

**BRANTFORD POLICE SERVICES BOARD  
SPECIAL BOARD MEETING MINUTES  
MONDAY, NOVEMBER 27, 2023 – 9:00 A.M.  
BOARDROOM, 344 ELGIN STREET, BRANTFORD**

Councillor Greg Martin in the Chair

**ROLL CALL**

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

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

Chief Davis indicated that it would be preferable to have the meeting recorded for accuracy purposes. Members of the Board were agreeable to this process.

**2. DECLARATIONS OF CONFLICT OF INTEREST**

None

**3. ITEMS FOR CONSIDERATION**

**3.1 2024 Brantford Police Services Budget**

T. El-Ahmed, CFO addressed the Board and gave an overview of the 2024-2027 Operating Budget projections, noting that without any staffing change requests approved, an increase of 12.7% would be incurred. If all staffing change requests were approved it would result in a 19.2% increase in 2024. It was noted that operating pressures/operating expenditures result in a \$0.7/million increase. There is a need to sufficiently cover the grid movement and inflations increase moving forward, which did not occur in 2022 budget resulting in the current deficit the Police Services budget is facing.

Chief Davis reviewed the 2024 staffing requests that include the following:

- 5 Constables 4<sup>th</sup> Class
- 1 Sergeant Professional Standards
- 1 BEU Constable 1<sup>st</sup> Class
- 1 Technical Support Officer 1<sup>st</sup> Class

- 1 SRO PROSE Constable 1<sup>st</sup> Class
- ICE Unit Structure
- 1 Ident Constable 1<sup>st</sup> Class
- 2 Special Constables Forensics
- 10 Special Constables Courts
- 1 Quality Assurance Supervisor
- 4 Crown Briefs, 1 Quality Assurance, 2 Case File Coordinators
- 1 Communication Centre Manager
- 4 Communication Dispatchers
- 3 Records Clerks (PT to FT)
- 1 Maintenance Clerk (PT to FT)
- 1 Property Clerk (PT to FT)
- 1 Quartermaster
- 1 Director of Human Resources
- 1 2<sup>nd</sup> Deputy Chief of Police

Allan Lovett questioned if the overtime budget figures for 2024 and wages and benefits is adequate based on the experience from 2023. It was noted that there were intentions of decreasing overtime however it wasn't successful for 2023 as seats at OPC were not obtained and the Board made the decision to spread gapping projections over a 5 year period rather than being done in the same manner as other city departments. It was noted that there are grant monies that have not been confirmed and until they are in place they are not included in the budget.

Board members expressed concern with not having additional detailed information on the budget and requested line by line to be provided to Board members prior to the next meeting.

A ranking of importance of all staffing requests from Police Staff was requested, along with a organizational chart to allow for a snapshot of where these positions would fit in. Staff will provide an outline of the staffing requests based over the multi-year budget period.

Inspector Bell-Samson provided her input on critical needs for her area of responsibility which included four new front-line hires which equate to one new hire per platoon. An increase in the PROSE Constable complement would assist in bringing back the modified program within the schools.

Inspector Paolini advised the Board that having an increase in personnel for the Communications Centre is encouraging due to the increased demand in the areas that he is responsible for including records and communications. It was noted that an increase in quality assurance is being seen, including dealing with officers receiving red light camera infractions.

Inspector Reeder advised the Board that his areas of responsibility including investigations and court security is seeing increased demands and large workload pressures facing officers. Overtime increases have been significant due to needing to ensure adequate court security. An accounting of the overtime seen in this area will be brought back to the Board next meeting. Staff in charge of specific areas where staffing complement increases are being requested, will be in attendance to answer specific questions of the Board.

Deputy Chief Saunders noted that he is supportive of the Chief's ask in the operating budget for increased staff, including an additional Deputy as the workload is increasing.

The BPA and Senior Officers Union have not prepared statements for the Board based on the budget staffing ask, but are willing to sit down with the Board to discuss specific concerns.

T. El-Ahmed reviewed Appendix "A" of the presentation noting that the wage and benefits line item was underfunded at the Board's direction. The wage increase and gapping for 2023 was spread over 5 years and effectively put into the wage budget line increase and removed from gapping budget line which resulted in a zero increase which has resulted in the deficit we are currently facing. The wage projection calculation was not accurate coupled with the current vacancy rate it should have resulted in a surplus, however it has not been the case. A detailed explanation of why there is a deficit, even when all indications point to there should be a surplus and how the numbers do not equate was requested to be provided.


The operating budget and resolutions pertaining to the 2024-2027 Operating Budget will be brought forward at the December 7, 2023 Board Meeting.

<b>4. ADJOURNMENT</b>
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The meeting adjourned at 10:35 a.m.

The minutes of this meeting were adopted on December 7, 2023.

  
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Chair

  
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Executive Assistant