

SARNIA POLICE SERVICES BOARD
March 23, 2017
9:30 a.m.
BOARDROOM, POLICE SERVICES BUILDING,
SARNIA, ONTARIO

OPEN MEETING AGENDA

Page

Closed Meeting - 9:25 a.m.

ELECTION OF 2017 VICE-CHAIR

Conducted by the Secretary

DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

MINUTES

- 3 - 6
1. Adoption of Minutes - February 23, 2017
THAT the Minutes of February 23, 2017 be adopted.

REPORTS AND INQUIRIES

- 7 - 8
1. Proposal for Evaluation of Radio Communications System Upgrade (Report)
THAT the Sarnia Police Services Board approve a proposal from Palidor Radio Communications Consultants Ltd. for the Evaluation of the Police Radio Communications for a cost of \$78,000 (\$79,373 including non-rebatable HST costs).
- 9 - 13
2. Tower Site Licence Agreement Recommendation (Report)
THAT the Sarnia Police Services Board authorize the Police Board Chair, Mayor Mike Bradley and Board Secretary, Scott McEachran, to sign the Tower Site Licence Agreement between the Sarnia Police Services Board and the County of Lambton.

- 15 - 19 3. OAPSB Member Response Required - Possible By-Law Change (Letter & Survey)

ROUTINE APPROVALS AND INFORMATION

- 21 - 22 A. Back-up Server Upgrades (Report)
Received and filed.

- 23 B. Statistics Report - February 2017 (Report)
Received and filed.

- 25 - 28 C. Budget Status for Month Ending February 28, 2017 (Report)
Received and filed.

- 29 D. Unfounded Sexual Assault Cases 2010-2014 - City Council Request (Letter)
Received and filed.

- 31 - 33 E. Sexual Assaults Classified as Unfounded (Report)
Received and filed.

NEW BUSINESS

ADJOURNMENT

OPEN MINUTES
9:30 a.m. - THURSDAY, FEBRUARY 23, 2017
BOARD ROOM
POLICE SERVICES BUILDING

The Sarnia Police Services Board met in regular session.

Mayor Mike Bradley took the Chair and the following Members of the Board were present: Vice-Chair S. Whyte, S. Palko, Councillor D. Boushy and J. Girard.

Present from staff were: Chief Phil Nelson, Deputy Chief Bob Farlow, Inspector Jeff Hodgson, Inspector Norm Hansen, Constable Miro Soucek, President of the Sarnia Police Services Association, Sergeant Marc Toutant, Constable Shawn Osborne, and City Solicitor Scott R. McEachran as Board Secretary.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest.

MINUTES

Moved by Board Member Girard, seconded by Board Member Palko, and **carried**:

THAT the Minutes of January 26, 2017 be adopted.

REPORTS AND INQUIRIES

1. Sarnia Police Service Overtime (Report)

Chief Nelson provided a report dated February 8th, 2017 to the Sarnia Police Services Board regarding overtime.

Moved by Vice-Chair Whyte, seconded by Board Member Girard, and **carried**:

THAT Item 1, under Reports and Inquiries, be received and filed.

ROUTINE APPROVALS AND INFORMATION

- A. Reconsideration of Hiring an internal Human Resources Advisor (Report)

Chief Nelson provided a report dated February 8th, 2017 regarding a request from City Council for reconsideration of an internal Human Resources Advisor.

Moved by Board Member Palko, seconded by Vice-Chair Whyte, and **carried**:

THAT the Sarnia Police Services Board reconsiders its decision to hire an internal Human Resources Advisor.

Moved by Vice-Chair Whyte, seconded by Board Member Girard, and **carried**:

THAT the Sarnia Police Services Board waive the rules of order to discuss the reconsideration at this meeting.

Chief Nelson gave a review of the reasons behind the recommendation to hire an internal Human Resources Advisor for the Sarnia Police Service.

Moved by Board Member Girard, seconded by Vice-Chair Whyte, and **carried**:

THAT the Sarnia Police Services Board re-affirms its decision to hire an internal Human Resources Advisor for the Sarnia Police Service.

- B. Community Policing Partnership (C.P.P.) Grant (Report)

Cathy Dam, Director of Financial Services provided a report dated February 15th, 2017 to Chief Nelson for the Sarnia Police Services Board regarding Community Policing

Partnership (C.P.P.) Grant.

C. Sarnia Police Service 2016 Annual Use of Force Report (Report)

Constable Shawn Osborne, Chief Instructor Sarnia Police Training Branch provided a report dated January 30th, 2017 to Chief Nelson for the Sarnia Police Services Board regarding the 2016 Annual Use of Force Report.

D. Month End Statistics – January 2017 (Report)

Chief Nelson provided a report to the Sarnia Police Services Board regarding the month end statistics for January 2017.

E. Sarnia Police Service 2016 Final Budget Results (Report)

Chief Nelson provided a report dated February 14th, 2017 to the Sarnia Police Services Board regarding the 2016 final budget results.

F. 2016 Year End Reserves Report (Report)

Cathy Dam, Director Financial Services provided a report dated February 14th, 2017 to Chief Nelson for the Sarnia Police Services Board regarding the 2016 year end reserves.

G. Current Projects Status Report (Report)

Cathy Dam, Director Financial Services provided a report dated February 14th, 2017 to Chief Nelson for the Sarnia Police Services Board regarding current projects status.

Moved by Board Member Palko, seconded by Vice-Chair Whyte, and **carried**:

THAT Items B to G, under Routine Approvals and Information, be received and filed.

NEW BUSINESS

Chief Nelson informed the Board that he is contacted by the media on a regular basis and addresses a number of questions, which he welcomes. One recent inquiry involved a question concerning the force going over budget in recent years. This provided an opportunity to clarify that \$1.7 million has been returned to the City over the last ten years with \$240,000 returned in 2016.

ADJOURNMENT

Moved by Vice-Chair Whyte, seconded by Board Member Girard, and **carried**:

THAT the Sarnia Police Services Board adjourn.

CHAIR



SARNIA POLICE SERVICE
DEPARTMENT CORRESPONDENCE

People Serving People

DATE: March 6, 2017
TO: James P. Nelson, Chief of Police
FROM: Cathy Dam, Director Financial Services

RE: PROPOSAL FOR EVALUATION OF RADIO COMMUNICATIONS SYSTEM UPGRADE

RECOMMENDATION

It is recommended that the Sarnia Police Services Board approve a proposal from Palidor Radio Communications Consultants Ltd. for the Evaluation of the Police Radio Communications for a cost of \$78,000 (\$79,373 including non-rebatable HST costs).

BACKGROUND

Feasibility Consulting was included in the 2017 Capital Budget as a critical prerequisite for 2018 Radio Communications System Replacement. Motorola has provided information indicating the various components of our current radio communications system will be at “End of Support Date” in 2018, 2019, and 2020. The “End of Support Date” terminology represents Motorola’s commitment for replacement parts availability on equipment that has cancellation dates ranging from 2011 to 2014.

Simply stated, the equipment does not “die” on the end of support date. The availability of replacement parts, however, is no longer guaranteed and they become much more difficult to procure as time elapses. The current system, still under full support, provides the Police Service with an efficient, effective communications centre, ensuring access to the public to emergency services, and generating the appropriate response to calls for service in a timely, appropriate manner. The lack of replacement parts availability after the end of support date could compromise the continued and uninterrupted operation of the Communications System.

COMMENTS

Feasibility consultation based on engineering analysis is necessary to obtain information to determine how the Communications System Replacement project should be advanced to final implementation and will include costing estimates.

In consultation with the City's Purchasing Department, staff recommends single-sourcing Palidor Radio Communications Consultants Ltd of North Vancouver for the Evaluation Study and Recommendations. Palidor was selected to provide these services for the following reasons:

- Level of detailed knowledge of radio systems
- Experience with other emergency services
- Qualifications of the project team

FINANCIAL CONSIDERATIONS

An amount of \$150,000 from City reserves was approved for the 2017 Capital Budget request for the Consulting phase of the Police Radio Communications project.

CONSULTATION

The following individuals and groups were consulted in regards to the recommendations in this report:

- Shawn Unsworth, Purchasing Manager, City of Sarnia



Cathy Dam
Director of Financial Services

- cc. Lisa Armstrong, Director of Finance, City of Sarnia
Shawn Unsworth, Purchasing Manager, City of Sarnia

Sarnia Police Service

Department Correspondence

People Serving People

March 8, 2017

To: Sarnia Police Service Board Members

From: Chief Phil Nelson

Re: Tower Site Licence Agreement Recommendation

That the Sarnia Police Services Board authorise the Police Board Chair, Mayor Mike Bradley, to sign the Tower Site Licence Agreement between the Sarnia Police Services Board and the County of Lambton.

Background

A request has been made by the County of Lambton to install VHF antennas, microwave dishes, transmitters, and infrastructure to accommodate fire radio communication for Fire Services located outside the City of Sarnia. Antennas would be secured to the tower at the police site.

It is my understanding that the installation of this equipment will not interfere with our current radio communications.

A fee of \$2,100 per year, plus HST, will be paid for the use and operation of the equipment at the police station.

Consultants

- Scott McEachran, City Solicitor
- David Cribbs, County Clerk
- Cathy Dam, Financial Services Director

Financial Implications

- Payment of \$2,100 per year, plus HST



Phil Nelson
Chief of Police

TOWER SITE LICENSE AGREEMENT

THIS AGREEMENT made as of the 1st day of January, 2017

BETWEEN: The Sarnia Police Services Board
555 Christina Street North
Sarnia, ON N7T 7N2
(hereinafter referred to as the "Licensor")

AND: The County of Lambton
789 Broadway Street, P.O. Box 3000
Wyoming, ON N0N 1T0

(hereinafter referred to as the "Licensee")

WHEREAS the Licensor is the owner of the SARNIA POLICE DEPARTMENT HEADQUARTERS located at the municipal address of 555 Christina Street North, Sarnia, ON N7T 7X5;

(hereinafter referred to as the "Site");

AND WHEREAS the Licensor is a Police Services Board, as defined by the *Police Services Act*, which seeks to protect the health, safety and well-being of its area residents;

AND WHEREAS the Licensee is an upper-tier municipality as defined by the *Municipal Act, 2001* that has purchased a fire radio communications system so that members of the fire protection services located outside of the City of Sarnia can effectively communicate with third party fire protection services and the Licensor so as to maximize effectiveness and efficiency;

AND WHEREAS the Licensee requires a location to install VHF antennas, microwave dishes, transmitters and associated wiring (collectively, "the Equipment") necessary for the fire radio communications system to function;

AND WHEREAS the Site is a mutually agreed upon appropriate location for the installation of the Equipment;

AND WHEREAS the parties hereto have agreed to enter into this contract for the purposes of defining their respective rights, privileges and obligations with respect to the Site and upon the terms and conditions hereinafter set out;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the mutual covenants and obligations contained herein, it is agreed by and between the parties hereto as follows:

TERM

1. This agreement is for the term of 5 years commencing on the 1st day of January, 2017 and terminating on the 30th day of December, 2021.
2. The Licensor hereby grants to the Licensee the option to renew this agreement for **Two (2)** successive terms of **Five (5)** years each upon the same terms and conditions as herein contained save and except the license fee, which if renewed, shall be increased by 10% upon each subsequent renewal.

LICENSE FEE

3. In consideration of the license herein granted, and without prior demand, the Licensee shall pay the Licensor a monthly fee of \$175.00 per month plus HST (\$2,100.00 per year plus HST), payable yearly, in advance.

4. Payment shall be made to the **Licensor** at the following address:

**The Corporation of the City of Sarnia
255 North Christina Street
Sarnia, ON N7T 7N2
Attention: Finance**

LICENSE

5. In consideration for the Licence Fee established in section 3, the receipt of which the Licensor acknowledges as being entirely adequate, and the further consideration set out herein, the **The Licensor** hereby grants to the **Licensee** non-exclusive use of a portion of the tower and related areas, and access rights, described as follows:
- i. Interior and exterior space as required for installation and ongoing use of the Equipment. The new equipment will be installed in the physical imprint of the existing fire radio system with the addition of 21 feet of cable and 2 antennas which shall be attached on the east side of the tower on the roof of the Site. Further specifications can be found in the "Statement of Work" Document which is incorporated into this contract as Appendix A;
 - ii. All electricity necessary to operate the Equipment which is estimate at \$50 per month or approximately \$600 per year based on 2016 electricity prices;
 - iii. Space for connector boxes to a portable generator, to be supplied by Licensee on a temporary basis in the event of a prolonged power outage.
6. The Licensor makes no representations as to the suitability of the tower or Site for the Licensee's needs and the Licensee shall satisfy itself in this regard. Where costs are incurred as the result of any modifications necessary to make the Site suitable for the installation and operation of the Equipment, those costs are the sole responsibility of the **Licensee**
7. The **Licensee** shall not assign, transfer, or otherwise dispose of, or encumber the license granted herein in whole or in part without obtaining the prior written consent of the **Licensor**, which consent may not be unreasonably withheld.

ACCESS

8. The **Licensor** shall make available to the **Licensee**, its officers, employees and/or agents unrestricted, reasonable access to the Site for the purposes necessary to the exercise by the **Licensee** of the license granted herein. Unrestricted, reasonable access means that except in the case of emergency repairs, Site access will only occur during the course of regular business hours, unless the parties agree otherwise in specific instances.
9. The **Licensee** agrees that it shall only utilize staff or contractors who hold valid and current (2 years old or less) criminal reference checks which are satisfactory to the **Licensor** to conduct work at the Site. The **Licensee** further agrees that the **Licensor** maintains the unrestricted, unilateral right to decide that a given staff or contractor of the **Licensee** does does meet its security requirements, even if that individual posses a current criminal reference check.
10. The **Licensee** shall provide the **Licensor** with a list of names of persons who will be attending the Site on its behalf, whether as officer, employee, agent, and/or invitee, and shall advise the **Licensor** in writing of an amendment that should, from time to time, be made to the said list.
11. Use of the Site, access to the Site and utility rights at the Site by the Licensee shall be solely for the purpose of installing, removing, replacing, relocating, maintaining, supplementing and operating the Equipment at the **Licencee's** expense. Such use shall not interfere with the Licensor's use and enjoyment of

the Site and associated property and chattels, nor, subject to reasonable wear and tear, diminish the cosmetic appearance of the premises.

OBLIGATIONS OF THE LICENSEE

12. The Licensee shall remove any of its equipment when it is no longer needed. The Licensee shall ensure the equipment does not interfere in any way with the Licensor's equipment and operations. The Licensee shall provide diagrams and written descriptions of any equipment it intends to install for approval by the Fire Chief prior to installation.
13. The Licensee shall maintain its Equipment in a good and safe state of repair and in a clean and orderly condition and cooperate with the Licensor in preserving the Site and other facilities used in common in a clean and safe condition.
14. The Licensee agrees that any use of the Equipment that disrupts the Licensor's radio communications will be remedied immediately or the Licensee will cease operation of the equipment until such is remedied.

INDEMNITY and INSURANCE

15. The Licensee shall indemnify and save harmless the Licensor for any damage to the Site (including the tower and other structures and equipment thereon) occasioned by the Licensee's use thereof as permitted herein.
16. The Licensee shall take out and keep in force during the term of this license comprehensive property damage and general liability insurance for coverage of no less than Five Million (\$5,000,000) dollars per occurrence. Such insurance shall insure the Licensee from any and all claims made by third parties including the Licensor for damages for personal injury, including death and from claims for property damage, including loss of use, which may arise as a result of the Licensee's use of the site. Certificate(s) of insurance shall be delivered forthwith upon execution of this license to the Licensor, showing the Licensor as an additional insured.

TERMINATION

17. This Agreement may be terminated by either party upon one hundred eighty (180) days' notice given in writing without penalty or payment. Should the Licensor terminate as provided herein, the Licensor agrees to refund any prepaid fee on a prorated basis.
18. At the termination of the Agreement, the Licensee will remove its equipment and shall be responsible for the repair of any damages caused to the building during the removal of the equipment, except that associated with reasonable wear and tear.

NO TENANCY, AGENCY, OR PARTNERSHIP CREATED

19. Nothing contained herein shall be deemed or construed by the parties as creating any relationship between the parties other than that of the Licensor and Licensee.

NOTICE

20. Any notice which is required to be given under the terms of this agreement may be effectively given by the parties hereto if personally delivered or by mailing the same by prepaid registered mail directed to:

In the case of the Licensor to:

The Sarnia Police Services Board
555 North Christina Street

Sarnia, ON N7T 7X6
Attention: Clerks Department
In the case of the **Licensee** to:

The County of Lambton
789 Broadway Street, P.O. Box 3000
Wyoming, ON N0N 1T0

Any notice shall be deemed to be effectively given on the date of personal delivery or on the expiration of the fifth day following the day on which such mailing was effected, except on the case of postal interruption when personal service only shall be effective.

SUCCESSORS

21. This agreement and the covenants and obligations herein contained shall endure to the benefit of and be binding upon the **Licensors**, its successors and assigns, and shall be binding upon the **Licensee**, its permitted successor and assigns.

GENERAL PROVISIONS

22. This agreement may only be amended in writing executed by both parties hereto and attached as an Addendum to an executed copy of this agreement.
23. The parties acknowledge that this agreement does not grant any interest, whether legal or equitable, to the **Licensee** in or to any real or personal property of the **Licensors**.
24. This agreement shall be interpreted in accordance with the laws of the Province of Ontario. Disputes between the parties which cannot be resolved shall be brought before the *Ontario Superior Court of Justice* in Sarnia, ON.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

The Sarnia Police Services Board

Mike Bradley, Mayor, Chair of the Board

Scott McEachran, Secretary to the Board

The County of Lambton

John Innes, County Treasurer

David Cribbs, County Clerk

City of Sarnia Police Services Board

FAX 519-332-3995

March 13, 2017

Mayor Bradley and Members of Sarnia Police Services Board:

Re: OAPSB Member Response Required – Possible By-Law Change

The attached e-mail was received on March 11, 2017 from Fran Caldarelli, OAPSB Bylaw Committee Chair requesting a response from Police Services Boards, by survey, to clarify how the voting system at the Annual General Meeting (AGM) is based versus what is legislatively expected. She is specifically asking that each member Police Services Board indicate which of the following it prefers:

1. **Board membership**, and **one vote per individual person** for each AGM item (status quo);
2. **Board membership**, and **one vote per Board** for each AGM item;
3. **Individual membership for members of Police Services Boards**, and **one vote per each individual member** for each AGM item.

All of which is respectfully submitted.

Yours truly,



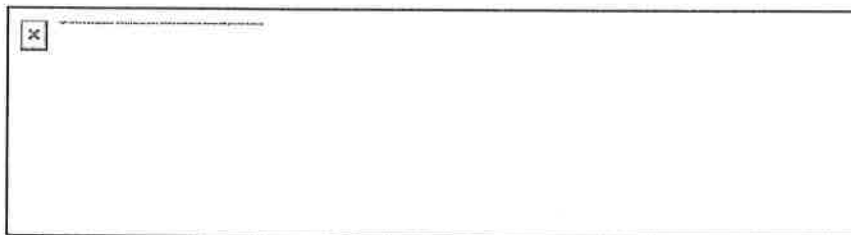
Scott R. McEachran, Secretary
Sarnia Police Services Board

/ad

Attach.

Scott McEachran

From: Holly Doty <admin@oapsb.ca>
Sent: March-11-17 12:03 PM
To: Holly Doty; Fran Caldarelli
Subject: Request for OAPSB Member Response - Possible By Law Changes



OAPSB Member Response Required Possible By Law Change

Greetings Fellow OAPSB Members,

The OAPSB Board of Directors has been reviewing the Association Bylaw in preparation for new Provincial legislation regarding not-for-profit corporations. The current Bylaw is posted at: https://oapsb.ca/wp-content/uploads/by_law_no_1_oapsb_amended_20apr12.pdf

In our review, we have noticed the following disconnect:

- A Police Services Board is legislatively expected to act with one consensus-based voice, and it is “Police Services Boards” ***rather than individuals that are*** members *of* OAPSB
- Meanwhile, our voting system at the Annual General Meeting (AGM) is based on **individual members present, rather than member boards**

This inconsistency is evident in various places throughout the current Bylaw.

We would like to clarify this matter, and are seeking your input. Specifically, we are asking that **each** member Police Services Board indicate which of the following it prefers:

1. **Board membership, and one vote per individual person** for each AGM item (status quo)
2. **Board membership, and one vote per Board** for each AGM item
3. **Individual membership for members of Police Services Boards, and one vote per each**

individual member for each AGM item

Please click [HERE](#) to submit your response to the question above.

Please respond by **8 April 2017**, indicating clearly which Police Services Board is responding.

Thank You,

Fran Caldarell, OAPSB Bylaw Committee Chair

Holly Doty
Ontario Association of Police Services Boards
111 Waterloo St., Suite 610, London, Ontario
T: 1-800-831-7727 | C: 519.636.7707
admin@oapsb.ca

[Unsubscribe](#)

OAPSB Member Survey - Possible By Law Change

1. Indicate the name of your Police Services Board

2. What is your name? (First, Last)

3. What is your email address?

4. A Police Services Board is legislatively expected to act with one consensus-based voice, and it is “Police Services Boards” rather than individuals that are members of OAPSB . Meanwhile, our voting system at the Annual General Meeting (AGM) is based on individual members present, rather than member boards We would like to clarify this matter, and are seeking your input. Specifically, we are asking that each member Police Services Board indicate which of the following it prefers:

- Board member, and one vote per individual person for each AGM item (status quo)
- Board membership, and one vote per Board for each AGM item

-
- Individual membership for members of Police Services Boards, and one vote per each individual member for each AGM item

5. Feel free to provide additional comments below

Done

Powered by



See how easy it is to [create a survey](#).



SARNIA POLICE SERVICE
DEPARTMENT CORRESPONDENCE

People Serving People

DATE: March 7, 2017
TO: James P. Nelson, Chief of Police
FROM: Cathy Dam, Director Financial Services

RE: BACK-UP SERVER UPGRADES

RECOMMENDATION

This report is for information.

BACKGROUND

The need for additional Backup Server equipment was noted as follows in a 2017 budget report presented to the Board. An amount of \$55,000 had been included as part of the 2017 Police Service Budget proposal.

The exponential increase in video evidence necessitates an upgrade of the Backup Server and the addition of ongoing storage capacity to provide expanded and efficient back up, management, and storage of data. It is anticipated that video storage needs may exceed current capacity as early as the fall of 2017.

COMMENTS

When staff went to source the equipment in February, they realized an opportunity to purchase equipment allowing significantly more back-up storage than planned for a lower cost than quoted during the budget process. The savings would be realized if the equipment were ordered by a deadline of February 28, 2017.

FINANCIAL CONSIDERATIONS

The February quote from Softchoice Corporation for the backup server equipment came in at \$38,397.34 (\$43,388.89 including HST). \$55,000 had been set aside as part of the approved 2017 budget. In order to realize the significant discount on the equipment, the order was processed prior to February 28, 2017. The Purchasing Policy requires that the Board approve expenditures that exceed \$25,000.



Cathy Dam
Director of Financial Services

cc. Lisa Armstrong, Director of Finance, City of Sarnia

**Sarnia Police Service
Statistics Report 2017**

YEAR 2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	YTD 2016	YTD 2015			
HOMICIDE	0	0											0	0	0			
ROBBERY	1	1											2	6	2			
B&E BUSINESS	10	6											16	18	13			
B&E RESIDENTIAL	18	28											46	34	29			
B&E OTHER	3	11											14	20	10			
THEFT MV	6	1											7	16	8			
THEFT	78	98											176	199	206			
FRAUD	11	21											32	38	33			
OFFENSIVE WEAPONS	8	4											12	8	11			
DISTURB PEACE	44	48											92	69	91			
MISCHIEF	31	27											58	77	58			
ARSON	0	1											1	2	0			
DRUGS	17	9											26	17	31			
LIQUOR	11	9											20	24	17			
MUNICIPAL BY-LAW	3	2											5	4	7			
SEXUAL ASSAULT	2	1											3	4	6			
ASSAULT	32	44											76	65	84			
DOM DIS/FAM DIS	104	51	106	54									210	105	207	74	155	71
SPOUSAL ASSAULT	9	10											19	19	31			
IMPAIRED DRIVE	3	0											3	6	6			
MV COLLISION	121	102											223	224	304			
TRAFFIC ENFORCEMENT	201	157											358	621	531			
PARKING ENFORCEMENT	0	2											2	2	5			
ARRESTS	165	164											329	303	266			
CALLS FOR SERVICE	1813	1779											3592	3417	3256			



SARNIA POLICE SERVICE

BUDGET STATUS
FOR MONTH ENDING FEBRUARY 28, 2017

	2017 Budget	YTD Budget	2017 Actuals	Variance (Unfavorable)
REVENUES				
GENERAL REVENUES & GRANTS				
05-4-2600-00400 County Grant - Police Grant	(374,653)	-	-	-
05-4-2600-00401 County Cont.to Court Security	(882,383)	-	-	-
05-4-2600-00403 Aamjiwnaang First Nations	(114,000)	-	-	-
05-4-2600-00404 Police Cruiser Escort Service	(30,000)	-	-	-
05-4-2600-00405 Identification Branch Services	(18,000)	-	(491)	491
05-4-2600-00406 Firing Range Fees	-	-	-	-
05-4-2600-00407 Licences - Business (Taxi/Clearances)	(115,000)	(19,167)	(18,049)	(1,118)
05-4-2600-00750 Provincial Subsidy - Court Security	(49,289)	-	-	-
05-4-2600-00753 Community Policing Partnership Grant	(150,000)	-	-	-
05-4-2600-00805 Federal Crown Recoveries	-	-	-	-
05-4-2600-00901 Other Fees & Serv	(60,000)	(10,000)	(2,179)	(7,821)
05-4-2600-00925 Special Duties (Administration Fees)	(50,000)	-	-	-
05-4-2600-00930 Costs Recovered (Crown/briefs/other)	(8,000)	-	-	-
05-4-2600-00931 Costs Recovered-Other Municipalities	-	-	-	-
05-4-2600-00941 Sale of Vehicles	-	-	-	-
05-4-2625-00755 Provincial Grant - R.I.D.E. Grant	(24,365)	-	-	-
05-4-2625-00762 Civil Remedies Grant	-	-	-	-
05-4-2625-00766 Provincial Strategy Grant - ICE	-	-	-	-
05-4-2630-00941 Sale of Stolen & Abandoned Property	(6,000)	-	-	-
	(1,881,690)	(29,167)	(20,718)	(8,448)
COMMUNICATIONS CENTRE REVENUES				
05-4-2610-00402 Revenue - Pt. Ed. Fire Dispatch (0.5%)	(10,900)	(10,900)	(10,900)	-
05-4-2610-00929 Revenue - Pt. Ed. 911 Dispatch	(2,978)	(2,978)	(2,978)	-
05-4-2610-00939 Revenue - Sarnia Fire Dispatch (20.0%)	(436,000)	-	-	-
	(449,878)	(13,878)	(13,878)	-
TOTAL REVENUES	(2,331,568)	(43,045)	(34,596)	(8,448)
EXPENDITURES				
UNIFORM				
05-5-2600-01000 Salaries - Regular	11,901,214	1,565,091.16	1,516,481	48,610
05-5-2600-01025 Salaries - Overtime	540,000	71,013.70	56,092	14,922
05-5-2600-01035 Salaries - Specialist Pay	6,300	-	-	-
05-5-2600-01090 Salaries - Court Time	166,900	21,948.49	10,407	11,541
05-5-2600-01095 Salaries - Stand By Pay (On Call Pay)	75,000	9,863.01	9,679	184
05-5-2600-01100 Salaries - Acting Rank	40,000	5,260.27	2,540	2,720
05-5-2600-01105 Special Duties	-	-	(0)	0
05-5-2600-01110 Salaries - Vacation/Vac. Term. Pay	24,000	3,156.16	25,697	(22,541)
05-5-2600-01115 Salaries - Statutory Holiday Pay	171,000	22,487.67	5,802	16,686
05-5-2600-01125 Salaries - Shift Differential	23,000	3,024.66	2,515	510
05-5-2600-01130 Salaries - Severance Pay	-	-	3,215	(3,215)

	2017 Budget	YTD Budget	2017 Actuals	Variance (Unfavorable)
05-5-2600-01299 Benefits Total	3,772,488	632,819	677,591	(44,771)
05-5-2600-01253 Car Allowance	2,400	400	400	-
05-5-2600-01254 Clothing Allowance	-	-	-	-
05-5-2600-01255 Uniform Equipment	60,856	10,142.67	8,240	1,903
05-5-2600-01258 Dry Cleaning Allowance	17,100	2,850.00	-	2,850
05-5-2600-02301 Memberships and Subscriptions	8,143	1,357.17	924	434
05-5-2600-02310 Travel	24,110	4,018.33	1,907	2,111
05-5-2600-02311 Education and Training	89,060	4,500.00	4,290	210
05-5-2600-02360 Clothing & Uniforms	25,400	8,466.67	10,986	(2,519)
05-5-2600-02388 Overtime Meals	10,000	1,666.67	1,003	664
05-5-2600-02396 Personnel Equipment	15,700	2,616.67	1,262	1,354
05-5-2600-05000 Sundry	1,500	250.00	19	231
05-5-2600-05126 Medical Exams	6,000	1,000.00	300	700
05-5-2600-05128 Employee Assistance Program	10,000	1,666.67	2,782	(1,115)
05-5-2600-05130 Occupational Health & Wellness	22,125	3,687.50	-	3,688
	17,012,296	2,377,287	2,342,131	35,156

COURT SECURITY

05-5-2605-01000 Salaries - Regular	581,848	76,517.00	75,832	685
05-5-2605-01025 Salaries - Overtime	14,600	1,920.00	437	1,483
05-5-2605-01090 Salaries - Court Time	-	-	-	-
05-5-2605-01110 Salaries - Vacation Pay	7,855	1,032.99	-	1,033
05-5-2605-01115 Salaries - Stat Time	-	-	-	-
05-5-2605-01120 Salaries - Service Pay	2,250	295.89	1,350	(1,054)
05-5-2605-01125 Salaries - Shift Differential	-	-	-	-
05-5-2605-01299 Benefits Total	165,458	25,004	22,495	2,508
	772,011	104,769	100,113.89	4,656

COMMUNICATIONS CENTRE

05-5-2610-01000 Salaries - Regular	1,491,877	196,192.04	195,682	510
05-5-2610-01025 Salaries - Overtime	20,000	2,630.14	3,828	(1,198)
05-5-2610-01040 Salaries - Training Pay	1,200	157.81	410	(252)
05-5-2610-01090 Salaries - Court Time	-	-	-	-
05-5-2610-01110 Salaries - Vacation Pay	15,665	2,060.05	-	2,060
05-5-2610-01115 Salaries - Statutory Holiday Pay	17,125	2,252.05	1,760	492
05-5-2610-01120 Salaries - Service Pay	5,550	729.86	4,300	(3,570)
05-5-2610-01125 Salaries - Shift Differential	5,000	657.53	574	83
05-5-2615-01200 Benefits Total	453,673	68,942	68,283	659
05-5-2610-02104 Telephone Lines	63,200	10,533.33	10,505	29
05-5-2610-02222 Radio Licences	7,000	1,166.67	6,977	(5,810)
05-5-2610-02388 Overtime Meals	-	-	102	(102)
05-5-2610-02410 Equipment Maintenance	72,725	12,120.83	11,015	1,106
05-5-2610-05505 Central Dispatch-Equipment	3,950	658.33	-	658
05-5-2610-05640 Equipment Reserve - 911	20,000	3,333.33	-	3,333
	2,176,965	301,434	303,436	(2,001)

	2017 Budget	YTD Budget	2017 Actuals	Variance (Unfavorable)
CIVILIAN				
05-5-2615-01000 Salaries - Regular	1,874,554	246,516.69	245,999	518
05-5-2615-01025 Salaries - Overtime	10,000	1,315.07	3,431	(2,116)
05-5-2615-01040 Salaries - Training Pay	600	78.90	-	79
05-5-2615-01110 Salaries - Vacation Pay	4,735	622.68	-	623
05-5-2615-01115 Salaries - Statutory Holiday Pay	4,800	631.23	412	220
05-5-2615-01120 Salaries - Service Pay	8,950	1,176.99	9,000	(7,823)
05-5-2615-01125 Salaries - Shift Differential	2,600	341.92	235	107
05-5-2615-01200 Benefits Total	628,038	96,356	95,968	388
05-5-2615-01253 Car Allowance	600		100	(100)
	2,534,877	347,039	355,145	(8,105)
STATION AND FLEET MAINTENANCE				
05-5-2620-01000 Salaries - Regular	200,733	26,397.76	26,296	101
05-5-2620-01025 Salaries - Overtime	375	49	149	(100)
05-5-2620-01100 Salaries - Acting Pay	-	-	-	-
05-5-2620-01110 Salaries - Vacation Pay	3,055	402	-	402
05-5-2620-01115 Salaries - Stat Pay	910	120	79	41
05-5-2620-01120 Salaries - Service Pay	500	66	650	(584)
05-5-2620-01200 Benefits Total	59,074	8,946	8,651	296
05-5-2625-02000 Stationery & Office Supplies	51,650	8,608.33	10,107	(1,499)
05-5-2625-02101 Heating Fuel	28,500	4,750.00	3,161	1,589
05-5-2625-02102 Electricity	125,000	20,833.33	20,825	8
05-5-2625-02103 Water	11,000	1,833.33	837	996
05-5-2625-02104 Telephone	141,000	23,500.00	29,736	(6,236)
05-5-2625-02220 Vehicle Expense	194,820	32,470.00	33,280	(810)
05-5-2625-02224 Vehicle Rentals	1,000	166.67	-	167
05-5-2625-02303 Postage	15,000	2,500.00	1,246	1,254
05-5-2625-02320 Janitorial Supplies	12,500	2,083.33	832	1,252
05-5-2625-02384 Radio	11,650	1,941.67	-	1,942
05-5-2625-02386 Meals for Prisoners	3,000	500.00	460	40
05-5-2625-02400 Service Contracts	49,482	8,247.00	14,760	(6,513)
05-5-2625-02405 Systems (IT) Maintenance & Support	346,185	57,697.50	50,473	7,224
05-5-2625-02420 Building Maintenance	72,700	12,116.67	7,515	4,601
05-5-2625-02435 Ground Maintenance	31,000	5,166.67	6,767	(1,600)
05-5-2625-02440 Vehicle Maintenance	130,000	21,666.67	15,461	6,206
05-5-2625-04005 Insurance	215,080	215,080.00	226,439	(11,359)
05-5-2625-05000 Sundry	1,500	250.00	3	247
05-5-2625-05505 New Equipment	10,000	1,666.67	508	1,159
	1,715,714	457,059	458,233	(1,175)
PROGRAM SUPPLIES				
05-5-2625-02006 Program Supplies-Identification Branch	5,650	941.67	-	942
05-5-2625-03101 Program Supplies-C.I.D.	13,057	2,176.17	332	1,844
05-5-2625-03102 Program Supplies-Community Serv.	5,000	833.33	-	833
05-5-2625-03103 Program Supplies-Intelligence	14,000	2,333.33	1,140	1,194
05-5-2625-03104 Program Supplies-Containment Team	60,400	10,066.67	6,693	3,373
05-5-2625-03105 Program Supplies-Court Security	500	83.33	51	32
05-5-2625-03106 Program Supplies-Traffic	10,250	1,708.33	2,047	(339)

	2017 Budget	YTD Budget	2017 Actuals	Variance (Unfavorable)
05-5-2625-03107 Program Supplies-Media Relations	1,000	166.67	51	116
05-5-2625-03108 Program Supplies-Firearms & Range	64,790	798.33	521	277
05-5-2625-03109 Program Supplies-Morality	1,400	233.33	-	233
05-5-2625-03110 Program Supplies-Uniform Div.	6,000	1,000.00	3,622	(2,622)
05-5-2625-03111 Program Supplies-Bike Patrol Unit	3,050	508.33	-	508
05-5-2625-03112 Program Supplies-Crisis Negotiators	2,150	358.33	-	358
05-5-2625-03113 Program Supplies-Electronic Crimes	13,620	2,270.00	277	1,993
05-5-2625-43005 New Equipment - Prov. Strategy Grant	-	-	3,296	(3,296)
	200,867	23,478	18,030	5,447
RESERVES AND ALLOCATIONS				
05-5-2625-02225 Cruiser Purchasing	250,000	-	-	-
05-5-2625-05650 Contribution to HR Specialist	69,274	-	-	-
05-5-2625-06900 Contribution to Building Reserve	38,000	-	-	-
05-5-2625-06906 Contribution Major Crime Reserve	15,000	-	-	-
05-5-2625-06907 Contribution to IT Replacement Reserve	-	-	-	-
05-5-2625-06910 Contribution to Crime Stoppers Program	16,500	16,500.00	16,500	-
	388,774	16,500	16,500	-
POLICE SERVICE BOARD				
05-5-2630-02301 Membership, Municipal Police Authority	4,100	4,100	4,163	(63)
05-5-2630-02305 Awards for Retiring Members	8,000	1,000	950	50
05-5-2630-02312 Conferences & Seminars	2,500	416.67	-	417
05-5-2630-03100 Awards Night for Outstanding Service	2,500	416.67	-	417
05-5-2630-04001 Legal Fees	40,000	-	-	-
05-5-2630-05000 Sundry	2,500	416.67	472	(55)
05-5-2630-05150 Business Plan - Oracle Poll	-	-	-	-
	59,600	6,350	5,585	765
TOTAL EXPENDITURES	24,861,104	3,633,916	3,599,174	34,742
NET BUDGET	22,529,536	3,590,872	3,564,578	26,293



**THE CORPORATION OF THE CITY OF SARNIA
City Clerk's Department**

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March 8, 2017

Sarnia Police Services Board
c/o Scott McEachran, Secretary
scott.mceachran@sarnia.ca

Re: Unfounded Sexual Assault Cases 2010-2014

At its meeting held on February 27, 2017, discussion took place regarding a recent Globe and Mail investigation regarding unfounded sexual assault cases. The following resolution was adopted:

That Sarnia City Council request that the Sarnia Police Services review unfounded sexual assault cases from 2010-2014.

If you should have any questions, please don't hesitate to contact me.

Thank you for your consideration of Council's request.

Sincerely,

A handwritten signature in blue ink that reads 'Dianne Gould Brown'.

Dianne-Gould Brown
City Clerk

Sarnia Police Service

Department Correspondence

People Serving People

March 15, 2017

To: Sarnia Police Service Board Members

From: Chief Phil Nelson

Re: Sexual Assaults Classified as *Unfounded*

Board Members,

On February 3, 2017, the Globe and Mail released the results of a 20 month investigation regarding the classification of sexual assault investigations by Police Services across Canada during the years 2010 to 2014. This in-depth review identified a national average of 19.39% as being classified as *Unfounded*. During this same time frame it was determined the Sarnia Police Service had classified on average 22% of the sexual assaults complaints as being *Unfounded*. This average varies from Service to Service across Canada.

I have personally reviewed all sexual assault investigations for the years 2010 to 2014 that were classified as *Unfounded*. This review addressed two areas:

1. The actual investigations.
2. The classification of the investigation after it was completed.

The Sarnia Police Service Records Management System (RMS) is a records and storage program that captures operational reports and records of occurrences. The Sarnia Police Service utilizes RMS, provided by Niche Technology Inc. in common with other partners within the Ontario Police Technology and Information Cooperative (OPTIC). Police Services utilizing RMS are required to classify all reports for Statistics Canada using Uniform Crime Reporting codes (UCRs).

Once an investigating officer has completed an investigation via the laying of charges or otherwise, the reports are classified by a civilian member of the Service using preapproved clearing classification codes. There are currently seven clearing classification codes in total, with one of these clearing classification codes having 13 sub-codes. As previously mentioned, these codes are provided by OPTIC, and they are in line with Statistics Canada. At present there are no other variations that may be utilized.

The clearing classification code identified as an area of concern in the Globe and Mail report was *Unfounded*. This classification states that; "After a police investigation

involving the commission of an offence has been completed, it is concluded that no violation of the law took place, nor was a violation attempted". A legal definition of the term *Unfounded* includes a number of definitions such as not established, not founded, not yet founded or established, and not supported with facts or evidence.

It may very well be, and was the case with a number of sexual assaults classified as *Unfounded*, that a charge was not supported with the facts presented or determined at the time of the investigation as opposed to not occurring at all; however, the classification *Unfounded* was the only classification that could be utilized.

As previously stated I have reviewed all of the sexual assault investigations that were classified as being *Unfounded*. The current civilian member now responsible for that duty has reviewed all the incidents classified as *Unfounded* in that time period and found that of the 78 Sexual Assaults classified as *Unfounded*, 15 incidents could have been classified in other than the *Unfounded* category.

For example there were sexual assaults reported to the Sarnia Police Service that upon preliminary investigation it was determined that they had occurred in other police jurisdictions and as such were not then investigated by the Sarnia Police. These incidents were classified as *Police Assistance* to another service.

Another example would be incidents where the identified accused person was less than 12 years of age. Under the provisions of the Youth Criminal Justice Act a person under the age of 12 cannot be prosecuted for criminal activities. These incidents should have been classified as *Cleared Otherwise* rather than *Unfounded*. These changes have been made.

The Board will recall that the Globe and Mail report reviewed the classifications of sexual assaults across Canada. Bearing that in mind, the Canadian Association of Chiefs of Police and the Canadian Centre for Justice Statistics (CCJS) will be working together to review the current classification codes, and to establish recommendations with respect to that type of data.

The second part of reviewing the classification of *Unfounded* sexual assaults, but of primary importance, was to determine if proper investigations had been conducted. I would be remiss in my duties if I did not state that sexual assaults, no matter to what degree, are no doubt one of the most intrusive crimes that can be inflicted upon a person and each case must be determined on its own merits. A victim who has been touched inappropriately can be just as traumatized as a victim who has suffered a more intrusive assault.

The reported sexual assaults to the Sarnia Police including those classified as *Unfounded* consisted of the following:

- Investigation by the Children's Aid Society and Sarnia Police regarding child abuse, both current and historical

- Historical sexual assaults
- Sexual assaults reported by third parties, including those reported where the victim wished for no police involvement
- Sexual assaults reported for record purposes only at the request of the victim
- Sexual assaults where the victim later reported that the allegations were not true
- All other sexual assaults

Every sexual assault classified as *Unfounded* has been reviewed by myself. With the exception of those incidents which were reclassified, all other incidents were unsubstantiated by the facts presented.

The Sarnia Police Service has been involved in numerous sexual assault investigations over the years in which charges were laid based upon the evidence gathered as a result of a thorough investigation. As with other criminal matters there is sometimes insufficient evidence to warrant the laying of a charge. In some of these circumstances the input of the Crown Attorney is sought prior to a decision being made.

As previously stated the clearing classification codes are limited by definition according to OPTIC. The *Unfounded* clearing classification states, "After a police investigation involving the commission of an offence has been completed, it is concluded that no violation of the law took place, nor was a violation attempted."

As previously touched upon there were incidents classified incorrectly as *Unfounded*. These were incidents where third parties reported to the police on matters where the victim did not want police involvement. There were incidents where the evidence presented at the time did not support the laying of a charge. It is very important to note that not laying a charge at the time due to insufficient evidence is very different than saying that no offence occurred.

In summary I can advise the Board that the RMS classification of *Unfounded* has created much controversy and that Statistics Canada and the Canadian Association of Chiefs of Police will be discussing this concern at length. All sexual assaults investigated by the Sarnia Police Service were done so properly. During my review it was determined that some should have been classified as other than *Unfounded*. Officers investigating sexual assaults follow Ministry Guidelines and have specific training in these areas. The victims of these incidents are always treated in a dignified and sensitive manner throughout each step of the process. Victims are strongly encouraged to utilize the assistance offered by Victim Services, the Sexual Assault Survivors Centre, and the Victim Witness Assistance Program, all of whom our Service has a very good working relationship with.



Phil Nelson
Chief of Police