

SARNIA POLICE SERVICES BOARD
March 21, 2018
9:30 a.m.
BOARDROOM, POLICE SERVICES BUILDING,
SARNIA, ONTARIO

OPEN MEETING AGENDA

Page

Closed Meeting

9:20 a.m.

DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

MINUTES

3 - 5

1. Adoption of Minutes - February 22, 2018
THAT the Minutes of February 22, 2018 be adopted.

PRESENTATION

1. Tom Gervais, Police Services Advisor, Ministry of Community Safety and Correctional Services - Policing Services Division - Audit of Major Case Management (Verbal)

REPORTS AND INQUIRIES

7 - 9

1. Lease of Space for Police Training Centre (Report)
THAT the Sarnia Police Services Board approve a recommendation to Sarnia City Council to authorize the signing of a lease agreement with KS Lambton Mall Inc. for space at Lambton Mall for Police Training purposes at a total cost of \$2,500 per month (\$2,544 including the cost of HST) with a start date of May 1, 2018 and with a period of five

years and five extension options of five years each.

ROUTINE APPROVALS AND INFORMATION

- 11 - 12 A. Collection of Identifying Information in Certain Circumstances for the Year 2017 (Report)
For information.
- 13 - 17 B. Budget Status - February 28, 2018 (Report)
For information.
- 19 - 20 C. 2018 Vehicle Replacement Requirements (Report)
THAT the Sarnia Police Services Board approve the purchase of new fleet vehicles through the Ontario Police Co-operative Purchasing Group (PCPG) and good quality used vehicles to replace other operational vehicles for a total of \$337,000 funded from the Police Equipment Reserve.

NEW BUSINESS

ADJOURNMENT

OPEN MINUTES
9:30 a.m. - THURSDAY, FEBRUARY 22, 2018
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: B. Trothen, S. Palko and Councillor D. Boushy.

Present from staff were: Inspector Owen Lockhart, Sergeant Marc Toutant, Director of Financial Services & Supply Cathy Dam, 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 Councillor Boushy, seconded by Vice-Chair Palko, and **carried**:

THAT the Minutes of December 14, 2017 and January 25, 2018 be adopted.

REPORTS AND INQUIRIES

1. Sarnia Historical Society Request for Review of Police Board Minutes from 1913 to the Present (Letter)

Phil Egan, Editor-in-Chief of the Sarnia Historical Society provided a letter dated February 14th, 2018 to the Sarnia Police Services Board requesting permission to access and view all the Board Minutes from 1913 to the present for the preparation of writing a book on the history of the Sarnia Police Service.

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

THAT the Sarnia Police Services Board grant Phil Egan, Editor-in-Chief of the Sarnia Historical Society, permission to access and view all the Sarnia Police Services Board Minutes from 1913 to the present on a background only information basis, provided that no personal information relating to any individual described in the closed (in-camera) portions of minutes be published and provided that the Board or its representative be given the opportunity to review the book prior to publication. Phil Egan is granted permission to take the Minute Books home.

THAT the Sarnia Police Services Board endorses the book and supports Phil Egan's efforts.

ROUTINE APPROVALS AND INFORMATION

A. 2017 Annual Use of Force Report (Report)

Senior Constable Shawn Osborne provided a report dated February 9th, 2018 to the Sarnia Police Services Board regarding the 2017 Annual Use of Force.

B. 2017 Operating Budget Results – Update (Report)

Cathy Dam, Director of Financial Services provided a report dated February 13th, 2018 to the Sarnia Police Services Board regarding an update of the 2017 operating budget results.

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

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

NEW BUSINESS

There were no items of new business.

ADJOURNMENT

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

THAT the Sarnia Police Services Board adjourn.

CHAIR



SARNIA POLICE SERVICE

DEPARTMENT CORRESPONDENCE

People Serving People

DATE: March 13, 2018

TO: James P. Nelson, Chief of Police

FROM: Cathy Dam, Director Financial Services

RE: LEASE OF SPACE FOR POLICE TRAINING CENTRE

RECOMMENDATION

It is recommended:

That the Sarnia Police Services Board approve a recommendation to Sarnia City Council to authorize the signing of a lease agreement with KS Lambton Mall Inc. for space at Lambton Mall for Police Training purposes at a total cost of \$2,500 per month (\$2,544 including the cost of HST) with a start date of May 1, 2018 and with a period of five years and five extension options of five years each.

BACKGROUND

The provincial government approved the design of the “use of force” model for policing in the mid-1990s. Between 2000 and 2010, the following training requirements, most of them mandated by the Ministry, were added by Sarnia Police Service in the order shown below:

- Formal Coach Officer training;
- Terrorism training is mandated (after the 9-11 attacks);
- New “use of force model” leads to a mandate for officer judgment training;
- Immediate Rapid Deployment training is mandated;
- Expansion of Basic Recruit Training now mandates a total of six weeks of training on-site before and after the twelve-week OPC training period;
- Edged-weapon training is mandated;
- New training standards for Special Constable Training necessitate a three-week training period replacing a two-day orientation;
- Scenario-based training is required due to an increased focus on mental illness;
- Search and Rescue training is required for front-line officers;

Between 2010 and 2018, the following training programs have become mandatory for Police Services:

- After a 2011 provincial audit, Sarnia Police Service is required to provide “In-Service Training” for all officers on a semi-annual basis instead of annually. Fall In-Service Training is added to the existing Spring “In-Service” regimen;
- Use of Taser training is required after the Ministry approves Taser equipment for all front-line officers;
- Public attention is focused after several deaths province-wide following police interaction with individuals suffering from mental health issues; the Ontario Ombudsman requires that the Ministry institute improved training to de-escalate conflict situations.
- Additional “use of force” training is required after a Patrol Rifle program is introduced by the Service;
- Road to Mental Readiness (R2MR) training is provided to all members, both uniform and civilian;
- Implementation of the Collection of Identifying Information in Certain Circumstances (aka Carding) includes a mandatory training regimen.
- Currently the Ministry is reviewing a mandate to provide incident command training for all uniform personnel.

The need for dedicated local space for police training has become apparent in recent years. Mandated training requirements are constantly increasing while at the same time the availability of suitable “off-site” space in the community has all but disappeared. The Training Branch has explored continuing partnerships with local bodies including school boards, the Bluewater Bridge Authority, and the private sector for the use of vacant buildings. Liability and safety concerns have been raised by past and potential partners and the general lack of suitable space has made the task of structuring a comprehensive training schedule very challenging.

The nearest Police Service able to offer training space to outside services is Windsor. The costs and logistical challenges of transporting all uniform members (and trainers) back and forth for five consecutive days twice a year minimum are prohibitive.

COMMENTS

Attempting to secure a place suitable for the needs of the training branch, the police service has rented a unit from Lambton Mall on a month to month basis since May 2017. Since that time the benefits of a dedicated local space for training activity have become abundantly clear.

In order for the Service accommodate Judgement, Defensive Tactics, and Academic training all locally and on one campus, the Training Branch recommends securing an additional space adjacent to the current rental unit at Lambton Mall. Securing this additional space – and guaranteeing continued access to the current space – requires the signing of a lease agreement. After discussions with Lambton Mall representatives, staff is seeking approval of a five-year lease of both units, approximating 3,600 square feet at a monthly cost of \$2,500.

CONSULTATION

Training Officer Constable Sean Osborne assisted in the preparation of this report.

FINANCIAL IMPLICATIONS

The monthly lease cost, including the cost of HST, at \$2,544 or \$30,500 per year, is included in the 2018 Operating Budget. Utilities will add about \$300 per month or \$3,600 per year.

The cost of the lease over the term of the agreement is \$152,500 which is over the \$75,000 threshold requiring City Council approval.

Sarnia Police Service Training Branch has already been approached by other local police services and law enforcement agencies expressing interest in securing the use of our training facility to provide training to their own personnel. It is too early to determine how much rental revenue can be generated to offset the costs but this will be reported as soon as accurate estimates are available.

Submitted respectfully,

A handwritten signature in cursive script, appearing to read 'C. Dam'.

Cathy Dam
Director of Financial Services

CC: Lisa Armstrong, Director of Finance, City of Sarnia

Sarnia Police Service

Department Correspondence

People Serving People

March 1, 2018

To: Sarnia Police Service Board Members

From: Chief Phil Nelson

Re: Board Report on the Collection of Identifying Information in Certain Circumstances for the Year 2017

**Ontario Regulation 58/16
Sarnia Police Service Policy SPS-LE-056**

Board Members,

On January 1, 2017, Ontario Regulation 58/16 of the Police Services Act, *The Collection of Identifying Information in Certain Circumstances*, came into being. All police services within the Province of Ontario were mandated to comply with the Regulation through implemented policies and procedures. The Board will recall that Sarnia Police Service Board By-Law SPS-BP-LE-056, and Sarnia Police Policy SPS-LE-056 were approved by the Board.

The underlying requirement of Ontario Regulation 58/16 and Sarnia Police Service Policy SPS-LE-056 is that any attempt by a police officer to collect identifying information from a person must be conducted in accordance with the Regulation and policies presented. The officers must collect information in an unbiased manner and are prohibited from selecting a person for the collection of information that is prohibited under the Human Rights Code. The random arbitrary collection of identifying information is strictly prohibited.

In layman`s terms, an officer cannot approach an individual to just gather or attempt to gather information on the person unless permitted in circumstances as laid out in the Regulation.

The Regulation and related Service Policy does not apply in the collection or attempt collection of information from a person where:

- a) The attempt was made for the purpose of identifying an offence where the officer reasonably suspects an offence has been committed or will be committed;
- b) The individual is legally required to provide information to a police officer;
- c) The individual is under arrest or is being detained;
- d) The officer is engaged in a covert operation;
- e) The officer is executing a warrant, acting pursuant to a court order or performing related duties, or

- f) The individual from whom the officer attempts to collect information is employed in the administration of justice or is carrying out duties or providing services that are otherwise relevant to the carrying out of the officer's duties.

Quite simply, stopping a person and attempting to gather information for the sake of determining where he or she resides, their names and date of birth, or any other identifying information when there is no reason for doing so cannot be tolerated.

Since the Regulation came into being here has been much controversy about its application across the Province and the impact that it would have on policing and preventing crime.

The very process itself, in which the Regulation was rolled out required police services to rush training of its members prior to the January 1, 2017, implementation. Sarnia Police could not secure training at the Ontario Police College for "*Train the Trainer*" respecting the Regulation and had to wait to attend an outside police agency to train the identified training officers and then all officers who would be engaging persons in the course of their duties had to be put through training in November of 2017. Although the training resulted in only 44 hours of overtime it was not overtime budgeted for.

The Regulation and Service Policy direct that the Chief of Police must report to the Police Services Board on an annual basis the number of attempts and completion of the collection of information. In 2017 no attempts were made to collect information from persons with the exception of information that could be justified.

In addition the Chief is required to report to the Board any complaints made to Professional Standards at the Office of the Independent Police Review Director regarding the collection of information from individuals as well as requests through Freedom of Information for the same. No complaints were received, nor were there any requests for the same under Freedom of Information.

On February 8, 2018, Deputy Chief Farlow, Inspectors Hansen, Hodgson, and Lockhart, Sergeant Pearce, Constable Dufton, Media Officer Constable Sottosanti, and I met with His Honour Justice Michael Tulloch and his staff member to discuss issues or concerns with the Regulation.

A very productive meeting was held with His Honour. His findings from meetings with other police services across the province will eventually be reported to the current government bodies.

I would be pleased to answer any questions that you may have.



Phil Nelson
Chief of Police

PN/rp



SARNIA POLICE SERVICE
DEPARTMENT CORRESPONDENCE

People Serving People

DATE: March 13, 2018
TO: James P. Nelson, Chief of Police
FROM: Cathy Dam, Director Financial Services

RE: BUDGET STATUS – FEBRUARY 28, 2018

RECOMMENDATIONS

This report is submitted for information only.

COMMENTS

Early results to February 28, 2018 indicate a surplus amount of \$28,000. Note that this report can be considered of limited significance due to the relatively small number of accounting entries year to date.

Financial reports will be reported out on a regular basis as the year goes on.

Submitted respectfully,

A handwritten signature in cursive script that reads "C. Dam".

Cathy Dam
Director of Financial Services

Cc: Lisa Armstrong, Director of Finance, City of Sarnia



SARNIA POLICE SERVICE

BUDGET STATUS TO FEBRUARY 28, 2018

	Budget	YTD Budget	Actuals (Adj'd)	Variance
REVENUES				
GENERAL REVENUES				
05-4-2600-00403 AAMIJWNAANG FIRST NATIONS	(116,000)	0	0	0
05-4-2600-00404 POLICE CRUISER ESCORT SERVICE	(30,000)	(5,000)	0	(5,000)
05-4-2600-00405 IDENTIFICATION BRANCH SERVICES	(8,000)	(1,333)	(736)	(597)
05-4-2600-00407 LICENCES - BUSINESS (TAXI/CLEARANCES)	(115,000)	(19,167)	(17,456)	(1,711)
05-4-2600-00805 FEDERAL CROWN RECOVERIES	0	0	0	0
05-4-2600-00901 OTHER FEES & SERVICES	(55,000)	(9,167)	(1,199)	(7,968)
05-4-2600-00925 SPECIAL DUTIES (ADMINISTRATION FEES)	(50,000)	(8,333)	0	(8,333)
05-4-2600-00930 COSTS RECOVERED (CROWN/BRIEFS/OTHER)	(8,000)	(1,333)	0	(1,333)
05-4-2630-00941 SALE - STOLEN & ABANDONED PROPERTY	(6,000)	(1,000)	0	(1,000)
	(388,000)	(45,333)	(19,391)	(25,942)
GRANTS				
05-4-2600-00400 COUNTY GRANT - POLICE GRANT	(374,653)	0	0	0
05-4-2600-00401 COUNTY CONT - COURT SECURITY	(878,000)	0	0	0
05-4-2600-00750 PROVINCIAL SUBSIDY - COURT SECURITY	(49,289)	0	0	0
05-4-2600-00753 COMMUNITY POLICING PARTNERSHIP GRANT	(150,000)	0	0	0
05-4-2625-00755 PROVINCIAL GRANT - RIDE GRANT	(24,365)	0	0	0
05-4-2625-00766 PROVINCIAL GRANT - OTHER	0	0	0	0
	(1,476,307)	0	0	0
911/COMMUNICATIONS CENTRE				
05-4-2610-00402 REVENUE - PT EDWARD FIRE DISPATCH	(11,050)	0	0	0
05-4-2610-00929 REVENUE - PT EDWARD 911 DISPATCH	(2,978)	0	0	0
05-4-2610-00939 REVENUE - SARNIA FIRE DISPATCH	(442,000)	(442,000)	(442,000)	0
	(456,028)	(442,000)	(442,000)	0
TOTAL REVENUES	(2,320,335)	(487,333)	(461,391)	(25,942)
EXPENDITURES				
UNIFORM				
05-5-2600-01000 POLICE OFFICERS - SALARIES	12,023,175	1,548,190	1,516,085	32,105
05-5-2600-01025 OFFICERS - OVERTIME	540,000	59,178	50,721	8,457
05-5-2600-01035 OFFICERS - SPECIALIST PAY	6,300	690	0	690
05-5-2600-01090 OFFICERS - COURT TIME	166,900	18,290	8,680	9,610
05-5-2600-01095 OFFICERS - STAND BY PAY	75,000	8,219	9,000	(781)
05-5-2600-01100 OFFICERS - ACTING RANKS	40,000	4,384	8,496	(4,112)
05-5-2600-01105 OFFICERS - SPECIAL DUTIES			8,555	(8,555)
05-5-2600-01110 OFFICERS - VACATION PAY	2,000	2,000	18,044	(16,044)
05-5-2600-01115 OFFICERS - STAT HOLIDAY PAY	171,000	9,142	6,217	2,925
05-5-2600-01125 OFFICERS - SHIFT DIFFERENTIAL	23,000	2,521	2,229	292
05-5-2600-01130 OFFICERS - SEVERANCE PAY			0	0
05-5-2600-01200 BENEFITS	4,008,716	664,116	713,695	(49,579)
05-5-2600-01253 CAR ALLOWANCE	2,400	400	380	20
05-5-2600-01254 CLOTHING ALLOWANCE	25,400	4,233	11,772	(7,539)
05-5-2600-01255 UNIFORM EQUIPMENT	60,856	10,143	0	10,143

	Budget	YTD Budget	Actuals (Adj'd)	Variance
05-5-2600-01258 DRY CLEANING ALLOWANCE	17,100	2,850	0	2,850
05-5-2600-02301 MEMBERSHIPS / SUBSCRIPTIONS	8,298	1,383	1,058	325
05-5-2600-02310 CONFERENCES/SEMINARS	26,840	4,473	4,056	417
05-5-2600-02311 EDUCATION AND TRAINING	120,235	20,039	6,448	13,591
05-5-2600-02360 CLOTHING & UNIFORMS		0	4,056	(4,056)
05-5-2600-02388 OVERTIME MEALS	10,000	1,667	636	1,031
05-5-2600-02396 PERSONNEL EQUIPMENT	15,700	2,617	595	2,022
05-5-2600-05000 SUNDRY	1,500	250	0	250
05-5-2600-05126 MEDICAL EXAMINATIONS	10,000	1,667	613	1,054
05-5-2600-05128 EMPLOYEE ASSISTANCE PROGRAM	10,000	1,667	931	736
05-5-2600-05130 OCCUPATIONAL HEALTH & WELLNESS	22,000	3,667	0	3,667
	17,386,420	2,371,785	2,372,267	(482)

COURT SECURITY

05-5-2605-01000 COURT SECURITY - SALARIES	590,619	70,389	60,637	9,752
05-5-2605-01025 COURT SECURITY - OVERTIME	14,600	1,600	517	1,083
05-5-2605-01110 COURT SECURITY - VACATION PAY	7,855	861	0	861
05-5-2605-01115 COURT SECURITY - STAT TIME		0	1,615	(1,615)
05-5-2605-01120 COURT SECURITY - SERVICE PAY	3,000	329	1,700	(1,371)
05-5-2605-01125 COURT SECURITY - SHIFT DIFFERENTIAL				0
05-5-2605-01299 Benefits	173,361	23,399	23,968	(569)
05-5-2605-02388 Overtime Meals	50	0	0	0
	789,485	96,577	88,437	8,140

COMMUNICATIONS CENTRE

05-5-2610-01000 COMMUNICATIONS - SALARIES	1,522,461	188,743	185,315	3,428
05-5-2610-01025 COMMUNICATIONS - OVERTIME	20,000	2,192	4,145	(1,953)
05-5-2610-01040 COMMUNICATIONS - TRAINING PAY	1,200	132	0	132
05-5-2610-01110 COMMUNICATIONS - VAC PAY	15,665	1,717	0	1,717
05-5-2610-01115 COMMUNICATIONS - STAT PAY	17,125	1,877	4,736	(2,859)
05-5-2610-01120 COMMUNICATIONS - SERVICE PAY	7,000	767	5,650	(4,883)
05-5-2610-01125 COMMUNICATIONS - SHIFT DIFF	5,000	5,000	515	4,485
05-5-2615-01200 BENEFITS	449,959	61,499	74,659	(13,160)
05-5-2610-02104 COMMUNICATIONS:TELEPHONE LINES	63,200	10,533	9,686	847
05-5-2610-02222 COMMUNICATIONS: RADIO LICENCE	7,000	7,000	6,977	23
05-5-2610-02388 OVERTIME MEALS	1,000	167	148	19
05-5-2610-02410 COMMUNICATIONS: EQUIP MAINT	76,669	12,778	6,616	6,162
05-5-2610-05505 CENTRAL DISPATCH-EQUIPMENT	5,870	978	2,686	(1,708)
	2,192,149	293,383	301,133	(7,750)

CIVILIAN

05-5-2615-01000 CIVILIAN - SALARIES	1,903,831	234,197	221,231	12,966
05-5-2615-01025 CIVILIAN - OVERTIME	10,000	1,096	2,609	(1,513)
05-5-2615-01040 CIVILIAN - TRAINING PAY	600	77	140	(63)
05-5-2615-01110 CIVILIAN - VACATION PAY	4,735	605	0	605
05-5-2615-01115 CIVILIAN - STAT HOLIDAY PAY	4,800	526	(792)	1,318
05-5-2615-01120 CIVILIAN - SERVICE PAY	11,000	11,000	8,750	2,250
05-5-2615-01125 CIVILIAN - SHIFT DIFFERENTIAL	2,600	285	182	103
05-5-2615-01200 BENEFITS	629,749	89,746	92,934	(3,188)
05-5-2615-01253 CAR ALLOWANCE	600	100	95	5
	2,567,915	337,632	325,149	12,483

	Budget	YTD Budget	Actuals (Adj'd)	Variance
STATION AND FLEET MAINTENANCE				
05-5-2620-01000	203,769	24,676	24,418	258
05-5-2620-01025	375	41	0	41
05-5-2620-01110	3,055	370	353	17
05-5-2620-01115	910	110	0	110
05-5-2620-01120	1,000	1,000	950	50
05-5-2620-01200	61,761	8,346	9,206	(860)
05-5-2625-02101	28,500	4,750	6,331	(1,581)
05-5-2625-02102	130,000	21,667	12,605	9,062
05-5-2625-02103	11,000	1,833	0	1,833
05-5-2625-02104	148,560	24,760	19,736	5,024
05-5-2625-02220	194,820	32,470	28,038	4,432
05-5-2625-02224	1,000	167	0	167
05-5-2625-02300	53,650	8,942	12,583	(3,641)
05-5-2625-02303	15,000	2,500	497	2,003
05-5-2625-02320	12,500	2,083	2,201	(118)
05-5-2625-02384	11,650	1,942	343	1,599
05-5-2625-02386	3,000	500	347	153
05-5-2625-02400	74,720	12,453	15,125	(2,672)
05-5-2625-02405	348,332	58,055	62,589	(4,534)
05-5-2625-02420	114,340	19,057	20,123	(1,066)
05-5-2625-02435	31,000	5,167	26,378	(21,211)
05-5-2625-02440	130,000	21,667	14,988	6,679
05-5-2625-04005	237,830	237,830	237,888	(58)
05-5-2625-05000	1,500	250	0	250
05-5-2625-05500	2,000	333	0	333
05-5-2625-05505	10,000	1,667	0	1,667
	1,830,272	492,635	494,699	(2,064)

PROGRAM SUPPLIES

05-5-2625-02006	7,650	1,275	1,222	53
05-5-2625-03101	21,580	3,597	714	2,883
05-5-2625-03102	5,000	833	1,050	(217)
05-5-2625-03103	13,000	2,167	4,008	(1,841)
05-5-2625-03104	75,600	12,600	0	12,600
05-5-2625-03105	500	83	179	(96)
05-5-2625-03106	11,450	1,908	0	1,908
05-5-2625-03107	5,400	900	0	900
05-5-2625-03108	67,125	11,188	2,083	9,105
05-5-2625-03109	1,500	250	804	(554)
05-5-2625-03110	6,000	1,000	0	1,000
05-5-2625-03111	3,050	508	0	508
05-5-2625-03112	1,000	167	0	167
05-5-2625-03113	25,575	4,263	7,556	(3,294)
05-5-2625-43005		0	3,399	(3,399)
	244,430	40,738	21,015	19,723

	Budget	YTD Budget	Actuals (Adj'd)	Variance
RESERVES AND ALLOCATIONS				
05-5-2610-05640 EQUIPMENT RESERVE - 911	20,000	20,000	20,000	0
05-5-2625-02225 CRUISER PURCHASING	250,000	250,000	250,000	0
05-5-2625-05650 CONTRIBUTION TO HR SPECIALIST	43,000	43,000	43,000	0
05-5-2625-06900 CONTRIBUTION TO BUILDING RES	75,900	75,900	75,900	0
05-5-2625-06906 CONTRIBUTION MAJOR CRIME RES	15,000	15,000	15,000	0
05-5-2625-06910 CONTRIBUTION CRIME STOPPERS	17,000	17,000	0	17,000
	420,900	420,900	403,900	17,000
POLICE SERVICE BOARD				
05-5-2630-02301 MEMBERSHIP, MUNICIPAL POLICE AUTHORITY	4,100	4,100	4,225	(125)
05-5-2630-02305 AWARDS FOR RETIRING MEMBERS	8,000	1,333	901	432
05-5-2630-02312 CONFERENCES & SEMINARS	2,500	417	0	417
05-5-2630-03100 AWARDS OUTSTANDING SERVICE	2,500	417	0	417
05-5-2630-04001 LEGAL FEES	40,000	6,667	763	5,904
05-5-2630-05000 SUNDRY	2,500	417	0	417
05-5-2630-05150 BUSINESS PLAN				
	59,600	13,350	5,889	7,461
TOTAL EXPENDITURES	25,491,171	4,067,000	4,012,489	54,511
NET BUDGET	23,170,836	3,579,666	3,551,098	28,568



SARNIA POLICE SERVICE
DEPARTMENT CORRESPONDENCE

People Serving People

DATE: March 13, 2018
TO: James P. Nelson, Chief of Police
FROM: Cathy Dam, Director Financial Services

RE: 2018 VEHICLE REPLACEMENT REQUIREMENTS

RECOMMENDATIONS

It is recommended that the Sarnia Police Services Board approve:

The purchase of new fleet vehicles through the Ontario Police Co-operative Purchasing Group (PCPG) and good quality used vehicles to replace other operational vehicles for a total of \$337,000 funded from the Police Equipment Reserve;

BACKGROUND

General Patrol vehicles are in use on a 24/7 basis and are normally kept in the fleet for three to five years dependent on mileage and maintenance costs. They are replaced with new units ordered through the Ontario PCPG.

Ontario Shared Services has tendered for the supply of patrol/fleet vehicles in conjunction with the PCPG. The PCPG is open to all police agencies in the Province of Ontario to participate as a cooperative working group whereby fiscal responsibilities are achieved on police related commodities. The PCPG is dedicated to providing all PCPG agencies with effective, efficient solutions that meet appropriate safe, operational, financial, environmental, legislated & technological needs. This is achieved by exchanging information, standardizing common specifications and developing cooperative agreements for procurement purposes.

Other vehicles are normally kept in the fleet for three to seven years depending on maintenance costs and operational requirements. These units are now frequently being replaced with good quality used vehicles.

This request does not increase or decrease the current fleet inventory. The total police fleet is composed of a mix of 42 marked and unmarked vehicles with varying functions as follows:

Function	#
General Patrol Vehicles	10
Specialized Patrol Vehicles	10
Other Operational Vehicles	19
Administration Vehicles	1
Search & Rescue (Tracker and Trailer)	2

COMMENTS

Cruisers and new vehicles are ordered through the Ontario Police Co-Operative Purchasing Group (PCPG) with funding from the Police Equipment Reserve. Good quality used vehicles to replace non-frontline vehicles are procured from local dealers.

Replaced vehicles are generally disposed of by auction but may be repurposed within the fleet. Auction proceeds are credited to the reserve which reduces the cost impact of replacement vehicles.

FINANCIAL CONSIDERATIONS

Police Equipment Reserve funding in the amount of \$332,000 was approved for replacement vehicles during the 2018 budget process.

The cost of replacement vehicles is now updated to \$337,000 to reflect 2018 PCPG pricing. This will be offset by proceeds from the sale of vehicles at auction. The projected 2018 yearend balance of the Police Equipment Reserve is \$203,000.



Cathy Dam
Director of Financial Services

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