

**BRANTFORD POLICE SERVICES BOARD
MINUTES
THURSDAY, DECEMBER 7, 2023 – 9:00 A.M.
BOARDROOM, 344 ELGIN STREET, BRANTFORD**

Councillor Greg Martin in the Chair

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
David Tilley, Zone 4 Advisor, Ministry of Solicitor General
Inspector K. Bell-Samson, Inspector Kevin Reeder
Virginia Kershaw, Executive Assistant

1. PRESENTATIONS/DELEGATIONS

1.1 Sgt. Jim Sawkins
Re. Presentation of Chief's Commendation Certificate for Exemplary Actions

Sgt. Jim Sawkins was presented with the Chief's Commendation Certificate for Exemplary Actions. The Board thanked him for his service to the community.

1.2 Rick Petrella, Chair of the Board, Brant Haldimand Norfolk Catholic District School Board
Re. Resuming the School Resource Officer Program with BHNCD SB

Mr. Rick Petrella, Chair of the Brant Haldimand Norfolk Catholic District School Board addressed the Committee and noted that his Board wishes to resume the School Resource Officer Program and was in attendance to start the dialogue for the program to restart. It was noted that the School Board has funding available for this initiative and it is hoped that a pilot program could start in February 2024, and resume fully in September 2024. Further discussions between the appropriate Staff must occur to start the dialogue to move this forward.

2. DECLARATIONS OF CONFLICT OF INTEREST

None

3. ITEMS FOR CONSIDERATION

Item 3.1, 3.2, 3.3 and 3.4 were separated for discussion purposes prior to calling the vote on all Items for Consideration and Consent Items.

3.1 Auction Proceeds Account - Request for Funds – 2023 Holiday Fundraiser Campaign - Partnership with Campfire Circle

Deputy Chief Saunders reviewed the request received yesterday from Kathryn Gratton, Elementary School Resources Coordinator for the Board to consider a donation from the Auction Proceeds Funds the 2023 Holiday Fundraiser Campaign partnership with Campfire Circle organization.

Moved by D. Houssar
Seconded by Councillor Samwell

THAT the Brantford Police Services Board approves the transfer of \$500.00 from the Auction Fund Account to the Special Projects Account #132016 to provide a donation to the 2023 Holiday Fundraising Campaign – Partnership with Campfire Circle (Waterford, ON).

CARRIED

3.1 Issues Update – Chief Davis
Attached (1) Chief's Update Report

Chief Davis provided his update on Police Service matters including an update on the staffing levels in the Service. He noted that there are only (10) vacancies due to WSIB absences and a secondment to Chief Coroner's Office. He reviewed the recent Special Constable appointments, Wilfrid Laurier University Frontline Supervisor Certificate Program and declarations on items received from various organizations. A copy of the presentation made is included in the original minute file folder.

Recommendation

Moved by Councillor Samwell
Seconded by D. Houssar

THAT the Chief's Public Session Update Reports detailed at the December 7, 2023 Meeting BE RECEIVED.

CARRIED

3.2 2022 Use of Force Review Report

Sgt. Pat Dietrich, Organizational Change and Development Section

Sgt. Dietrich provided an overview of the 2022 Use of Force Review Report and provided clarification on the statistical information.

Moved by Councillor Samwell

Seconded by D. Houssar

THAT the 2022 Use of Force Review Report presented at the December 7, 2023 Police Services Board meeting BE RECEIVED.

CARRIED

3.3 2024 Brantford Police Services Budget

T. El-Ahmed, CFO provided an overview of the 2024 Operating Budget noting the various changes that staff have incorporated into the budget to lower the budget request to 16.4%. If no staff needs increases are approved, the budget would see a 10.7% increase over 2023 due to previous commitments, including wage increases. How the deficit occurred within the wage budget line, was detailed in the budget presentation, noting that insufficient funds were allocated in this line item. It was noted that there might have been a calculation error as well when the budget was submitted, but current staff are uncertain as they were not involved in the previous budget submission.

Staffing requests for 2024 were detailed, including: hiring of 5 Constables (commencing in September 2024 - \$194K), hiring of SRO PROS Constable (commencing in April 2024- \$82K), ICE Unit Structure reorganization (commencing in April 2024 - \$12K), 1 Special Constable Forensics (commencing in October 2024 - \$36K and \$14K), 10 Special Constables Courts (commencing in October 2024 - \$454K and \$67K), 1 Quality Assurance Supervisor (commencing in April 2024 - \$68K and \$3K), 4 Crown Brief/1Quality Assurance/2 Case File Coordinators (commencing in April & September 2024 - \$333K), 1 Communications Case Manager/4 Communication Dispatchers (commencing in April 2024 - \$97K and \$292K), 1 Quartermaster (commencing in July 2024 - \$54K), and 2nd Deputy Chief of Police (No financial impact to 2024 budget).

The ranking for 2024 Staffing Requests are as follows:

- Records - 8FTE - \$401K
- Special Constables Courts - 10FTE - \$454K
- Constables, 4th Class – 5FTE - \$194K
- Communications – 5 FTE - \$389K
- Quartermaster – 1 FTE - \$54K
- ICE Unit Structure – No FTE - \$12K
- SRO PROSE Constable – 1 FTE - \$36K
- Special Constable/Forensic – 1 FTE - \$36K

Mr. A. Lovett noted that a full analyzed costing for the requested positions for the 2025 budget forward is required before making decisions relating to increased staffing levels.

Mr. A. Lovett requested a chart depicting the variance between actual and budget for 2023 for the next meeting. Actual to budget by account were also requested to be produced for 2021 and 2022 at the next meeting.

Clarification of the budget figures used in 2023 budget and projections moving forward were detailed. It is anticipated that this new format will be utilized moving forward when considering the budget.

Moved by A. Lovett
Seconded by D. Houssar

THAT the 2024 Operating Budget discussion BE DEFERRED to the December 14, 2023 Special Board Meeting.

CARRIED

3.4 Request of City Council/Finance Committee regarding 2023 Variance Update/Brantford Police Services Deficit

Board members were in receipt of documents relating to this agenda item, including the Police budget questions asked at the November Finance Committee meeting and the Council resolution requesting that Chief & Staff respond and appear at the December 12, 2023 Finance Committee meeting.

Chief Davis noted that the Board must decide whether the Chief and Staff are going to attend the next Finance Committee meeting, what answers will be provided relating to the questions asked at the Finance Committee meeting and who will be attending with Staff if it is decided that by the Board to return to the December Finance Committee meeting.

It was noted that most of the questions asked are operational in nature and answers would be readily available, however it can be seen as micro-managing by Council requesting answers to operational matters and basically usurping the authority of the Police Board. As the Police Services Board is dealing with 2024 budget deliberations staff have not had an opportunity to disseminate answers to the questions asked. Proper procedure would be for Staff to provide this information to the Board, who in turn would respond to City Council as the budget is ultimately the Board's budget.

Moved by D. Houssar
Seconded by A. Lovett

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

THAT Chief Davis and Financial Staff BE DIRECTED to provide a 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.

CARRIED

4. CONSENT ITEMS

4.1 Minutes

Moved by Councillor Samwell
Seconded by D. Houssar

THAT the November 9, 2023 Regular Police Services Board Minutes and the November 27, 2023 Special Police Services Board Minutes BE APPROVED.

CARRIED

4.2 2024 Police Services Board Meeting Dates (no copy)

Moved by Councillor Samwell
Seconded by D. Houssar

THAT the 2024 Board Meeting dates BE APPROVED:

Thursday, January 11, 2024
Thursday, February 8, 2024
Thursday, March 14, 2024
Thursday, April 11, 2024
Thursday, May 9, 2024
Thursday, June 13, 2024
(July and August – Call of Chair)
Thursday, September 12, 2024
Thursday, October 10, 2024
Thursday, November 14, 2024

Thursday, December 12, 2024

Regular Public Board meetings will commence at 9:00 a.m., immediately followed by In-Camera Board meetings in the Boardroom at the Brantford Police Station, 344 Elgin Street, Brantford.

CARRIED

4.3 Information Items

Moved by Councillor Samwell
Seconded by D. Houssar

THAT the following Information Items BE RECEIVED:

- 4.3.1 Kathryn Gratton – CAA School Safety Patrol Program Achievement Award Newspaper Article.
- 4.3.2 Letter from C. Drinkwater regarding Brantford Police Service budget deficit.

CARRIED

5. NEW BUSINESS

5.1 Chair Update on Activities on behalf of Board – (no copy)

None

5.2 Police Station Task Force Update – Councillor Samwell (no copy)

Deputy Chief Saunders provided a brief update on the renovation project at the Police Station. Tender documents will be released shortly, and some staff have been temporarily relocated to the former tourism building.

5.3 New Business Matters from Members of the Board (no copy)

None

6. RESOLUTIONS

None

7. NOTICES OF MOTION

None

8. NEXT MEETING DATE

Thursday, December 14, 2023 – 9 a.m.

9. ADJOURNMENT

The meeting adjourned at 10:40 a.m.

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



Chair



Executive Assistant