

**SARNIA POLICE SERVICES BOARD**  
**October 12, 2017**  
**9:30 a.m.**  
**BOARDROOM, POLICE SERVICES BUILDING,**  
**SARNIA, ONTARIO**

**OPEN MEETING AGENDA**

Page

**DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

**MINUTES**

- 3 - 9                    1. Adoption of Minutes - September 28, 2017  
***THAT the Minutes of September 28, 2017 be adopted.***

**REPORTS AND INQUIRIES**

- 11 - 19                1. 2018 Proposed Operating Budget (Report)  
***THAT the Sarnia Police Services Board receive the 2018 Proposed Operating Budget with net expenditures of \$23,216,178 representing an increase of \$686,642 or 3.05% over 2017.***
- 21 - 22                2. Anonymous Complaint Policy (Letter)  
***THAT the Sarnia Police Services Board approve the Anonymous Complaint Policy attached to the Board Secretary's October 3, 2017 letter.***
- 23                      3. Special Constable (Report)  
***THAT the Sarnia Police Services Board approves the re-appointment as Special Constable of Marion Mae Lotz.***

**ROUTINE APPROVALS AND INFORMATION**

- 25                      A. 2018 Police Services Board Meeting Dates (Letter)

***THAT the Sarnia Police Services Board approves the 2018 meeting dates as noted in the Board Secretary's October 2, 2017 letter.***

**NEW BUSINESS**

**ADJOURNMENT**

**OPEN MINUTES**  
**9:30 a.m. - THURSDAY, SEPTEMBER 28, 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: B. Trothen, S. Palko and Councillor D. Boushy.

Present from staff were: Chief Phil Nelson, Deputy Chief Bob Farlow, Inspector Norm Hansen, Media/Policy Officer Constable John Sottosanti, Constable Miro Soucek, Staff Sergeant Owen Lockhart, Sergeant Marc Toutant, Constable Shawn Osborne, Sergeant John Pearce, Director of Financial Services & Supply Cathy Dam, Police Services Advisor – Zone 6 Tom Gervais, Assistant City Solicitor/Risk Manager Dan Byskal 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 Palko, seconded by Board Member Trothen, and **carried**:

***THAT the Minutes of June 22, 2017 be adopted.***

***THAT the Special Open Minutes of August 8, 2017 be adopted.***

**REPORTS AND INQUIRIES**

1. 2018 Preliminary Operating Budget (Report)

Cathy Dam, Director Financial Services provided a report dated September 17<sup>th</sup>, 2017 to the Sarnia Police Services

Board regarding the 2018 Preliminary Operating Budget.

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

***THAT the Sarnia Police Services Board receive the 2018 Preliminary Operating Budget for consideration with the understanding that changes are forthcoming as significant variables are yet determined prior to final approval.***

2. 2018 Capital Budget Request – Upgrade of Communications System (Report)

Cathy Dam, Director of Financial Services provided a report dated September 18<sup>th</sup>, 2017 to the Sarnia Police Services Board regarding the 2018 Capital Budget Request – Upgrade of Communications System.

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

***THAT the Sarnia Police Services Board approve the Upgrade of the Police Radio Communications System including System Design, Procurement, and System Implementation at an estimated cost of \$4,210,000 (\$4,284,000 net non-rebatable HST) as part of the 2018 Capital Budget Submission; and***

***THAT the Sarnia Police Services Board approve the engagement of Palidor Radio Communications Consultants Ltd. for undertaking the Detailed Design, Technical Specifications, and the System RFP through Procurement and Contractor Selection at a cost of \$125,000 (\$127,200 net non-rebatable HST). This does not include \$100,000 already expended for Evaluation of System and Conceptual Design and Preliminary Cost Estimates; and***

***THAT the Sarnia Police Services Board request sufficient funding from City Council to cover the total cost of the Communications System as the funding requirement is \$2.5 million more than the funding of***

***\$2.0 million previously set aside in the City's Ten-Year Capital Plan.***

3. 2018 Reserves Funding Requests (Report)

Cathy Dam, Director of Financial Services provided a report dated September 17<sup>th</sup>, 2017 to the Sarnia Police Services Board regarding the 2018 Reserves Funding Requests.

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

***THAT the Sarnia Police Services Board approve the submission of the following requests (attached to the Director of Financial Services' report dated September 17, 2017) for 2018 funding from the respective Reserve Funds for City Council approval.***

4. Allocation of Year-End Savings in Operating Budget to Police Reserves (Report)

Cathy Dam, Director of Financial Services provided a report dated September 17<sup>th</sup>, 2017 to the Sarnia Police Services Board regarding allocation of year-end savings in Operating Budget to Police Reserves.

Moved by Board Member Councillor Boushy, seconded by Board Member Trothen, and **carried**:

***THAT the Sarnia Police Services Board direct year end amounts related to savings in the Operating Budgets of Sarnia Police Service be transferred to Police Reserves beginning with the current year's budget and forward into future years.***

5. Snow Removal Contract – Fall 2017 to Spring 2018 (Report)

Cathy Dam, Director of Financial Services provided a report dated September 17<sup>th</sup>, 2017 to the Sarnia Police

Services Board regarding snow removal contract.

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

***THAT the Sarnia Police Services Board approve a proposal from Poirer Services in the estimated amount of \$26,200 (net HST) for Winter Parking Lot and Sidewalk Maintenance including Snow Removal for the period beginning in the fall of 2017 and ending in the spring of 2018.***

6. I/Tracker Software (Report)

Cathy Dam, Director of Financial Services provided a report dated September 17<sup>th</sup>, 2017 to the Sarnia Police Services Board regarding I/Tracker Software.

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

***THAT the Sarnia Police Services Board approve a proposal from Hexagon Safety and Infrastructure in the amount of \$53,050 (including HST costs) for I/Tracker software implementation and first year Software License and Maintenance Agreement. The cost of subsequent Software License and Maintenance for a three-year period is \$30,515 (including HST costs).***

**ROUTINE APPROVALS AND INFORMATION**

A. Sarnia Police Service Motor Vehicle Collision Report  
January – June 2017 (Report)

Chief Nelson provided the Motor Vehicle Collisions report for January – June Q2 2017 to the Sarnia Police Services Board.

B. Legalization of Cannabis in Canada (Report)

Chief Nelson provided a report dated September 11<sup>th</sup>, 2017 to the Sarnia Police Services Board regarding legalization of cannabis in Canada.

C. Future Legalization of Cannabis (Letter)

Board Secretary Scott McEachran provided a letter dated September 18<sup>th</sup>, 2017 to the Sarnia Police Services Board regarding a request from Sarnia City Council for a report on the future legalization of cannabis.

D. Enhanced 9-1-1 Update (Report)

Chief Nelson provided a report dated September 15<sup>th</sup>, 2017 to the Sarnia Police Services Board regarding the enhanced 9-1-1 update.

E. Budget Status – August 31, 2017 (Report)

Cathy Dam, Director of Financial Services provided a report dated September 17<sup>th</sup>, 2017 to the Sarnia Police Services Board regarding the budget status as of August 31<sup>st</sup>, 2017.

F. 2016 OPP Support to Sarnia Police Service (Letter)

Chair Mayor Bradley provided a letter from OPP Commissioner Vince Hawkes dated June 21<sup>st</sup>, 2017 to the Sarnia Police Services Board regarding the support provided by the OPP to Sarnia Police Service in 2016.

G. Notice of MADD Vigil (Notice)

A notice of MADD Candlelight Vigil and Memorial Bench Dedication in Centennial Park on September 28<sup>th</sup>, 2017 was provided to the Sarnia Police Services Board.

H. Coalition for Gun Control – Request for Donation (Letter)

A letter from Wendy Cukier, President of Coalition for Gun Control dated July 21<sup>st</sup>, 2017 was provided to the Sarnia Police Services Board regarding a request for a donation.

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

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

**NEW BUSINESS**

1. New Vice-Chair

As Vice-Chair John Girard's Provincial Appointment was not extended, the Sarnia Police Services Board appointed a new Vice-Chair.

Moved by Board Member Trothen, seconded by Board Member Councillor Boushy, and **carried**:

***THAT Board Member Palko be Vice-Chair.***

2. Chief Nelson's Retirement

Chief Nelson announced his retirement effective June 1<sup>st</sup>, 2018. Chief Nelson's resignation letter was received by the Board.

Moved by Board Member Councillor Boushy, seconded by Board Member Trothen, and **carried**:

***THAT the Sarnia Police Services Board accepts Chief Nelson's retirement with thanks for his service.***

**ADJOURNMENT**



Moved by Board Member Councillor Boushy, seconded by Board Member Trothen, and **carried**:

***THAT the Sarnia Police Services Board adjourn.***

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CHAIR





# SARNIA POLICE SERVICE

## DEPARTMENT CORRESPONDENCE

*People Serving People*

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DATE: October 5, 2017

TO: James P. Nelson, Chief of Police

FROM: Cathy Dam, Director Financial Services

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**RE: 2018 Proposed Operating Budget**

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### RECOMMENDATION

It is recommended that Sarnia Police Services Board receive the 2018 Proposed Operating Budget with net expenditures of \$23,216,178 representing an increase of \$686,642 or 3.05% over 2017.

### BACKGROUND

A preliminary 2018 Police Services budget was presented to the Board on September 28, 2017 with an increase of \$886,093 or 3.93% over 2017. The presentation of a preliminary budget was necessitated by the City's schedule for budget inputs. The Board was advised that staff would continue to review the preliminary budget for potential cost savings.

### COMMENTS

To date, further areas of savings were identified reducing the net budget increase to 3.05%. A couple of items should be noted:

- At this point, final group benefit rates have not yet been provided by the City. When these rates are available, the budget will be adjusted accordingly. In the past, final rates have normally been lower than earlier rate projections resulting in savings.
- The LiveScan fingerprint equipment, approximately \$65,000, has been removed from the 2018 budget and will instead be purchased with available 2017 budget dollars.
- On the advisement of City Finance staff, contributions to reserves had been increased by \$75,000 in the Preliminary Budget. Increases to reserve contributions were recommended in order to lessen our dependency on City Reserves. The contribution in the attached Proposed Budget is still up, however now by only \$30,000.

Staff will continue to review the budget and, as per past practice, will forward any savings prior to City Council Budget Deliberations on December 5, 2017

Yours sincerely,

A handwritten signature in black ink, appearing to read "CDam".

Cathy Dam  
Director of Financial Services

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

# **SARNIA POLICE SERVICE**



## **2018 PROPOSED BUDGET**

**Sarnia Police Services Board  
October 12, 2017**



# SARNIA POLICE SERVICE 2018 PROPOSED BUDGET

## INTRODUCTION

The 2018 Police Service Proposed Operating Budget provides for the same service level as 2017. The net budget of \$23.2 million is up 3.05% from the prior year, an increase of approximately \$0.69 million.

Category	2018 Proposed	2017 Approved	\$ Change	% Change
Expenditures	\$25,536,513	\$24,861,104	\$874,860	2.72%
Revenues	(\$2,320,335)	(\$2,331,568)	\$11,233	0.48%
<b>Net Budget</b>	<b>\$23,216,178</b>	<b>\$22,529,536</b>	<b>\$886,093</b>	<b>3.05%</b>

The following table identifies the increase in each budget category showing the percentage change compared to prior year and the percentage contribution to the net budget increase:

Budget Area	2018 Proposed	2017 Approved	Change \$	% Change	Impact to Increase
Salaries & Benefits	\$22,801,004	\$22,300,927	\$500,077	2.24%	2.22%
- Salaries	\$17,398,575	\$17,222,196	\$176,379	1.02%	0.78%
- Benefits – Government	\$1,405,516	\$1,365,745	\$39,771	2.91%	0.18%
- Benefits – Pension	\$1,907,878	\$1,879,888	\$27,990	1.49%	0.12%
- Benefits – Group	\$2,089,035	\$1,833,098	\$255,937	13.96%	1.14%
Other Operating Expense	\$2,322,509	\$2,151,403	\$171,106	7.95%	0.76%
Transfers & Reserves	\$413,000	\$408,774	\$4,226	1.03%	0.02%
<b>Total Expenditures</b>	<b>\$25,536,513</b>	<b>\$24,861,104</b>	<b>\$675,409</b>	<b>2.72%</b>	<b>3.00%</b>
Revenues	(\$2,320,335)	(2,331,568)	\$11,233	0.48%	0.05%
<b>Net Budget</b>	<b>\$23,216,178</b>	<b>\$22,529,536</b>	<b>\$686,642</b>	<b>3.05%</b>	<b>3.05%</b>

1. **Salaries & Benefits** – Overall, the Salary/Benefits category makes up 98.2% of net budget expenditures and 89.3% of total expenditures in the Proposed Budget.

- The increase in overall salary expense has been mitigated by the hire of several new recruits following recent retirements.
- Final group benefit rates are not in yet. Any savings found when final rates come in will be reflected in the final budget presented for City Council approval.
- Staffing levels are unchanged from 2017.

2. **Other Operating Expenses** – This area covers general costs of operating and maintaining a police service including building infrastructure, fleet, and 911/Communications. We are seeing increases in areas such as insurance premiums, IT infrastructure, and building security upgrades.
3. **Transfers and Reserves** – On the advisement of City Finance staff, contributions to reserves were increased by \$75,000 in the Preliminary Budget to cover funding for future capital needs and to lessen dependency on City Reserves. In order to achieve a budget in the 3% range, it was decided to reduce the increase to \$30,000 in the attached Proposed Budget.
4. **Revenues** – Some revenue lines have been reduced slightly to reflect historical actuals.

The attached budget detail provides a comparison of the 2018 Proposed Budget to the 2016 Approved Budget, 2017 Approved Budget, and 2016 Actuals.

**SARNIA POLICE SERVICE - 2018 PROPOSED BUDGET**

Acct #	Account	2016 Approved	2016 Actuals	2017 Approved	2018 Request	Change \$	Increase%
<b>Revenue</b>							
<b>General Revenues</b>							
05-4-2600-00403	AAMJIWNAANG FIRST NATIONS	- 111,541	- 112,991	- 114,000	- 116,000	(2,000)	1.75%
05-4-2600-00404	POLICE CRUISER ESCORT SERVICE	- 40,000	- 30,849	- 30,000	- 30,000		0.00%
05-4-2600-00405	IDENTIFICATION BRANCH SERVICES	- 18,000	- 5,685	- 18,000	- 13,000	5,000	-27.78%
05-4-2600-00406	FIRING RANGE FEES	-	-	-	-		
05-4-2600-00407	LICENCES - BUSINESS (TAXI/CLEARANCES)	- 115,000	- 116,972	- 115,000	- 115,000		0.00%
05-4-2600-00805	FEDERAL CROWN RECOVERIES	-	- 1,660	-	-		
05-4-2600-00901	OTHER FEES & SERVICES	- 65,000	- 33,622	- 60,000	- 55,000	5,000	-8.33%
05-4-2600-00925	SPECIAL DUTIES (ADMINISTRATION FEES)	- 55,000	- 45,474	- 50,000	- 45,000	5,000	-10.00%
05-4-2600-00930	COSTS RECOVERED (CROWN/BRIEFS/OTHER)	- 8,000	- 16,324	- 8,000	- 8,000		0.00%
05-4-2600-00941	SALE OF POLICE CARS	- 20,000	- 25,327	-	-		
05-4-2630-00941	SALE OF STOLEN & ABANDONED PROPERTY	- 6,000	- 8,859	- 6,000	- 6,000		0.00%
<b>General Revenues Total</b>		<b>- 438,541</b>	<b>- 397,763</b>	<b>- 401,000</b>	<b>- 388,000</b>	<b>13,000</b>	<b>-3.24%</b>
<b>Grants</b>							
05-4-2600-00400	COUNTY GRANT - POLICE GRANT	- 374,653	- 374,653	- 374,653	- 374,653		0.00%
05-4-2600-00401	COUNTY CONT - COURT SECURITY	- 882,383	- 878,202	- 882,383	- 878,000	4,383	-0.50%
05-4-2600-00750	PROVINCIAL SUBSIDY - COURT SECURITY	- 28,271	- 28,271	- 49,289	- 49,289		0.00%
05-4-2600-00753	COMMUNITY POLICING PARTNERSHIP GRANT	- 150,000	- 151,688	- 150,000	- 150,000		0.00%
05-4-2625-00755	PROVINCIAL GRANT - RIDE GRANT	- 24,365	- 24,383	- 24,365	- 24,365		0.00%
05-4-2625-00762	CIVIL REMEDIES GRANT	-	-	-	-		
05-4-2625-00766	PROVINCIAL STRATEGY GRANT - ICE	-	- 12,500	-	-		
<b>Grants Total</b>		<b>- 1,459,672</b>	<b>- 1,469,697</b>	<b>- 1,480,690</b>	<b>- 1,476,307</b>	<b>4,383</b>	<b>-0.30%</b>
<b>911/Communications Centre</b>							
05-4-2610-00402	REVENUE - PT EDWARD FIRE DISPATCH	- 10,489	- 10,489	- 10,900	- 11,050	(150)	1.38%
05-4-2610-00929	REVENUE - PT EDWARD 911 DISPATCH	- 2,978	- 2,978	- 2,978	- 2,978		0.00%
05-4-2610-00939	REVENUE - SARNIA FIRE DISPATCH	- 419,544	- 419,544	- 436,000	- 442,000	(6,000)	1.38%
<b>911/Communications Centre Total</b>		<b>- 433,011</b>	<b>- 433,011</b>	<b>- 449,878</b>	<b>- 456,028</b>	<b>(6,150)</b>	<b>1.37%</b>
<b>Revenue Total</b>		<b>- 2,331,224</b>	<b>- 2,300,471</b>	<b>- 2,331,568</b>	<b>- 2,320,335</b>	<b>11,233</b>	<b>-0.48%</b>
<b>Expense</b>							
<b>Uniform</b>							
05-5-2600-01000	POLICE OFFICERS - SALARIES	11,641,219	11,229,875	11,901,214	12,023,175	121,961	1.02%
05-5-2600-01025	OFFICERS - OVERTIME	540,000	782,307	540,000	540,000		0.00%
05-5-2600-01035	OFFICERS - SPECIALIST PAY	6,300	6,300	6,300	6,300		0.00%
05-5-2600-01090	OFFICERS - COURT TIME	166,900	106,457	166,900	166,900		0.00%
05-5-2600-01095	OFFICERS - STAND BY PAY (ON CALL)	75,000	78,177	75,000	75,000		0.00%
05-5-2600-01100	OFFICERS - ACTING RANKS	40,000	46,753	40,000	40,000		0.00%
05-5-2600-01105	OFFICERS - SPECIAL DUTIES	-	- 223	-	-		
05-5-2600-01110	OFFICERS - VACATION PAY	24,000	33,373	24,000	2,000	(22,000)	-91.67%
05-5-2600-01115	OFFICERS - STAT HOLIDAY PAY	171,000	132,973	171,000	171,000		0.00%
05-5-2600-01125	OFFICERS - SHIFT DIFFERENTIAL	23,000	19,065	23,000	23,000		0.00%
05-5-2600-01130	OFFICERS - SEVERANCE PAY	-	-	-	-		
05-5-2600-01200	BENEFITS - GOVERNMENT	940,366	932,922	948,418	972,537	24,119	2.54%
05-5-2600-01212	BENEFITS - PENSION	1,439,298	1,357,322	1,449,656	1,469,850	20,194	1.39%
05-5-2600-01230	BENEFITS - GROUP	1,254,701	1,243,220	1,374,414	1,629,300	254,886	18.55%
05-5-2600-01253	CAR ALLOWANCE	2,400	2,161	2,400	2,400		0.00%



**SARNIA POLICE SERVICE - 2018 PROPOSED BUDGET**

Acct #	Account	2016 Approved	2016 Actuals	2017 Approved	2018 Request	Change \$	Increase%
05-5-2600-01254	CLOTHING ALLOWANCE	25,400	23,096	25,400	25,400		0.00%
05-5-2600-01255	UNIFORM EQUIPMENT	60,856	64,928	60,856	60,856		0.00%
05-5-2600-01258	DRY CLEANING ALLOWANCE	17,100	14,994	17,100	17,100		0.00%
05-5-2600-02301	MEMBERSHIPS / SUBSCRIPTIONS	7,550	10,675	8,143	8,298	155	1.90%
05-5-2600-02310	CONFERENCES/SEMINARS	21,800	23,348	24,110	26,840	2,730	11.32%
05-5-2600-02311	EDUCATION AND TRAINING	74,695	74,899	89,060	120,235	31,175	35.00%
05-5-2600-02388	OVERTIME MEALS	10,000	11,897	10,000	10,000		0.00%
05-5-2600-02396	PERSONNEL EQUIPMENT	15,700	16,030	15,700	15,700		0.00%
05-5-2600-05000	SUNDRY	1,500	3,769	1,500	1,500		0.00%
05-5-2600-05126	MEDICAL EXAMINATIONS	6,000	10,179	6,000	10,000	4,000	66.67%
05-5-2600-05128	EMPLOYEE ASSISTANCE PROGRAM	10,000	13,731	10,000	10,000		0.00%
05-5-2600-05130	OCCUPATIONAL HEALTH & WELLNESS	-	-	22,125	22,000	(125)	-0.56%
<b>Uniform Total</b>		<b>16,574,785</b>	<b>16,238,228</b>	<b>17,012,296</b>	<b>17,449,391</b>	<b>437,095</b>	<b>2.57%</b>
<b>Court Security</b>							
05-5-2605-01000	COURT SECURITY - SALARIES	570,715	539,220	581,848	590,619	8,771	1.51%
05-5-2605-01025	COURT SECURITY - OVERTIME	14,600	9,845	14,600	14,600		0.00%
05-5-2605-01090	COURT SECURITY - COURT TIME	-	196	-	-		
05-5-2605-01110	COURT SECURITY - VACATION PAY	7,855	7,964	7,855	7,855		0.00%
05-5-2605-01115	COURT SECURITY - STAT TIME	-	79	-	-		
05-5-2605-01120	COURT SECURITY - SERVICE PAY	1,650	1,650	2,250	3,000	750	33.33%
05-5-2605-01125	COURT SECURITY - SHIFT DIFFERENTIAL	-	3	-	-		
05-5-2605-01200	BENEFITS - GOVERNMENT	63,985	59,774	59,914	62,859	2,945	4.92%
05-5-2605-01212	BENEFITS - PENSION	49,312	47,472	59,045	59,964	919	1.56%
05-5-2605-01230	BENEFITS - GROUP	42,834	37,983	46,499	52,276	5,777	12.42%
05-5-2605-02387	OVERTIME MEALS	-	46	-	50	50	
<b>Court Security Total</b>		<b>750,951</b>	<b>704,232</b>	<b>772,011</b>	<b>791,223</b>	<b>19,212</b>	<b>2.49%</b>
<b>911/Communications Centre</b>							
05-5-2610-01000	COMMUNICATIONS - SALARIES	1,455,772	1,438,794	1,491,877	1,522,461	30,584	2.05%
05-5-2610-01025	COMMUNICATIONS - OVERTIME	20,000	82,820	20,000	20,000		0.00%
05-5-2610-01040	COMMUNICATIONS - TRAINING PAY	1,200	2,713	1,200	1,200		0.00%
05-5-2610-01090	COMMUNICATIONS - COURT TIME	-	-	-	-		
05-5-2610-01110	COMMUNICATIONS - VAC PAY	15,665	26,781	15,665	15,665		0.00%
05-5-2610-01115	COMMUNICATIONS - STAT PAY	17,125	19,500	17,125	17,125		0.00%
05-5-2610-01120	COMMUNICATIONS - SERVICE PAY	5,750	5,750	5,550	7,000	1,450	26.13%
05-5-2610-01125	COMMUNICATIONS - SHIFT DIFF	5,000	4,792	5,000	5,000		0.00%
05-5-2610-01200	BENEFITS - GOVERNMENT	155,823	128,526	148,155	153,988	5,833	3.94%
05-5-2610-01212	BENEFITS - PENSION	146,585	143,842	157,642	161,203	3,561	2.26%
05-5-2610-01230	BENEFITS - GROUP	127,694	104,606	147,876	139,145	(8,731)	-5.90%
05-5-2610-02104	COMMUNICATIONS:TELEPHONE LINES	63,200	65,662	63,200	63,200		0.00%
05-5-2610-02222	COMMUNICATIONS: RADIO LICENCE	7,000	6,977	7,000	7,000		0.00%
05-5-2610-02388	OVERTIME MEALS	-	1,592	-	1,000	1,000	
05-5-2610-02410	COMMUNICATIONS: EQUIP MAINT	65,163	73,475	72,725	76,669	3,944	5.42%
05-5-2610-05505	CENTRAL DISPATCH-EQUIPMENT	3,485	3,429	3,950	5,870	1,920	48.61%
<b>911/Communications Centre Total</b>		<b>2,089,462</b>	<b>2,109,259</b>	<b>2,156,965</b>	<b>2,196,526</b>	<b>39,561</b>	<b>1.83%</b>
<b>Civilian</b>							
05-5-2615-01000	CIVILIAN - SALARIES	1,834,913	1,793,399	1,874,554	1,903,831	29,277	1.56%
05-5-2615-01025	CIVILIAN - OVERTIME	10,000	16,172	10,000	10,000		0.00%

**SARNIA POLICE SERVICE - 2018 PROPOSED BUDGET**

Acct #	Account	2016 Approved	2016 Actuals	2017 Approved	2018 Request	Change \$	Increase%
05-5-2615-01040	CIVILIAN - TRAINING PAY	600	-	600	600		0.00%
05-5-2615-01110	CIVILIAN - VACATION PAY	4,735	20,945	4,735	4,735		0.00%
05-5-2615-01115	CIVILIAN - STAT HOLIDAY PAY	4,800	4,531	4,800	4,800		0.00%
05-5-2615-01120	CIVILIAN - SERVICE PAY	8,950	8,950	8,950	11,000	2,050	22.91%
05-5-2615-01125	CIVILIAN - SHIFT DIFFERENTIAL	2,600	1,985	2,600	2,600		0.00%
05-5-2615-01200	BENEFITS - GOVERNMENT	190,779	186,466	186,755	192,707	5,952	3.19%
05-5-2615-01212	BENEFITS - PENSION	189,512	175,848	194,679	197,669	2,990	1.54%
05-5-2615-01230	BENEFITS - GROUP	226,459	181,944	246,604	248,405	1,801	0.73%
05-5-2615-01253	CIVILIAN - CAR ALLOWANCE	600	540	600	600		0.00%
<b>Civilian Total</b>		<b>2,473,948</b>	<b>2,390,780</b>	<b>2,534,877</b>	<b>2,576,947</b>	<b>42,070</b>	<b>1.66%</b>
<b>Station &amp; Fleet Maintenance</b>							
05-5-2620-01000	JANITORIAL -SALARIES	194,422	188,523	200,733	203,769	3,036	1.51%
05-5-2620-01025	JANITORIAL - OVERTIME	375	1,770	375	375		0.00%
05-5-2620-01100	JANITORIAL - ACTING PAY	-	-	-	-		
05-5-2620-01110	JANITORIAL - VACATION PAY	3,055	2,718	3,055	3,055		0.00%
05-5-2620-01115	JANITORIAL - STAT PAY	910	973	910	910		0.00%
05-5-2620-01120	JANITORIAL - SERVICE PAY	500	500	500	1,000	500	100.00%
05-5-2620-01200	BENEFITS - GOVERNMENT	23,181	22,180	22,503	23,425	922	4.10%
05-5-2620-01212	BENEFITS - PENSION	18,420	17,895	18,866	19,192	326	1.73%
05-5-2620-01230	BENEFITS - GROUP	16,255	12,001	17,705	19,909	2,204	12.45%
05-5-2625-02000	STATIONERY & OFFICE SUPPLIES	52,000	65,406	51,650	53,650	2,000	3.87%
05-5-2625-02101	FUEL	32,000	28,865	28,500	28,500		0.00%
05-5-2625-02102	ELECTRICITY	120,000	146,243	125,000	130,000	5,000	4.00%
05-5-2625-02103	WATER	11,000	11,385	11,000	11,000		0.00%
05-5-2625-02104	TELEPHONE	141,000	145,991	141,000	148,560	7,560	5.36%
05-5-2625-02220	VEHICLE EXPENSE	214,820	162,000	194,820	194,820		0.00%
05-5-2625-02224	VEHICLE RENTALS	1,000	1,712	1,000	1,000		0.00%
05-5-2625-02303	POSTAGE	15,000	10,933	15,000	15,000		0.00%
05-5-2625-02320	JANITORIAL SUPPLIES/CLEANING	12,500	10,311	12,500	12,500		0.00%
05-5-2625-02384	RADIO	11,650	11,443	11,650	11,650		0.00%
05-5-2625-02386	MEALS FOR PRISONERS	3,000	2,724	3,000	3,000		0.00%
05-5-2625-02400	SERVICE CONTRACTS	63,808	67,726	49,482	74,720	25,238	51.00%
05-5-2625-02405	IT EQUIPMENT / MAINTENANCE	293,741	354,353	338,675	318,891	(19,784)	-5.84%
05-5-2625-02420	BUILDING MAINTENANCE	71,200	103,560	75,810	110,240	34,430	45.42%
05-5-2625-02435	GROUND MAINTENANCE	31,000	30,406	31,000	31,000		0.00%
05-5-2625-02440	VEHICLE MAINTENANCE	130,000	163,213	130,000	130,000		0.00%
05-5-2625-04005	INSURANCE	206,742	204,838	215,080	237,830	22,750	10.58%
05-5-2625-05000	SUNDRY	1,500	6,060	1,500	1,500		0.00%
05-5-2625-05500	REPLACEMENT EQUIPMENT	-	11,796	-	2,000	2,000	
05-5-2625-05505	NEW EQUIPMENT	10,000	31,904	10,000	10,000	-	0.00%
<b>Station &amp; Fleet Maintenance Total</b>		<b>1,679,079</b>	<b>1,817,429</b>	<b>1,711,314</b>	<b>1,797,496</b>	<b>86,182</b>	<b>5.04%</b>
<b>Program Supplies</b>							
05-5-2625-02006	PROGRAM SUPPLIES: IDENTIFICATION BRANCH	10,850	6,559	5,650	7,650	2,000	35.40%
05-5-2625-03101	PROGRAM SUPPLIES: CID	12,000	13,912	13,057	27,980	14,923	114.29%
05-5-2625-03102	PROGRAM SUPPLIES: COMM POLICING/COPPS	5,000	4,436	5,000	5,000		0.00%
05-5-2625-03103	PROGRAM SUPPLIES: INTELLIGENCE	11,000	7,662	14,000	13,000	(1,000)	-7.14%
05-5-2625-03104	PROGRAM SUPPLIES: CONTAINMENT TEAM	51,250	55,564	60,400	75,600	15,200	25.17%
05-5-2625-03105	PROGRAM SUPPLIES: COURT SECURITY	500	-	500	500		0.00%

**SARNIA POLICE SERVICE - 2018 PROPOSED BUDGET**

Acct #	Account	2016 Approved	2016 Actuals	2017 Approved	2018 Request	Change \$	Increase%
05-5-2625-03106	PROGRAM SUPPLIES: TRAFFIC	7,115	10,422	10,250	11,450	1,200	11.71%
05-5-2625-03107	PROGRAM SUPPLIES: MEDIA RELATIONS	1,000	-	5,400	5,400		0.00%
05-5-2625-03108	PROGRAM SUPPLIES: FIREARMS/RANGE	53,150	93,438	64,790	67,125	2,335	3.60%
05-5-2625-03109	PROGRAM SUPPLIES: VICE/MORALITY	1,400	1,134	1,400	1,500	100	7.14%
05-5-2625-03110	PROGRAM: UNIFORM DIVISION	6,000	1,011	6,000	6,000		0.00%
05-5-2625-03111	PROGRAM SUPPLIES: BIKE PATROL	2,000	3,678	3,050	3,050		0.00%
05-5-2625-03112	PROGRAM SUPPLIES: CRISIS NEGOTIATORS	-	432	2,150	1,000	(1,150)	-53.49%
05-5-2625-03113	PROGRAM SUPPLIES: ELECTRONIC CRIME	9,380	26,401	13,620	27,075	13,455	98.79%
05-5-2625-43002	NEW EQUIPMENT CIVIL REMEDIES	-	-	-	-		
05-5-2625-43005	NEW EQUIPMENT PROV STRATEGY	-	6,216	-	-		
<b>Program Supplies Total</b>		<b>170,645</b>	<b>230,865</b>	<b>205,267</b>	<b>252,330</b>	<b>47,063</b>	<b>22.93%</b>
<b>Transfers &amp; Reserves</b>							
05-5-2610-05640	EQUIPMENT RESERVE - 911	20,000	20,000	20,000	20,000		0.00%
05-5-2625-02225	CRUISER PURCHASING	250,000	250,000	250,000	250,000		0.00%
05-5-2625-05650	CONTRIBUTION TO HR SPECIALIST	69,274	69,274	69,274	43,000	(26,274)	-37.93%
05-5-2625-06900	CONTRIBUTION TO BUILDING RES	38,000	183,000	38,000	68,000	30,000	78.95%
05-5-2625-06906	CONTRIBUTION MAJOR CRIME RES	15,000	15,000	15,000	15,000		0.00%
05-5-2625-06910	CONTRIBUTION CRIME STOPPERS	15,996	15,996	16,500	17,000	500	3.03%
<b>Transfers &amp; Reserves Total</b>		<b>408,270</b>	<b>553,270</b>	<b>408,774</b>	<b>413,000</b>	<b>4,226</b>	<b>1.03%</b>
<b>Police Services Board</b>							
05-5-2630-02301	MEMBERSHIP, MUNICIPAL POLICE AUTHORITY	4,081	3,685	4,100	4,100		0.00%
05-5-2630-02305	AWARDS FOR RETIRING MEMBERS	8,000	2,751	8,000	8,000		0.00%
05-5-2630-02312	CONFERENCES & SEMINARS	2,500	1,315	2,500	2,500		0.00%
05-5-2630-03100	AWARDS OUTSTANDING SERVICE	2,500	-	2,500	2,500		0.00%
05-5-2630-04001	LEGAL FEES	32,500	25,643	40,000	40,000		0.00%
05-5-2630-05000	SUNDRY	2,500	3,939	2,500	2,500		0.00%
05-5-2630-05150	BUSINESS PLAN - ORACLE POLL	7,500	7,636	-	-		
<b>Police Services Board Total</b>		<b>59,581</b>	<b>44,969</b>	<b>59,600</b>	<b>59,600</b>		<b>0.00%</b>
<b>Expense Total</b>		<b>24,206,721</b>	<b>24,089,033</b>	<b>24,861,104</b>	<b>25,536,513</b>	<b>675,409</b>	<b>2.72%</b>
<b>Net Budget Expenditures</b>		<b>21,875,497</b>	<b>21,788,562</b>	<b>22,529,536</b>	<b>23,216,178</b>	<b>686,642</b>	<b>3.05%</b>



*City of Sarnia Police Services Board*

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FAX 519-332-3995

October 3, 2017

TO: SARNIA POLICE SERVICES BOARD MEMBERS

RE: ANONYMOUS COMPLAINT POLICY

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At the September 28<sup>th</sup>, 2017 closed meeting, the Sarnia Police Services Board passed the following resolution:

***THAT the Sarnia Police Services Board approve, in principle, the draft Anonymous Complaint Policy attached to the Board Secretary's August 11, 2017 letter.***

Accordingly, please see attached the Anonymous Complaint Policy for final approval.



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Scott R. McEachran, Secretary  
Sarnia Police Services Board

/ad

Attachment: Anonymous Complaint Policy

SARNIA POLICE SERVICES BOARD POLICY

<b>SUBJECT:</b> Anonymous Complaints & Timing of Complaints	<b>ORIGINATING DATE:</b> <b>September 28, 2017</b>
<b>CHAIR SIGNATURE</b>	<b>REVISED DATE:</b>

**WHEREAS** it is recognized that the Office of the Independent Police Review Director (OIPRD) generally receives, manages and oversees complaints about police in Ontario;

**AND WHEREAS** it is recognized that occasionally the Board will be required to deal with a complaint in some circumstances as outlined within the Police Services Act or as directed by OIPRD;

**Now therefore** it shall be the policy of the Board, unless directed otherwise by lawful authority;

1. That the Board shall not respond to or act on anonymous complaints; and
2. That the Board shall not respond to any complaint made more than six months after the incident.

**Sarnia Police Service**  
**Department Correspondence**  
*People Serving People*

October 3, 2017

**To:** Sarnia Police Services Board

**From:** Phil Nelson  
Chief of Police

**Re:** **Special Constable**

**Recommendation**

We require a motion from the Board authorizing the re-appointment of a Special Constable. She has already been approved for appointment by the Ministry of Community Safety and Correctional Services.

**“That the Sarnia Police Services Board approves the re-appointment as Special Constable of Marion Mae Lotz.”**

**Background**

The Sarnia Police Service is mandated by the Police Services Act to provide Court Security functions for the Court facilities situated at both 700 North Christina Street and 150 North Christina Street, Sarnia. In order to legally perform all the functions required of them some of our civilian staff need to be appointed as ‘Special Constables’, which in effect makes them peace officers for the limited purposes of performing their duties.

This is a two-stage process. First the Police Service applies to the Ministry of Community Safety and Correctional Services for approval of the appointments. Once this approval is received from the Ministry, then the Appointments need to be formalized by the local Police Services Board by way of a motion, and signed off by the Chair of the Board. The appointments are for a term of five years.



Phil Nelson  
Chief of Police

/rp





*City of Sarnia Police Services Board*

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FAX 519-332-3995

October 2, 2017

TO: SARNIA POLICE SERVICES BOARD MEMBERS

RE: 2018 Police Services Board Meeting Dates

Suggested 2018 meeting dates for the Sarnia Police Services Board are set forth below for your consideration:

- January 25
- February 22
- March 23
- April 26
- May 24
- June 28
- July – at the call of the Chair
- August – at the call of the Chair
- September 27
- October 11 Budget
- November – at the call of the Chair
- December 13

Yours truly,



Scott R. McEachran, Secretary  
Sarnia Police Services Board

/ad

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