



# Sarnia Police Services Board

Open Meeting  
Thursday, February 22, 2024  
9:00 a.m.

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|   |              |                           |
|---|--------------|---------------------------|
| 1. Welcome  |              | Secretary                 |
| 2. Traditional Territory Acknowledgement  |              | Secretary                 |
| 3. Declarations of Conflict of Interest   |              | Secretary                 |
| 4. Approval of Agenda   | Approval     | Secretary                 |
| 5. Election of 2024 Chair   | Approval     | Secretary                 |
| 6. Election of 2024 Vice-Chair  | Approval     | Secretary                 |
| 7. Minutes<br>7.1 December 14, 2023   | Approval     | Chair                     |
| 8. Introduction of Promoted Officers  | Information  | Chief                     |
| 9. Monthly Operation Update   | Information  | Deputy Chief              |
| 10. 2023 Financial Annual Report  | Information  | Director of Corp Services |
| 11. Semi-Annual Reserves and Capital Accounts Report  | Information  | Director of Corp Services |
| 12. NG911 Transition Funding  | Approval     | Director of Corp Services |
| 13. Annual Hate Crime Summary Report  | Information  | Inspector Leo Murphy      |
| 14. Annual Collection of Identifying Information Report   | Information  | Inspector Leo Murphy      |
| 15. Conference Approvals<br>15.1 Community Safety and Policing Act (CSPA) Summit<br>15.2 Ontario Association of Police Services Boards (OAPSB) 2024 Spring Conference | Approval     | Chair                     |
| 16. Service Presentation – Criminal Investigations (CID)  | Presentation | Inspector Leo Murphy      |
| 17. Open Forum  |              | All                       |
| 18. Adjournment<br>18.1 Next Regular Public Meeting: Thursday, March 28, 2024   | Approval     | Chair                     |



## Sarnia Police Services Board

To: Sarnia Police Services Board

From: Joan Knight, Sarnia Police Services Board Secretary

Subject: Election of Board Chair and Vice-Chair

Date: Thursday, February 22, 2024

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The election of the Board Chair and Vice-Chair takes place annually as per articles 4 and 4.1 of the Sarnia Police Services Board By-Law.

4.) At the first meeting of each year the Board shall:

- a) elect a Chair for the year;
- b) elect a Vice-Chair for the year;
- c) appoint a Secretary for the year; and
- d) choose dates for the year on which the regular meetings of the Board will be held.

4.1) Procedure for election of the chair and vice chair in a public forum:

- a) the Secretary will call for nominations for the position of Chair;
- b) all nominations shall be moved and seconded;
- c) votes shall be cast by secret ballot;
- d) the votes will be tabulated by the Secretary who will announce the newly elected Chair;
- e) the process shall be repeated for the election of the Vice-Chair; and
- f) the votes cast by secret ballot shall be destroyed by the Secretary following the election.



## SARNIA POLICE SERVICES BOARD

OPEN MINUTES  
9:00 a.m. - THURSDAY, DECEMBER 14, 2023  
COMMUNITY ROOM, SARNIA POLICE SERVICES

**Board Members Present:** Paul Wiersma, Kelly Ash, Charlene Sebastian and Councillor Chrissy McRoberts

**Administration Present:** Chief of Police D. Davis, Inspector M. Van Sickle, J. Dale, Fleet & Facilities Manager, C. Dam, Director of Corporate Services and Joan Knight as Board Secretary.

**Additional Present:** Ronald LeClair, Zone 6 Advisor

**Absent:** Councillor George Vandenberg, Deputy Chief J. Craddock

### 1. Welcome

Chair Paul Wiersma opened the meeting.

### 2. Traditional Territory Acknowledgement

We, the Sarnia Police Services Board acknowledge the traditional territory of the council of the three fires; Potawatomi, Chippewa, and Odawa people, that being Aamjiwnaang (Sarnia 1st Nation), Bkejwanong (Walpole Island 1st Nation), Kikonaang (Kettle Point 1st Nation), Aashoodenaa (Stoney Point 1st Nation).

### 3. Declarations of Conflict of Interest

There were no disclosures of pecuniary interest.

### 4. Approval of Agenda

Moved by Vice-Chair K. Ash, seconded by Board Member C. Sebastian, and **carried:**

***That the Agenda as presented, be adopted.***

## 5. Minutes

Moved by Board Member C. McRoberts, seconded by Board Member C. Sebastian, and **carried:**

***That the Minutes of October 12, 2023, be adopted.***

## 6. 2024 Revised Budget

A report from Chief Davis, dated December 12, 2023 regarding 2024 Revised Operating & Reserves Budgets, was considered.

Chair P. Wiersma explained that on December 5, 2023, Sarnia City Council amended the proposed police budget to reduce the overall budget request and advised the Board of their options for an appeal or accepting the decision of Council.

Mr. Ron LeClair, Zone 6 Advisor was present and gave an explanation of the Board's options as it relates to the Police Services Act.

Chair Wiersma asked for a motion from the Board to appeal Council's decision, but none were brought forward.

Chief Davis advised that the Sarnia Police Service could work with the proposed Council budget cuts as long as risk management can be maintained.

Cathy Dam, Director of Corporate Services spoke to the adjustments made to the 2024 budget to compensate for the budget reduction.

Moved by Board Member C. McRoberts, seconded by Vice-Chair K. Ash, and **carried:**

***That the Sarnia Police Services Board approve the revised 2024 Sarnia Police Service Operating Budget of \$33,408,295, this includes a decrease of \$25,000 from previous Board approved net operating expenditures of \$33,433,295, and;***

***That the Sarnia Police Services Board approve the amendment to the 2024 Reserves Budget to reflect the removal of a \$450,000 transfusion, and;***

***That the Sarnia Police Services Board acknowledge that these amendments are the result of the Sarnia City Council imposed budget reduction to the original amount approved and submitted by the Sarnia Police Services Board.***

Chair Wiersma thanked all those involved with the collaboration with the City.

## **7. 2022 Annual Report**

A report from Chief Davis, dated December 14, 2023, regarding 2022 Annual Report was presented.

Chief Davis advised that the Police Services Act requires that an Annual Report be provided to the Board and that this report outlines the 2022 Annual Report.

He advised that 2022 saw the transition between administration as of June 1, 2022, as well as the development and implementation of a new Strategic Plan that commenced in 2023.

Chair Wiersma commented on the stats provided and the increased need for policing with Chief Davis responding to the challenges faced daily.

## **8. Traffic Inquiry**

A report from Chief Davis, dated December 14, 2023, regarding Traffic Inquiry (EDR), was provided for information.

Chief Davis advised that at the October 2023 Board meeting, a request was made to provide an update with respect to emergency detour routes (EDR) and traffic control when the 402 is closed.

He advised that Policing on the 402 is the responsibility of the Ontario Provincial Police. However, as traffic is diverted off the 402, it will flow onto municipal streets that are not able to handle the volume of a 400 series highway. Emergency Detour Routes are intended to provide alternate routes around a highway emergency and minimize the traffic congestion that often result.

On November 20, 2023, Deputy Chief Craddock attended the 402 Stakeholder's meeting hosted by the County of Lambton and discussion took place with respect to this and all present agreed to set goals for improvement and work in collaboration.

## **9. Monthly Operation Update**

A report from Deputy Chief Craddock, dated December 14, 2023, regarding Monthly Operation Update, was provided.

Chief Davis gave the update and spoke to front line response, Wellness event, Cops for Cans event and gave an update on the Holiday Ride Program.

## 10. Ride-Alongs

Vice-Chair K. Ash gave a power presentation of her ride-alongs taken in August and October of 2023 with B Platoon.

She gave an overview of the calls received and handled and encouraged other Board Members and invited members of Sarnia City Council to do a ride-along to realize the exceptional work done by Sarnia Police Service.

## 11. Promoted Officer, New Staff

**01. Sergeant Alex Cunningham**

**02. H.R. Coordinator Leah Soetemans**

Chief Davis introduced Leah Soetemans and gave her background and work history and welcomed her to Sarnia Police Service.

Chief Davis advised of Sergeant Alex Cunningham's promotion and gave an overview of his background and policing history.

## 12. 2024 Meeting Dates

A report from Joan Knight, Secretary, Sarnia Police Service Board dated December 14, 2023, with respect to the proposed 2024 meeting dates was considered.

A change was requested in the meeting date May 23 be moved to May 30, with the Board in agreement with the change.

Moved by Vice-Chair K. Ash, seconded by Board Member C. Sebastian, and **carried**:

***That the Sarnia Police Service Board approve meeting dates as revised for 2024.***

## 13. OAPSB Membership

A report from Joan Knight, Secretary, Sarnia Police Service Board dated December 14, 2023, with respect to the Ontario Association of Police Services Boards (OAPSB) Membership dues for 2024, was considered.

Moved by Vice-Chair K. Ash, seconded by Board Member C. McRoberts, and **carried**:

**That the Sarnia Police Services Board approve the renewal of the Ontario Association of Police Services Boards (OAPSB) Membership for 2024.**

**14. Open Forum**

No items for discussion were brought forward.

**15. Adjournment**

Moved by Vice-Chair K. Ash, seconded by Board Member C. Sebastian, and **carried:**

**That the Sarnia Police Service Board adjourn to their next regular Public Meeting to be held Thursday, January 18, 2024.**

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Secretary

\_\_\_\_\_  
Chair



## **SARNIA POLICE SERVICE**

### **Open Agenda Information Report**

**To:** Chair and Police Services Board Members

**From:** Deputy Chief Julie Craddock

**Subject:** Monthly Operational Update

**Date:** February 22, 2024

**Report Number: 24-02-009-O**

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#### **SUMMARY:**

The Sarnia Police Service is committed to continuously improving the level of service and safety we provide to our communities. While the police are traditionally responsible for incident response, by working with community partners in each of the prevention, risk intervention and social development pillars, a coordinated response can be implemented.

This report is a snapshot of operational and member accomplishments and is not an exhaustive account of the achievements of the Sarnia Police Service.

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Julie M. Craddock  
Deputy Chief of Police

:jc



### **Criminal Investigations Division:**

1. The Criminal Investigations Division issued a renewed request for public assistance in three outstanding missing persons investigations: Dustin Ireson (34), Trevor Chaput (35) and Brad Ogilvie (41).

In addition, social media messaging educating the public on how to report a missing person and answers to frequently asked questions was shared, highlighting the SPS commitment in ensuring that every report of a missing person is addressed in a timely and sensitive manner.

2. The Criminal Investigations Division continues to investigate a drive by shooting which occurred on February 6<sup>th</sup>.

This incident occurred on Fairview Place, a residential street in the City of Sarnia.

At approximately 10:30 pm, unknown suspects fired multiple shots at a residence from a moving vehicle. The bullets penetrated the exterior of the home and resulted in damage to the house but fortunately no injuries to the occupants who were inside at the time of the incident.

### **Operations Division:**

1. On December 18<sup>th</sup>, 2023, police responded to a call at the LCBO on Quinn Drive after a male suspect had stolen two bottles of alcohol and as he was fleeing the store, pushed and tripped a 75-year-old volunteer. The victim struck his head and received multiple staples to close the wound.

Images of the suspect were shared on SPS social media sites and with the media. This generated multiple tips from the public and resulted in the arrest of a 26-year-old Sarnia man the following day.

2. While attending a residence on an unrelated incident, police located five small puppies outside in poor living conditions. The dogs were located in a makeshift enclosure with no gate, no proper shelter, with ground covered in mud and dog excrement.

All five puppies were whimpering and shaking due to the cold, holding up their paws off the ground due to being left unattended in the cold. There was no sign of food or water in the enclosure.

The responding officers observed that these animals were in distress and required immediate action to prevent serious injury and to preserve life.

Under Section 60 of the Provincial Animal Welfare Services Act (PAWS), police exercised the power of an animal welfare inspector to take possession of an animal until an appointed animal welfare inspector could follow up with police.

As a result, the five puppies were taken to the Sarnia & District Humane Society to receive care. The Humane Society has confirmed that the 4-month-old puppies, a Rotti mix, have been named: Tink, Merida, Tiana, Raya, Moana and are now ready for adoption.

### **Community Support Division:**

#### **Youth Engagement and Diversion Team:**

On December 14 2023 the Youth Engagement and Diversion Team in partnership with the Sexual Assault Survivors Center and Sarnia Lambton Rebound hosted an educational session titled: United against Exploitation: Shining a Light on Human Trafficking.

The session was designed for educators, parents & caregivers to receive information & education on this topic including who is at risk of becoming a victim, indicators & signs of victimization, as well as targeted areas where human trafficking may occur.

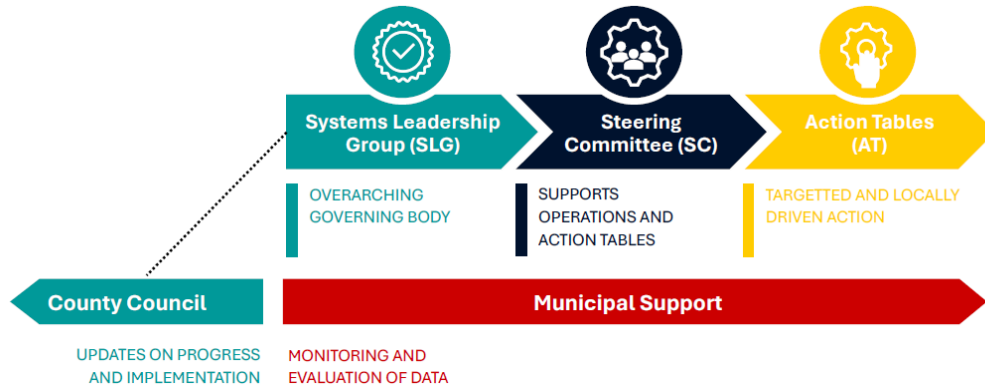
One attendee stated:

*This was an eye opener and well organized education presentation!  
This should be shared at every organization from schools, restaurants, in the plants, colleges, and any business really! The shopping mall, grocery stores... everywhere!  
I really hoping this is just the starting and I hope this blows up and everyone talks and educates one another.  
Thank you for the time and effort spent on trying to keep the communities safer.*

### **Community Safety and Well-Being Plan**

The implementation of the Community Safety and Well-Being Plan (CSWB) is the responsibility of the Systems Leader Group (SLG).

An updated Terms of Reference and Governance Structure was created and membership in this group was extended to key community stakeholders not previously represented.



On November 1<sup>st</sup> 2023, the First CSWB Plan report was submitted to County Council as part of the annual reporting requirements.

Hosted by the SPS, the CSWB Systems Leadership Group met in January to establish goals and objectives for 2024.

**Polar Plunge Sarnia:**

On February 10<sup>th</sup>, the SPS participated in the 1<sup>st</sup> ever Polar Plunge Sarnia in support of Special Olympics Ontario.

Over \$38,000 was raised with some funds staying in the community to benefit local athletes and programs.

We are proud of all of our SPS members including Chief Davis and Insp. Van Sickle who were #FreezinForAReason.

Our appreciation to SPS Board Members Kelly Ash who cheered us on and Chrissy McRoberts who took the plunge!



**CONSULTATION:**

Leo Murphy – Inspector Criminal Investigations Division

Mike Van Sickle – Inspector Operations Division

Dwayne Whelpley – Inspector Community Support Division



**SARNIA POLICE SERVICE**  
**Open Agenda Information Report**

**To:** Chair and Police Services Board Members  
**From:** Chief Derek W. Davis  
**Subject:** Financial Update – 2023 Operating Budget  
**Date:** February 22, 2024  
**Report Number:** 24-02-010-0

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**SUMMARY:**

Final results for the Police Operating Budget are reported out annually to the Police Services Board early in the following year. Sarnia Police accounts are included in City of Sarnia Financial Statements that are released to City Council later in the spring.

While this report is being prepared, the operating accounts are still subject to minor adjustments. Even so, at this time, we are reporting a surplus of \$157,000 in the 2023 operating accounts. This represents approximately 0.52% of the 2023 net operating amount of \$30,400.273.

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Derek W. Davis  
Chief of Police

/CD

## COMMENTS:

The Police operating budget funds day-to-day operating expenses including salaries and benefits, fleet and facility maintenance, supplies, technology licensing and maintenance costs, and legal and insurance costs. Fees revenues, cost recoveries and grants are also shown in the operating accounts.

As part of ongoing budget diligence, the administration has identified variances and will be reviewing these more closely to inform preparation of the 2025 budget, expected to be underway in a matter of weeks.

## 2023 OPERATING BUDGET RESULTS:

Overall revenues ended approximately \$377,000 over budget while overall expenditures came in \$200,000 over budget for an overall net 2023 surplus amount of \$156,817. The following table provides a summary of year-end accounts by revenue and expense category.

### Operating Budget Summary

| Category   | Budget              | Actuals             | Variance         | %             |
|--|---------------------|---------------------|------------------|---------------|
| REVENUES   |                     |                     |                  |               |
| <b>Fees</b> <sup>1</sup>                               | -\$284,000          | -\$271,183          | -\$12,818        | 95.5%         |
| <b>Grant - County</b> <sup>2</sup>                     | -\$1,430,653        | -\$1,434,153        | \$3,500          | 100.2%        |
| <b>Grant - Ontario</b> <sup>3</sup>                    | -\$321,185          | -\$312,446          | -\$8,739         | 97.3%         |
| <b>Cost Recoveries</b> <sup>4</sup>                    | -\$748,046          | -\$815,902          | \$67,856         | 109.1%        |
| <b>Revenues Other</b> <sup>5</sup>                     | -\$15,000           | -\$342,564          | \$327,564        | 2283%         |
| <b>Total Revenues</b>                                  | <b>-\$2,798,884</b> | <b>-\$3,176,247</b> | <b>\$377,363</b> | <b>113.5%</b> |
| EXPENDITURES   |                     |                     |                  |               |
| <b>Compensation</b> <sup>6</sup>                       | \$20,945,128        | \$20,343,770        | \$601,358        | 97.1%         |
| <b>Benefits</b> <sup>7</sup>                           | \$6,749,009         | \$6,346,007         | \$403,002        | 94.0%         |
| <b>Recruitment, Development, Wellness</b> <sup>8</sup> | \$244,130           | \$393,002           | -\$148,872       | 161.0%        |
| <b>Clothing &amp; Equipment</b> <sup>9</sup>           | \$175,400           | \$235,156           | -\$59,756        | 134.1%        |

<sup>1</sup> Fees: Background Checks and Fees related to Paid Duties

<sup>2</sup> County Grants: Court Security and County Policing Grant

<sup>3</sup> Provincial Grants: Community Safety & Policing, RIDE, Court Security & Prisoner Transportation, Human Trafficking;

<sup>4</sup> Cost Recoveries: Aamjiwnaang (Policing), Sarnia Fire & Point Edward Fire (9-1-1 and Dispatch), St. Clair Township, & North Lambton (Dispatch only)

<sup>5</sup> Other Revenues: Proceeds of Auction & Property, Federal Crown Recoveries

<sup>6</sup> Compensation: Salaries, Acting Pay, Overtime

<sup>7</sup> Benefits: Statutory (Government), Pension, Group Benefits, and contribution to City WSIB Reserve (\$630,000)

<sup>8</sup> Recruitment, Development, Wellness: Training & Education, Recruitment, Employee Assistance Program, Wellness/Peer Support;

<sup>9</sup> Clothing & Equipment: includes boots, vests, uniforms, caps, badges, medals, protective & first aid, etc.

| Category  | Budget              | Actuals             | Variance          | %             |
|---|---------------------|---------------------|-------------------|---------------|
| Operational Expense <sup>10</sup>                         | \$369,345           | \$398,615           | -\$29,270         | 107.9%        |
| Licensing/Maintenance - Police & Technology <sup>11</sup> | \$370,111           | \$453,142           | -\$83,031         | 122.4%        |
| IT Systems & Security <sup>12</sup>                       | \$387,850           | \$392,005           | -\$4,155          | 101.1%        |
| Communications & Connectivity <sup>13</sup>               | \$382,106           | \$516,870           | -\$134,764        | 135.3%        |
| Facility Operations & Maintenance <sup>14</sup>           | \$515,600           | \$751,573           | -\$235,973        | 145.8%        |
| Vehicle Operations & Maintenance <sup>15</sup>            | \$433,820           | \$683,115           | -\$249,295        | 157.5%        |
| Professional Fees <sup>16</sup>                           | \$35,000            | \$161,981           | -\$126,981        | 462.8%        |
| Other Expense <sup>17</sup>                               | \$141,533           | \$283,893           | -\$142,360        | 200.6%        |
| Allocations <sup>18</sup>                                 | \$360,125           | \$370,574           | -\$10,449         | 102.9%        |
| Reserves <sup>19</sup>                                    | \$2,090,000         | \$2,090,000         | \$0               | 100.0%        |
| <b>Total Expenditures</b>                                 | <b>\$33,199,157</b> | <b>\$33,419,703</b> | <b>-\$220,546</b> | <b>100.7%</b> |
| <b>Net Budget</b>   | <b>\$30,400,273</b> | <b>\$30,243,456</b> | <b>\$156,817</b>  | <b>99.5%</b>  |

## Highlights

The following provides additional details for the variance sources.

- Cost recovery revenues were enhanced as several county fire departments contracted with Sarnia Police Service in 2023 for dispatch services in advance of the transition to NG9-1-1.
- Also on the Revenue side, monies from a thorough property audit were applied to the costs of 2023 legal and arbitration payouts and the cost of the carrying out the property audit itself. A new Board-controlled Discretionary reserve has now been established with an initial deposit of \$260,000 from the proceeds of the property audit.
- The Compensation and Benefit categories show significant savings primarily due to recruitment gaps. Of note, 2023 Officer Overtime, at \$971,000, is at the lowest level in three years even though the cost of a 1<sup>st</sup> class officer has increased 6% over the same period. On the other side, communicator overtime, at \$137,800, is

<sup>10</sup> Operational Expense: Supplies for special units including CID, Vice, IMPACT, MHEART, Traffic, Media, Bike Patrol, Electronic Crimes

<sup>11</sup> Software licensing costs continue to increase particularly with the introduction of modern technology (iMobile/MPS, CopLogic, Clearview Strategic Partners, etc.); includes OPTIC fees

<sup>12</sup> Standard IT maintenance & licensing plus increases for security;

<sup>13</sup> Communications/Connectivity: Phone (land & cell), internet, fiber connections, radio system maintenance, telecommunications towers;

<sup>14</sup> Facility Operations & Maintenance – includes utilities, parts and labour, and supplies; many health & safety improvements were undertaken in 2023;

<sup>15</sup> Vehicle Operations & Maintenance – includes fuel & repairs; this area saw overruns for repairs of aging fleet as new vehicle deliveries were delayed; Vehicle rentals were added to aid with vehicle inventory pressures;

<sup>16</sup> Professional Fees - Comprised primarily of fees related to legal matters

<sup>17</sup> Other Expense – includes Office Supplies, Shredding Services, Subscriptions, Memberships, Prisoner Meals

<sup>18</sup> Allocations – includes Insurance (allocated by City), HR Services (City), Crime Stoppers

<sup>19</sup> Reserves – all reserves contributions are made from within the Police operating budget;

at the highest level since 2019 due to coverage requirements for sick absence coverages.

- Recruitment and training costs ended \$148,000 over budget. The period 2018 to 2023 saw 41 constable hires compared to 12 in the prior five-year period. The recruitment process is costly and intensive, and the training and development requirements for a younger workforce is also significant. The movement of experienced officers into specialized units expanded already burgeoning training needs for 2023.
- Maintenance accounts related to both the facility and vehicles showed a combined over-expenditure of \$485,000. These budget lines have been somewhat overlooked over the years; therefore, there will be a focus in the 2025 budget process on determining accurate for vehicle and facility repairs. That said, many overdue health and safety matters have been addressed in both the fleet and facility areas in 2023. Limited reserve funding following the city council budget cut has affected the vehicle replacement cycle and the next couple of years could see continued high vehicle repair costs. As a mitigation, this area now also includes the cost of unmarked rental vehicles.
- Telecommunications & Connectivity saw a 2023 cost overrun of \$134,000. Data and connectivity costs have been impacted both by vendor price escalations and by volume increases as new mobile technology is introduced to the service. This expense category will be subject to review during 2025 budget preparations.

### **BUDGET IMPLICATIONS:**

The primary implication of a review of the finances of the past year is the impact on the next year's budget preparation process. As the 2025 budget process is set to begin soon, a review of variances will be used to inform the need to examine options and to make adjustments to categories where other options are not feasible.

### **CONSULTATION:**

Cathy Dam – Director of Financial Services





**SARNIA POLICE SERVICE**  
**Open Agenda Information Report**

**To:** Chair and Police Services Board Members  
**From:** Chief Derek W. Davis  
**Subject:** Financial Update – 2023 Reserves and Capital  
**Date:** February 22, 2024  
**Report Number:** 24-02-011-0

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**SUMMARY:**

Sarnia Police Services controls five financial reserve accounts, each having a dedicated purpose. The reserves are funded primarily from the Sarnia Police Operating Budget and are used to even out the impact of capital project costs and major facility, fleet, and equipment purchases that occur either on an annual basis, on a multi-year cycle, or infrequently.

Final results for the Police Reserves and Capital are reported out to the Police Services Board early each year. Sarnia Police Reserves and Capital accounts are included in City of Sarnia Financial Statements which are presented to City Council every spring.

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Derek W. Davis  
Chief of Police

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## **DISCUSSION / ANALYSIS:**

Police Reserves have historically been under-funded and are continually under pressure as organizational sustainability and growth needs are being addressed. This reduces the ability to absorb significant or unexpected expenses without going over budget allocation. As part of the City Budget deliberations, funding specifically for the exigent replenishment of police reserves was cut by Council, and later accepted by the SPSB.

Large police investigations cannot be scheduled or predicted. Overtime, external expenses (e.g. large missing person cases or serious criminal incidents), human resource impacts (e.g. officer injuries or other lost time) depend on reserves for funding. If that were to occur, the City would need to fund the shortfall.

Properly funded reserves mitigate financial risk and should be built up over time. Unfortunately, past practice was to return surplus funds to the city (approximately \$2.5 million over 10 years), and defer necessary incremental repairs and upgrades. As a result, we now have a convergence of backlogged needs, coupled with underfunded reserves. These needs are unavoidable and the feasibility of further avoidance or deferral is diminishing. Given that the Sarnia Police Services Board is legislatively required to provide adequate and effective policing, the Service requires accessible funding when these circumstances arise.

The City is currently reporting a significant amount of unfunded capital needs and has been accessing their own reserves to mitigate operating costs. This creates an additional financial risk that funds may not be available in a public safety emergency. As a primary emergency service that cannot control demand for police service calls, nor the severity of significant incidents, it is financially responsible to maintain adequate reserve levels if needed to ensure community safety.

Given the budget reduction by Council in 2024, it is recommended that Board consider establishing target balances for each police reserve. This will be proposed as part of the Service submission to the Board within the 2025 budget preparation.

## RESERVES OVERVIEW:

The following chart provides an overview of 2023 reserves activity compared to estimates provided in the 2023 Budget. As reported during budget meetings, the overall reserves are critically low by year-end, but the Equipment reserve has been unavoidably depleted resulting from the need to advance order of several vehicles to account for uncertain and lengthy delivery timelines.

The following chart represents a summary of 2023 reserves activity compared to 2023 budgeted amounts.

| Reserve                                     | Description   | Budget                          | Actual             |
|---|---|---------------------------------|--------------------|
| <b>POLICE BUILDING RESERVE</b>              | Opening Balance Jan 1 st                            | (594,331)                       | (594,331)          |
|   | Operating Contribution                              | (540,000)                       | (540,000)          |
|   | <b>Total Available Funds</b>                        | <b>(1,134,331)</b>              | <b>(1,134,331)</b> |
|   | Building Upgrades (Prior Approvals)                 | 470,000                         | 470,000            |
|   | Building Upgrades (Current Year Approval)           | 470,000                         | 245,219            |
|   | Furnishings   | 25,000                          | 68,872             |
|   | Emergency Repairs                                   | 100,000                         | 54,565             |
|   | Firing Range Upgrades <sup>1</sup>                  |                                 | 211,786            |
|   | <b>Total Expenditures</b>                           | <b>1,065,000</b>                | <b>1,050,442</b>   |
|   | <b>Closing Balance Dec 31st</b>                     | <b>(69,331)</b>                 | <b>(83,889)</b>    |
| <b>911 EQUIPMENT REPLACEMENT</b>            | Opening Balance Jan 1 st                            | (566,500)                       | (566,500)          |
|   | Operating Contribution                              | (400,000)                       | (400,000)          |
|   | Other Revenues                                      | (2,910)                         | (2,910)            |
|   | Grants – NG9-1-1 <sup>2</sup>                       |                                 | (539,899)          |
|   | <b>Total Available Funds</b>                        | <b>(969,410)</b>                | <b>(1,509,309)</b> |
|   | 911/Communications Equipment (Capital) <sup>3</sup> | 605,547                         | 441,655            |
|   | Radio System Upgrade <sup>4</sup>                   | 275,000                         | 276,607            |
|   | Police Communications Technology <sup>5</sup>       |                                 | 135,753            |
|   | <b>Total Expenditures</b>                           | <b>900,000</b>                  | <b>854,015</b>     |
|   |   | <b>Closing Balance Dec 31st</b> | <b>(88,863)</b>    |
| <b>POLICE OPERATING CONTINGENCY RESERVE</b> | Opening Balance Jan 1 st                            | (577,994)                       | (577,994)          |
|   | Transfer to Police Equipment Reserve <sup>6</sup>   |                                 | 200,000            |
|   | <b>Closing Balance Dec 31st</b>                     | <b>(577,994)</b>                | <b>(377,994)</b>   |

<sup>1</sup> Initial request to PSB was \$135,000; actual costs came to \$211,786;

<sup>2</sup> NG9-1-1 Grant deposited in 9-1-1 Reserve to be drawn down by eligible expenditures;

<sup>3</sup> NG9-1-1 Project – 2024 carry forward funding balance \$163,893.36

<sup>4</sup> Planned Motorola Software Upgrade – cost-shared with Sarnia Fire & Rescue; \$68,000 allocated to 2023, balance to 2024-2026;

<sup>5</sup> Hexagon Intergraph Mobile Responder (Mobile for Public Safety MPS) introduced

<sup>6</sup> To cover cruiser replacement due to collision losses

| Reserve  | Description                                   | Budget             | Actual                      |
|--|---|--------------------|-----------------------------|
| <b>POLICE EQUIPMENT RESERVE</b>                          | Opening Balance Jan 1st                       | (591,927)          | (591,927)                   |
|  | Operating Contribution                        | (1,150,000)        | (1,150,000)                 |
|  | Sale of Equipment                             | (40,000)           | (24,555)                    |
|  | Contribution - Operating Contingency Rsv      |                    | (200,000)                   |
|  | Grants – CISO & ALPR                          | (8,000)            | (284,403)                   |
|  | <b>Total Available Funds</b>                  | <b>(1,789,927)</b> | <b>(2,250,885)</b>          |
|  | Vehicles (Prior Approvals)                    | 530,000            | 529,114                     |
|  | Vehicles (Current Year Approval) <sup>7</sup> | 440,000            | 798,600                     |
|  | Systems & Software                            | 720,000            | 696,689                     |
|  | Police Technology <sup>8</sup>                | 88,200             | 373,055                     |
|  | Police Equipment <sup>9</sup>                 | 88,000             | 127,081                     |
|  | <b>Total Expenditures</b>                     | <b>1,866,200</b>   | <b>2,524,539</b>            |
|  | <b>Closing Balance Dec 31st</b>               | <b>76,273</b>      | <b>273,654<sup>10</sup></b> |
| <b>POLICE SERVICES BOARD DISCRETIONARY RESERVE (NEW)</b> | Opening Balance Jan 1st                       |                    |                             |
|  | Transfer from Property Audit                  |                    | (260,000)                   |
|  | <b>Closing Balance Dec 31st</b>               |                    | <b>(260,000)</b>            |
| <b>OVERALL RESERVES CLOSING BALANCE DEC 31st</b>         |   | <b>(659,915)</b>   | <b>(1,103,523)</b>          |

**RESERVES HIGHLIGHTS:**

**Police Building Reserve**

Responding to community demands for service changes (see 2023-2025 SPS Strategic Plan), substantial operational changes were implemented to meet community needs and to address ongoing crime and related social disorders. This included the following:

- Approved officer strength increased in 2023 from 117 to 124. For 2024, approved officer strength is 129; Storage for equipment bags was expanded outside of the locker rooms; the officer reporting room was improved to add space for more front-line officers;
- New units formed in 2023, including:
  - Street Crime Unit or SCU: four officers and one sergeant;

<sup>7</sup> Includes \$417,000 for vehicles ordered but not delivered before December 31; some delivery dates extend into 2025;

<sup>8</sup> Police Technology – includes \$276,000 ALPR License Plate Reader technology 100% funded by Provincial ALPR Grant

<sup>9</sup> Police Equipment - first phase of 2025 Ten Year pistol replacement program was advanced to avoid shortages caused by breakdown;

<sup>10</sup> Equipment Reserve is in an “overdrawn” balance at yearend; January 1, 2024 operating contribution will restore reserve;

- Integrated Mobile Police and Crisis Team or IMPACT: five officers, one sergeant, plus two embedded community partner mental health professionals. After several unsuccessful attempts to find a suitable space in the downtown, the team relocated to Police headquarters;
  - Training/Recruitment team: two officers, one civilian located at the Police Training Centre;
  - HR Coordinator: one civilian;
  - Community Crime Unit: one officer plus several Lambton College students
  - Alternative Response Unit: created to provide a consistent placement for members returning to work, and to provide alternative response to calls (e.g. online reporting) for service (reducing workloads on the front line).
- In 2024, the SPS will re-introduce a dedicated traffic enforcement unit, added a specialized K9 unit, additional full time communicators, and a communications analyst.

One of the immediate challenges in early 2023 was to effectively house these units in a facility that was already filled to capacity and not designed to meet the evolving nature of modern police operations. This included freeing up available space where possible (e.g., removal of the Records paper file storage area and conversion of this and other storage areas to workspaces). The work of repurposing and refreshing existing spaces is about 75% complete and is funded from within the Building Reserve.

A report submitted to the May 25, 2023 Board Agenda highlighted several health and safety deficiencies within the police facility. Some urgent concerns were addressed immediately. The Building Reserve bore of the impact of funding some of the more significant repairs and upgrades needed to make the facility safer for officers, civilians, and detainees. Included was over \$200,000 of upgrades to the Firing Range to meet health and safety regulations.

Finally, the Building Reserve is drawn upon to address emergency repairs. In 2023, major elevator repairs were funded from this reserve when the only elevator was down for a period of about eight weeks.

### **9-1-1/Communications Equipment Reserve**

This reserve is used to fund 9-1-1 and Communications Equipment purchases. This reserve is the funding source for the NG9-1-1 Upgrade project. Provincial grant funding for NG9-1-1, \$600,000 to date, is being held here for draw down as eligible expenditures take place.

### **Police Operating Contingency Reserve**

According to City of Sarnia Reserves Policy, any yearend savings or shortfall in the Police operating budget flows through the Police Operating Contingency Reserve. This reserve will also be used to fund the cost of investigating major crime or other operational exigencies. In 2023, \$200,000 was transferred to the equipment reserve to

fund the cost of two cruisers to replace two of five vehicles that were totaled in the course of duty. The deductible on the City’s insurance policy is too high to cover vehicle loss.

**Police Equipment Reserve**

The equipment reserve funds equipment purchases, from fleet replacement to IT equipment and infrastructure to police technology to protective gear. This reserve was over-expended by yearend as vehicle orders were advanced to mitigate against lengthy and uncertain delivery timelines. Council’s denial, during the budget process, of a one-time reserves infusion will have implications for replacement of weapons and cruisers.

**CAPITAL UPDATE:**

Projects with budgets of more than \$100,000 are set up as Capital Projects each with their own set of accounts. An update of current projects is provided here.

**NG9-1-1 Upgrade Project**

The only active project (over \$100,000) during 2023 is the ongoing NG9-1-1 Upgrade project. NG9-1-1 technology must be fully implemented by March 2025 when the CRTC has mandated that Bell shut down the legacy E9-1-1 system. We anticipate costs for NG9-1-1 to shift to the operating budget beginning in 2025. Since project inception in late 2020, expenditures are broken down as follows:

| Year                              | Budget<br>(funded from<br>NG9-1-1 Reserve) | Grants        | Expenditures     | Funding<br>Carryover |
|-----------------------------------|--|---------------|------------------|----------------------|
| 2020                              | 450,000                                    |               | 286,217          | 163,782              |
| 2121                              | 360,000                                    |               | 242,544          | 117,456              |
| 2022                              | 360,000                                    | 60,101        | 295,792          | 124,309              |
| 2023                              | 200,000                                    |               | 441,654          | -241,655             |
| <b>Cumulative to Dec 31, 2023</b> | <b>1,370,000</b>                           | <b>60,101</b> | <b>1,266,208</b> | <b>163,893</b>       |

For each of the following building repair projects approved from 2019 to 2022, the scope of work was modified to achieve savings while not compromising the solution. The savings were reallocated to the Building Reserve and used to create spaces for the new officer units, new civilian hires, and to fund a wide range of health and safety improvements.

**2019 Replacement Fire Alarm System \$65,000**

Rather than a revamp and modification of the entire alarm system, a simple panel upgrade was completed at a cost of less than \$10,000.

### **2022 Air Handler Replacement \$150,000**

A key component of the HVAC system is the two air handlers both of which were recommend to be replaced at a cost of \$150,000 each. Our maintenance coordinator worked with the contractor to achieve similar results with simple replacement of key components that should extend the life of both units another ten years. The cost for the reduced scope of work was approximately \$25,000.

### **2022 Building Controls System \$55,000**

The need for a replacement of the controls system was re-evaluated in consultation with our vendors. It was determined that the condition of the controls system is still satisfactory and deficiencies can be addressed on an as-needed basis.

### **2021 Customer Service Renovations \$200,000**

A front counter solution is still pending however we have stepped back from changing the overall layout of the client-facing area of the main floor following the receipt of construction estimates in the range of \$2 million. Instead minor space modifications are being planned and carried out in an attempt to make the business services area more functional and accessible with no disruption to the structure of the facility.

SARNIA POLICE RESERVES – 2023 REVENUES & EXPENDITURES SUMMARY

|   | Opening          | Revenues         | Expenditures   | PO & Pending   | Year End Total   |
|---|------------------|------------------|----------------|----------------|------------------|
| <b>POLICE BUILDING RESERVE</b>                    |                  |                  |                |                |                  |
| Opening Balance                                   | (594,331)        |                  |                |                | (594,331)        |
| Operating Contribution                            |                  | (540,000)        |                |                | (540,000)        |
| Prior Year Upgrades                               |                  |                  | -              |                | -                |
| Facility Repairs/Upgrades                         |                  |                  | 636,591        | 78,629         | 715,219          |
| Furnishings                                       |                  |                  | 68,872         |                | 68,872           |
| Unplanned Equipment Replacement                   |                  |                  | 54,565         |                | 54,565           |
| Firing Range Upgrades                             |                  |                  | 208,436        | 3,350          | 211,786          |
| <b>POLICE BUILDING RESERVE Total</b>              | <b>(594,331)</b> | <b>(540,000)</b> | <b>968,464</b> | <b>81,979</b>  | <b>(83,889)</b>  |
| <b>9-1-1/COMMUNICATIONS RESERVE</b>               |                  |                  |                |                |                  |
| Opening Balance                                   | (566,500)        |                  |                |                | (566,500)        |
| Operating Contribution                            |                  | (400,000)        |                |                | (400,000)        |
| Grant   |                  | (539,899)        |                |                | (539,899)        |
| Revenues  |                  | (2,910)          |                |                | (2,910)          |
| 911/Communications                                |                  |                  | 441,655        |                | 441,655          |
| Radio System Upgrade                              |                  |                  | 70,060         | 206,546        | 276,607          |
| Police Communications Technology                  |                  |                  | 135,753        |                | 135,753          |
| Unplanned Equipment Replacement                   |                  |                  | -              |                | -                |
| <b>9-1-1/COMMUNICATIONS RESERVE Total</b>         | <b>(566,500)</b> | <b>(942,809)</b> | <b>647,468</b> | <b>206,546</b> | <b>(655,295)</b> |
| <b>POLICE OPERATING CONTINGENCY RESERVE</b>       |                  |                  |                |                |                  |
| Opening Balance                                   | (577,994)        |                  |                |                | (577,994)        |
| Inter-Reserves Transfer                           |                  | 200,000          | -              |                | 200,000          |
| <b>POLICE OPERATING CONTINGENCY RESERVE Total</b> | <b>(577,994)</b> | <b>200,000</b>   | <b>-</b>       |                | <b>(377,994)</b> |
| <b>POLICE EQUIPMENT RESERVE</b>                   |                  |                  |                |                |                  |
| Opening Balance                                   | (591,927)        |                  |                |                | (591,927)        |
| Operating Contribution                            |                  | (1,150,000)      |                |                | (1,150,000)      |
| Sale of Equipment                                 |                  | (24,555)         |                |                | (24,555)         |
| Grant   |                  | (284,403)        |                |                | (284,403)        |
| Inter-Reserves Transfer                           |                  | (200,000)        |                |                | (200,000)        |
| Systems & Software                                |                  |                  | 696,689        |                | 696,689          |



SARNIA POLICE RESERVES – 2023 REVENUES & EXPENDITURES SUMMARY

|                                       | Opening            | Revenues           | Expenditures     | PO & Pending   | Year End Total   |
|---------------------------------------|--------------------|--------------------|------------------|----------------|------------------|
| Police Equipment                      |                    |                    | 127,081          |                | 127,081          |
| Vehicles (Prior)                      |                    |                    | 529,114          |                | 529,114          |
| Vehicles                              |                    |                    | 381,506          | 417,094        | 798,600          |
| Police Technology                     |                    |                    | 362,705          | 10,350         | 373,055          |
| <b>POLICE EQUIPMENT RESERVE Total</b> | <b>(591,927)</b>   | <b>(1,658,958)</b> | <b>2,097,095</b> | <b>427,444</b> | <b>273,654</b>   |
| <b>Total</b>                          | <b>(2,330,752)</b> | <b>(2,941,767)</b> | <b>3,713,027</b> | <b>715,969</b> | <b>(843,523)</b> |



**SARNIA POLICE SERVICE**  
**Public Agenda Approval Report**

**To:** Chair and Police Services Board Members  
**From:** Chief Derek W. Davis  
**Subject:** Ministry of the Solicitor General NG9-1-1 Transition Funding  
**Date:** February 22, 2024  
**Report Number:** 24-02-012-0

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**RECOMMENDATION:**

That the Sarnia Police Services Board approve the Board Chair's signature on the Transfer Payment Agreement for the 2023-24 Next Generation 9-1-1 (NG9-1-1) transition funding support program.

A handwritten signature in cursive script that reads "Derek Davis".

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Derek W. Davis  
Chief of Police

/CD

## **BACKGROUND:**

The existing 9-1-1 system has been in place for more than 30 years and has reached end of life. The Canadian Radio-television and Telecommunications Commission (CRTC) has mandated that the emergency telecommunications networks and 9-1-1 call centres, also referred to as Public Safety Answering Points (PSAPs), **must** transition to a new 9-1-1 communications system, known as Next Generation 9-1-1 (NG9-1-1) by March 4, 2025.

Once fully implemented, the new NG9-1-1 system will make it easier to provide additional details about emergency situations, such as video from the scene of an accident and ability to text 9-1-1 when requesting immediate help from police, fire, and ambulance services. It will also give emergency operators and dispatchers the ability to identify the location of a call using Global Positioning System (GPS) coordinates, resulting in a safer, faster, and more informed emergency response.

NG9-1-1 technology will be an integral part of SPS's Computer Aided Dispatch and Communications Centre core capabilities ensuring public safety. Implementation of NG9-1-1 will also benefit related systems such as Mobile Responder (dispatch access on a hand held device), Mobile for Public Safety (in car access for officers) and other systems that utilize CAD capabilities and data.

To support PSAPs with their transition to NG9-1-1, the Ontario government announced in late 2022, that it is investing \$208 million over three years to enhance the province's 9-1-1 emergency response system.

## **COMMENTS:**

Under CRTC regulations, 9-1-1 call centres fall under the jurisdiction of municipal governments. Sarnia Police Service operates a PSAP, the Police 9-1-1 Communications Centre, for the City of Sarnia. In addition to receiving 9-1-1 calls, the Call Centre also provides dispatch service for Sarnia Police, Sarnia Fire and Rescue, Point Edward Fire and several County Fire services.

In early 2023, the City of Sarnia and Sarnia Police Service submitted a successful application for 2022-2023 NG9-1-1 transition funding support for the maximum amount of \$600,000. An information report came to the April 24, 2023 Board Meeting and SPS subsequently claimed \$600,000 eligible technology and infrastructure expenditures.

In November 2023, Sarnia Police Service applied for Year 2 funding support for NG9-1-1 expenses. This funding application for \$684,167 of eligible expenses was approved November 29, 2023.

The attached Transfer Payment Agreement must be signed and returned to the Ministry by January 28, 2024. A subsequent claim will be submitted for eligible expenses

incurred by the PSAP in the 2023/2024 eligibility period including IT infrastructure and security, NG9-1-1 hardware, software, and licensing costs.

***Due to the cancellation of the January PSB meeting, this agreement was exigently reviewed by the Board Chair and a signature obtained to ensure that the deadline requirements were met.***

#### **FINANCIAL IMPACT:**

Since project inception in July 2020, Sarnia Police Service has expended or issued purchase orders for \$3.7 million to build up infrastructure, procure call management technology, and enhance cyber-security for the NG9-1-1 transition. Since 2020, a total of \$1.5 million funding has been directed from Police Operating budgets through the Police 9-1-1 Reserve. Sarnia's transition to NG9-1-1 is about 80% complete and we expect to be ready for the March 2025 cutover date.

Sarnia Police Service will apply the new grant monies to offset the costs of eligible expenses as specified in the Transfer Payment Agreement. SPS also intends to apply for the Year 3 (2024-2025) phase of the funding program. These funds will be helpful in ensuring that the required critical infrastructure and technology is in place prior to the March 2025 cutover date.

In spite of the CRTC regulation that 9-1-1 call centres fall under the jurisdiction of municipal governments, implementation costs for Sarnia's Next Generation 9-1-1 system have been funded solely within the annual police operating budget envelope with no supplementary funding coming from City of Sarnia reserves.

#### **CONSULTATION:**

Cathy Dam – Director of Financial Services



## **SARNIA POLICE SERVICE**

### **Public Agenda Recommendation Report**

**To:** Chair and Police Services Board Members  
**From:** Chief Derek W. Davis  
**Subject:** 2023 Annual Report on Hate Bias Crimes  
**Date:** February 22, 2024  
**Report Number:** 24-02-013-0

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#### **RECOMMENDATION:**

*"The Sarnia Police Services Board authorize the posting of the 2023 Annual Report on Hate Bias Crimes on the Sarnia Police website."*

A handwritten signature in cursive script that reads "Derek Davis".

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Derek W. Davis  
Chief of Police

:LM

## **SUMMARY:**

“**Hate Crime**” is not a new phenomenon in Canada nor in other western countries. Racial tension and conflicts between different groups has been a harsh reality throughout Canada’s history.

The Uniform Crime Reporting Survey (UCR) Manual (2022, 89) defines **Hate Crime** as:

*a criminal violation motivated by hate, based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or gender identity or expression, or any other similar factor.*

A **Hate Motivated Incident** however is a non-criminal action or behaviour that is motivated by hate against an identifiable group.

Examples of hate motivated incidents include using racial slurs or insulting a person because of their ethnic or religious dress or how they identify.

The *Criminal Code* (CC) contains four hate propaganda offences:

- **Advocating genocide, section 318 (1) CC**
- **Public incitement of hatred, section 319 (1) CC**
- **Wilful promotion of hatred, section 319 (2) CC**
- **Wilful promotion of antisemitism, section 319 (2.1) CC**

In order to address these systemic problems, the Canadian federal government has instituted two plans of action:

1. **Canada’s Action Plan Against Racism (2006–2010)**

This plan addresses responses to hate crimes, including support for victims as well as developing new approaches to combatting racism in our society.

2. **Canada’s Anti-Racism Strategy (2019–2022)**

This strategy aims at eliminating inequities and uses the expertise of community organizations and Indigenous peoples to develop projects geared to their needs. Additional federal funding was announced in Budget 2022 to provide more ways to address racism.

The Sarnia Police Service has aligned itself with the goals and strategies of the federal government by:

- Being committed to thoroughly investigating hate crimes and hate motivated incidents and laying criminal charges where applicable
- Supporting victims of hate motivated actions
- Engaging with community groups of different racial backgrounds and cultural beliefs

**From January 1, 2023 to December 31, 2023 the Sarnia Police Service has received zero (0) complaints of Hate Bias Crime.**

The Sarnia Police Service remains committed to community safety & well-being by engaging with public, supporting victims and effectively investigating crimes that affect our community.



## **SARNIA POLICE SERVICE**

### **Public Agenda Recommendation Report**

**To:** Chair and Police Services Board Members

**From:** Chief Derek W. Davis

**Subject:** Annual Report on Collection of Identifying Information  
January 1<sup>st</sup> 2023 – December 31<sup>st</sup> 2023

**Date:** February 22, 2024

**Report Number: 24-02-014-0**

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#### **RECOMMENDATION:**

*"The Sarnia Police Services Board authorize the posting of the 2023 Annual Report on the Collection of Identifying Information on the Sarnia Police website."*

A handwritten signature in black ink that reads "Derek Davis".

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Derek W. Davis  
Chief of Police

:LM

## **SUMMARY:**

With the coming into force and implementation of Ontario Regulation 58/16, Collection of Identifying Information in Certain Circumstances (CIICC), in January 2017, overall impacts to the Service have been minimal. Every Police Officer employed by the Sarnia Police Service is required to have successfully completed CIICC training at least once within the previous 36 months. SPS-LE-056 Section 12.0.

For the Period of January 1, 2023 – December 31, 2023, the Sarnia Police Service (SPS) reported **ZERO** (0) instances of CIICC as contemplated by the Regulation. The SPS did not receive any external complaints through the Office of the Independent Police Review Director (OIPRD) or initiate any internal Chief's complaints arising from the implementation or application of the provisions of the Regulation. There were no requests received for CIICC information pursuant to MFIPPA.

## **BACKGROUND:**

With the coming into force and implementation of Ontario Regulation 58/16, Collection of Identifying Information in Certain Circumstances (CIICC), in January 2017, overall impacts to the Service have been minimal. All officers are required to undergo training in this area at least once every 36 months.

For the Period of January 1, 2023 – December 31, 2023, the Sarnia Police Service (SPS) reported **ZERO** (0) instances of CIICC as contemplated by the Regulation. The SPS did not receive any external complaints through the Office of the Independent Police Review Director (OIPRD) or initiate any internal Chief's complaints arising from the implementation or application of the provisions of the Regulation. There were no requests received for CIICC information pursuant to Municipal Freedom of Information and Protection of Privacy Act. (MFIPPA).

## **Annual Report**

In accordance with Service Directive SPS-LE-056 Section 9.0 - The Collection of Identifying Information in Certain Circumstances – Prohibitions and Duties - and Board Policy, the Officer in Charge of the Intelligence Branch shall provide the Chief of Police an Annual Report on the Collection of Identifying Information for submission to the Police Services Board in the first quarter of each year. This report includes all the requirements laid out in sections 9(6) (detailed internal review of random CIICC data) and 14 of Regulation 58/16.

## **Ontario Regulation 58/16, Section 14**

This section of the **Regulation** requires the Chief of Police to include certain information in relation to attempted collections of identifying information as part of the SPS Annual Report provided by Chief DAVIS to the Sarnia Police Services Board under Section 31 of Ontario Regulation 3/99 – Adequacy and Effectiveness of Police Services.



Pursuant to section 14, the Annual Report shall include the following data:

- (a) the number of attempted collections of identifying information;
- (b) the number of attempted collections of identifying information in which information was collected;
- (c) the number of times an individual was not given a record of the attempt **(Document laid out in Section 7 of Ontario regulations 58/16, SPS - Regulated Interaction Receipt)** because they did not want it;
- (d) the number of attempted collections of identifying information from individuals who were male or female;
- (e) the age groups of individuals from whom identifying information was collected;
- (f) the racialized groups from whom identifying information was collected;
- (g) the number of individuals who claimed Aboriginal identity;
- (h) the neighbourhoods or areas where collections were attempted and the number of attempted collections in each;
- (i) the number of instances when officers relied on exemptions for **not:**
  - (i) providing rights notification;
  - (ii) explaining the reason for the attempted collection;
  - (iii) providing the record of attempt **(Document laid out in Section 7 of Ontario regulations 58/16, SPS - Regulated Interaction Receipt)** to the individual;
- (j) the number of times it was determined that an officer did not have appropriate reasons for the attempted collection or failed to comply with requirements regarding rights notification or providing a record of attempt **(Document laid out in Section 7 of Ontario regulations 58/16, SPS - Regulated Interaction Receipt);** and
- (k) the number of times police officers were granted access to restricted identifying information **(ref. EXE-008 Audits);**
- (l) the number of complaints (public and Chief's) resulting from or related to the Collection of Identifying Information **(ref. EXE-008 Audits);** and the number of Municipal Freedom of Information and the Protection of Privacy requests relating to the Collection of Identifying Information **(ref. EXE-008 Audits).**

## DISCUSSION / ANALYSIS

### SPS Report

| Metric   | Approved | Pending | Total |
|--|----------|---------|-------|
| Number of attempted collections of identifying information.  | 0        | 0       | 0     |
| Number of attempted collections of identifying information in which information was collected.   | 0        | 0       | 0     |
| Number of times an individual was not given a Collection of Identifying Information Receipt (Regulated Interaction Receipt) because they did not want it.  | 0        | 0       | 0     |
| Number of attempted collections of identifying information from individuals who were male.   | 0        | 0       | 0     |
| Number of attempted collections of identifying information from individuals who were female.   | 0        | 0       | 0     |
| <i>Age groups of individuals from whom identifying information was collected:</i>  |          |         |       |
| 30 years of age and younger  | 0        | 0       | 0     |
| 31 years of age and older  | 0        | 0       | 0     |
| <i>The racialized groups from whom identifying information was collected:</i>  |          |         |       |
| Caucasian  | 0        | 0       | 0     |
| Black  | 0        | 0       | 0     |
| Individuals who claimed Aboriginal Identity  | 0        | 0       | 0     |
| Other  | 0        | 0       | 0     |
| <i>Neighbourhoods or areas where collections were attempted and the number of attempted collections in each:</i>   |          |         |       |
| Zone (patrol area) 1/2   | 0        | 0       | 0     |
| Zone (patrol area) 3/4   | 0        | 0       | 0     |
| Zone (patrol area) 5   | 0        | 0       | 0     |
| <i>Number of instances when officers relied on exemptions for not:</i>   |          |         |       |
| (i) providing rights notification (h1i)  | 0        | 0       | 0     |
| (ii) explaining the reason for the attempted collection (h1ii)   | 0        | 0       | 0     |
| (iii) providing the Collection of Identifying Information to the individual Regulated Interaction Receipt (j)  | 0        | 0       | 0     |
| Number of times it was determined that an officer did not have appropriate reasons for the attempted collection or failed to comply with requirements regarding rights notification or providing an Collection of Identifying Information Regulated Interaction Receipt. | 0        | 0       | 0     |
| Number of times police officers were granted access to restricted identifying information (ref. EXE-008 Audits).   | 0        | 0       | 0     |
| <i>Number of external requests or complaints:</i>  |          |         |       |

|   |   |   |   |
|---|---|---|---|
| The number of complaints (public and Chief's) resulting from or related to the Collection of Identifying Information (ref. EXE-008 Audits);                       | 0 | 0 | 0 |
| The number of Municipal Freedom of Information and the Protection of Privacy requests relating to the Collection of Identifying Information (ref. EXE-008 Audits) | 0 | 0 | 0 |

*Noteworthy information:*

- A query of the SPS Analytic Dashboard Tool revealed thirteen (13) incidents listed as a “person stop” in the year 2023. Investigation into these incidents determined
  - Eight (8) fell under the authority of the Highway Traffic Act.
  - Two (2) fell under the authority of the Trespass to Property Act.
  - One (1) was part of a Criminal Code theft investigation.
  - One (1) police were already aware of the person’s identity before interacting with them.
  - One (1) was created in error
- Due to the absence of any CIICC data, analysis of the correlation of CIICC data to crime data is not feasible.
- A review of the above data did not reveal that identifying information was attempted to be collected disproportionately from individuals perceived to be within a group or combination of groups

**Costs**

SPS Policy SPS-LE 056 requires that Chief provide the Board with an estimate of the cost of complying with the **Regulation** (including but not limited to staffing, training, verification time, the time it takes to complete the Collection of Identifying Information process, IT costs, etc.) has been undertaken.

A breakdown by applicable units has been considered. A narrative description of both tangible and intangible impacts has been identified.

**Records Bureau** – There was minimal to no impact to staffing and salary. Costs are considered insignificant based upon the current CIICC numbers.

**Training Bureau** - The Training Bureau normally provides CIICC training to experienced officers once every 36 months. For the 2023 Calendar year, experienced officers took part in an online OPCVA training module. These would be completed during the officers regular scheduled shift without the assistance of the training branch. In addition, new recruits receive CIICC training as part of their curriculum at the Ontario Police College, at no cost or burden to the SPS. The total cost for CIICC training in 2023 was minimal.

**Information and Technology** - There were no additional requirements for procurement of software, hardware, consulting or staffing.

**Analytical Support** – Reporting, analytics time and dashboard tool maintenance were of minimal impacts to the ADS office. The research and preparation of this report could fall under this category, and considered a minimal cost for 2023.

**Frontline** – There were no significant impacts (cost, resources) to front line in the year 2023.

## **CONSULTATION**

Deputy Chief Julie Craddock  
Inspector Leo Murphy, CID Commander  
Dr. Joseph Glover, Sarnia Police Analytics



## Sarnia Police Services Board

To: Sarnia Police Services Board

From: Paul Wiersma, Sarnia Police Services Board Chair

Subject: Community Safety and Policing Act (CSPA) Summit

Date: Thursday, February 22, 2024

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With the Community Safety and Policing Act (CSPA) set to take effect on April 1, 2024, the OAPSB is collaborating with the PAO, OACP, and OSOPA to host a Summit for Ontario's policing partners. This event will focus on disseminating and discussing the Act's details and its regulations.

The Summit will spotlight the major changes in the policing framework and assemble associations, boards, and police chiefs. It will feature presentations from industry experts, aiming to foster a collective understanding of the CSPA. Special attention will be given to how these changes affect police services of different sizes.

The Summit will take place at the Toronto Airport Marriott Hotel on February 27 and 28. The registration fee for the CSPA Summit is set at \$350 per attendee with room rates starting at \$194 per night.

Topics to be covered include:

- Adequate and Effective Policing and Provision of Police Services
- Responsibilities of the Board and Chief
- First Nations Policing
- Special Constables and Their Employers
- The Inspector General of Policing
- Complaints and Misconduct Investigations
- Discipline, Suspension, and Independent Adjudication
- Labour Relations
- The Role of the Minister

**Recommendation:** that Board members Charlene Sebastian and George Vandenberg attend the CSPA Summit on February 27 and 28.



## Sarnia Police Services Board

To: Sarnia Police Services Board

From: Paul Wiersma, Sarnia Police Services Board Chair

Subject: Ontario Association of Police Services Boards (OAPSB) 2024 Spring Conference

Date: Thursday, February 22, 2024

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Three members of the Board attended the annual OAPSB Spring Conference in 2023 and found great value in becoming more aware of policing and police governance issues across the province.

The 2024 Conference will take place at the Blue Mountain Resorts in Blue Mountains on June 3-5. The registration fee for the CSPA Summit is set at \$750 per attendee plus \$390 per attendee for accommodations.

**Recommendation:** that Board members Kelly Ash, George Vandenberg and Paul Wiersma attend the OAPSB 2024 Spring Conference on June 3-5.