024 and beyond. Concerns with approving the multi-year budget figures beyond 2024 were detailed. It was noted that the multi-year budget figures would be reviewed yearly by the Board. Clarification on budget line accounts that were underbudgeted were reviewed.

Moved by Councillor Samwell  
Seconded by D. Houssar

THAT the following Staffing Needs/Change Request BE APPROVED at a cost of \$401K:

- 1 FTE Records Supervisor – hire April, 2024
- 7 FTE Records Staff – (4) Crown Briefs Records Staff hired April, 2024 and (3) Two Case File Coordinator hire September, 2024

Moved by A. Lovett  
Seconded by K. Shah

THAT the motion BE AMENDED to read as follows:

THAT the following Staffing Needs/Change Request BE APPROVED at a cost of \$310K:

- 1 FTE Records Supervisor – hire April, 2024;
- 5 FTE Records Staff – (3) Records Staff hired in April, 2024 and (2) Records Staff hired in September 2024.

CARRIED

The motion as amended was voted upon and approved.

Moved by A. Lovett  
Seconded by Councillor Samwell

THAT the following Staffing Needs/Change Request BE APPROVED at a cost of \$315K:

- 5 FTE Special Constables Courts – Courts– hire May, 2024

CARRIED

Moved by K. Shah  
Seconded by Councillor Samwell

THAT the following Staffing Needs/Change Request BE APPROVED at a cost of \$194K:

- 5 FTE Constables, 4<sup>th</sup> Class – hire September 2024

MOTION DEFEATED

Moved by A. Lovett  
Seconded by Councillor Samwell

THAT the following Staffing Needs/Change Request BE APPROVED at a cost of \$77K:

- 2 FTE Constables, 4<sup>th</sup> Class – hire September 2024.

CARRIED

Moved by D Houssar  
Seconded by Councillor Samwell

THAT the following Staffing Needs/Change Request BE APPROVED at a cost of \$389K:

- 5 FTE Communicators – (1) Supervisor Position (4) Dispatch Communicators - hire April 2024

At the request of the Chair, the motion was separated for voting – the hiring of (1) Supervisor position was voted upon and approved. The hiring of (4) Dispatch Communicators was voted upon and not approved.

The approved motion is as follows:

THAT the following Staffing Needs/Change Request BE APPROVED at a cost of \$97K:

- 1 FTE Communications – Manager Position – hire April 2024.

CARRIED

Moved by A. Lovett  
Seconded by Councillor Samwell

THAT the following Staffing Needs/Change Request BE APPROVED at a cost of \$12K:

- ICE Unit Structure – No FTE Impact - starting in April 2024

**CARRIED**

Moved by A. Lovett  
Seconded by D. Houssar

THAT the following Staffing Needs/Change Request BE APPROVED at a cost of \$82K:

- 1 FTE - SRO PROSE Constable – hire in April 2024

**CARRIED**

Moved by Councillor Samwell  
Seconded by D. Houssar

THAT the following Staffing Needs/Change Request BE APPROVED at a cost of \$36K:

- 1 FTE - Special Constable/Forensic – hired October 2024

**CARRIED**

Board members advised Staff that the following positions would not be approved for 2024 budget, but could be brought back for consideration in the 2025 budget:

- 2 Records Staff relating to Crown Briefs
- 5 Special Constables – Courts
- 4 Communicators
- 1 Quartermaster Position
- 1 Deputy Chief Position

Moved by A. Lovett  
Seconded by D. Houssar

THAT Staff BE DIRECTED to investigate whether the IT Programmer position approved in 2023, but not filled, could be removed from the staff complement without causing a need for Section 40 (Reduction or Abolition of Police Force) review under the Police Services Act; and

THAT if Section 40 does not apply, the budget be reduced by the approved budget ask for the IT Programmer position.

**CARRIED**

Operating Budget Recommendation

Moved by Councillor Samwell  
Seconded by A. Lovett

- A. THAT the Brantford Police Services Board APPROVES the Brantford Police Service 2024 to 2027 Operating Budget in the amounts of \$50,407,165 in 2024; \$56,551,549 in 2025; \$60,650,804 in 2026 and \$64,087,477 in 2027, and specific approval of the 2024 operating budget representing a 12.89% increase over the 2023 budget period, which includes the following approved Staffing Needs/Change Requests:
- 1 FTE Records Supervisor;
  - 5 FTE Records Staff;
  - 5 FTE Special Constables Courts – Courts;
  - 2 FTE Constables, 4<sup>th</sup> Class ;
  - 1 FTE Communications – Manager Position;
  - ICE Unit Structure – No FTE Impact;
  - 1 FTE - SRO PROSE Constable;
  - 1 FTE - Special Constable/Forensic.

CARRIED

**Capital Budget Submission – Reconsideration – Recommendation to Change Budget Figures**

Moved by D. Houssar  
Seconded by K. Shah

THAT the following motion relating to Capital Budget Submission passed by the Brantford Police Services Board on October 12, 2023 BE RECONSIDERED:

THAT the Brantford Police Services Board APPROVES the Brantford Police Service 2024 Capital Budget in the amount of \$1,479,900 (Fleet Services - \$640,000; Information Technology - \$450,000; Equipment - \$198,500; Minor Capital - \$191,400).

CARRIED

Moved by D. Houssar  
Seconded by K. Shah

THAT the Capital Budget Submission BE LOWERED to remove the police vehicle fleet expansion request of \$540K.

CARRIED

Moved by D. Houssar  
Seconded by K. Shah

THAT the following AMENDED MOTION relating to Capital Budget Submission BE APPROVED:

THAT the Brantford Police Services Board APPROVES the Brantford Police Service 2024 Capital Budget in the amount of \$1,774,036, to include recently approved funding from the Ministry in the amount of \$834,136. (Fleet Services - \$100,000; Information Technology - \$450,000; Equipment - \$198,500; Minor Capital - \$191,400; NG9-1-1 - \$834,136.); and

THAT the following reserves/reserve funds actions BE APPROVED: (Updated paragraph Feb 6/2024 as per CFO)

- i. Renaming of RF0490 from Police Equipment/Vehicle Replacement Reserve to Police Reserve
- ii. Establishment of RF0583 Police Death Duty Coverage & Funeral Costs Reserve
- iii. Transfer \$100,000 from RF0490 Police Reserve to RF0583 Police Death Duty Coverage & Funeral Costs Reserve for unspent 2023 allocation
- iv. Update annual \$100,000 operating transfer for Death Duty Coverage and Funeral Costs from RF0490 Police Reserve to RF0583 Police Death Duty Coverage & Funeral Costs Reserve beginning in 2024.

CARRIED

Questions of clarification on Police Fleet Capital account, retrofitting of vehicles that were purchased previously that are still waiting for equipment were detailed by Staff for the Board members.

### **3.2 Request of City Council/Finance Committee regarding 2023 Variance Update/Brantford Police Services Deficit**

Chief Davis previously distributed answers to the questions raised at Finance Committee to all members of the Board.

The following resolution was adopted by the Board at its meeting held on December 7<sup>th</sup> regarding this matter:

THAT the Brantford Police Services Board RESPECTFULLY DECLINES the request of City Council for Chief Davis and Staff to attend the December 13<sup>th</sup> Finance Committee meeting; and

THAT Chief Davis and Financial Staff BE DIRECTED to provide a written report back to the Brantford Police Services Board at the next Board meeting on the various questions asked at the November Finance Committee meeting; and

THAT the City BE ADVISED that after review by the Police Board, and if deemed appropriate, a written report from the Board will be provided back to the Finance Committee on the questions raised at the November Finance Committee Meeting.

Councillor Martin noted that he appeared at the Finance Committee meeting last evening as the Chair of the Police Services Board to address this matter. It was further noted that if the 2023 wage budget was properly allocated, the Police budget would not be in the deficit situation it is currently facing.

The Board members indicated that they are satisfied that all questions have been answered by the Chief satisfactorily, and no further action is required by this Board relating to the questions posed by City Council/Finance Committee members. Board members reiterated the need to ensure that the proper process is followed when questions of this nature arise and that City Council is does not micro-manage the Board's budget.

Moved by A. Lovett  
Seconded by D. Houssar

THAT the Police Services Board IS SATISFIED with the answers provided by the Chief to the Board relating to the questions asked by the Finance Committee; and

THAT no further action BE TAKEN on this matter and that City Council BE ADVISED that Line by Budget documents will be provided to them through the 2024 Budget Process.

CARRIED

<b>4. ADJOURNMENT</b>
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The meeting adjourned at 11:24 a.m.

The minutes of this meeting were adopted on January 11, 2024.

  
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Chair

  
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Executive Assistant