

SARNIA POLICE SERVICES BOARD
December 8, 2022
9:30 a.m.
BOARDROOM, POLICE SERVICES BUILDING,
SARNIA, ONTARIO

OPEN MEETING AGENDA

Page

TRADITIONAL TERRITORY ACKNOWLEDGEMENT

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

DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

MINUTES

- 3 - 7 1. Adoption of Minutes - September 22, 2022
- That the Minutes of September 22, 2022, be adopted***
- 9 - 10 2. Adoption of Minutes - October 25, 2022
- That the Minutes of the October 25, 2022, be adopted.***
- 11 - 13 3. Adoption of Minutes - November 17, 2022
- That the Minutes of November 17, 2022, be adopted.***

REPORTS AND INQUIRIES

15 - 16

1. Police Board Website

That the Board continue utilizing a webpage within the SPS website for the purpose of a Board web presence. This page will display content as determined by the Board including but not limited to publicly accessible information about the Board membership, role and oversight function.

17 - 23

2. Sarnia Police Service Board Meeting Options

That the Sarnia Police Service seek to include a publicly accessible meeting room that can support hybrid (virtual) attendance, within the renovation plans for the main floor of the existing facility.

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3. Sarnia Police Service Board Meeting Dates 2023

That the Sarnia Police Service Board approve the Board meeting dates for 2023.

NOTICE OF MOTION

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1. Notice of Motion - Submitted by Board Member Kelly Ash

That Sarnia Police Services Board Work with other police boards to write a letter expressing our concerns about Bill C 75- (catch and release) to Attorney General of Ontario The Honourable Doug Downey, the Minister of Justice The Honourable David Lametti.

NEW BUSINESS

ADJOURNMENT

OPEN MINUTES
9:30 a.m. - THURSDAY, SEPTEMBER 22, 2022
BOARD ROOM
POLICE SERVICES BUILDING

The Sarnia Police Services Board met in regular session.

Chair Mayor Mike Bradley took the Chair and the following Members of the Board were present: Councillor D. Boushy, P. Wiersma, S. Hosni and K. Ash

Present from staff were: Chief Davis, David Stockdale, Manager of Human Resources, Acting Inspector VanSickle, C. Dam, Director, Financial Services and Joan Knight as Board Secretary.

R. LeClair, Police Services Advisor, Zone 6

Absent: Acting Deputy Chief P. Murphy

TRADITIONAL TERRITORY ACKNOWLEDGEMENT

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DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest.

MINUTES

Moved by Board Member S. Hosni, seconded by Board Member K. Ash, and **carried**:

That the Minutes of the June 23, 2022 be adopted.

That the Minutes of the Special July 21, 2022 be adopted.

REPORTS AND INQUIRIES

1. Sarnia Police Service Board Meeting Schedule

A report from Chief Davis regarding the Sarnia Police Services Board meeting schedule was considered.

Moved by Board Member S. Hosni, seconded by Vice Chair P. Wiersma, and **carried**:

That the Sarnia Police Services Board consider amending the 2022 meeting schedule to permit adequate time for the completion of the Business Plan (including the community survey) and budget deliberations informed by the public consultations.

During discussion the Board agreed to cancel the October 6, 2022 Budget Meeting and agreed to Budget Meetings on the following dates:

Thursday October 20, 2022 - Draft 2023-2025 Business Plan, Draft 2023 Budget

Thursday Nov 17, 2022 – Final 2023-2025 Business Plan, Final 2023 Budget

Cathy Dam, Director of Finance, advised she would reach out to the City Finance Department to confirm the change in dates would coincide with the Budget deliberations planned by the City.

The Board Secretary agreed to send out a revised schedule of meeting dates.

2. Sarnia Police Services Board Meeting Options

A report from Chief Davis with respect to Sarnia Police Board Meeting options was considered.

Discussion took place with regard to safety concerns with the 2nd floor Board Room at the Sarnia Police Services Building, the use of alternative sites being used and the need for Hybrid options.

Moved by Vice Chair P. Wiersma, seconded by Board Member Councillor Boushy, and **carried**:

That Sarnia Police Services Board request Chief Davis to bring back a report on other options to hold Board Meetings within the Sarnia Police Services Building and that this location have capabilities for hybrid meetings.

Mayor Bradley had a previous engagement and handed the Chair to Vice-Chair P. Wiersma.

3. Backup Dispatch Disaster Recovery Environment

A report from Chief Davis regarding backup Dispatch Disaster Recover Environment was considered.

Moved by Board Member K. Ash, seconded by Board Member S. Hosni, and **carried**:

That the Board approve the purchase of a Backup Dispatch Disaster Recovery Environment from Intergraph Canada ULC (Hexagon) in the amount of \$174,758 inclusive of net taxes using available funds in the NG 9-1-1 Capital Project.

4. Automated License Plate Recognition (ALPR)

A report from Chief Davis regarding Automated License Plate Recognition was considered.

Moved by Board Member Councillor Boushy, seconded by Board Member S. Hosni, and **carried**:

That the Board approve the sole-source purchase of up to ten (10) mobile Automated License Plate Reader (ALPR) systems from Davtech Analytical Services (Canada) Inc. to a maximum amount of \$301,701.32, inclusive of net taxes.

5. Snow Removal

A report from Chief Davis regarding snow removal was considered.

Moved by Board Member S. Hosni, seconded by Board Member Councillor Boushy, and **carried**:

That the Board approve the execution of a three (3) year extension to the existing contract with Poirier Services for snow removal services.

6. Special Constable Positions – Cell Monitoring

A report from Chief Davis with regard to Special Constable Positions for Cell Monitoring was discussed.

Moved by Board Member K. Ash, seconded by Board Member S. Hosni, and **carried**:

That the Sarnia Police Services Board authorize the hiring of four (4) full-time permanent Special Constable positions which are in addition of current authorized strength.

ROUTINE APPROVALS AND INFORMATION

A. Financial Update

A report from Chief Davis providing a financial update on Operating and Reserves accounts.

Board Member S. Hosni asked for clarification on the building replacement fund. Chief Davis advised that this would be addressed in the upcoming Business Plan and Budget.

B. Sarnia Police Services 2021 Annual Report

The Sarnia Police Services 2021 Annual Report was provided.

Board Member S. Hosni requested a report be brought back regarding the increase in complaints from 2020 to 2021.

Moved by Board Member Councillor Boushy, seconded by Board Member S. Hosni, and **carried**:

That Item A to B under Routine Approvals and Information, be received and filed.

NEW BUSINESS

Sarnia Police Services Board Website

In response to a question from Board Member S. Hosni, Chief Davis advised that a report has been prepared and will be on the agenda for the next meeting.

Sarnia Police Service Board Policies and Procedures

Board Member S. Hosni advised that the Board's By-Law 1 of 2006 needs to be reviewed and updated.

Discussion took place concerning the need for the Board to review all the policies and procedures with a view of updating them.

Vice-Chair Wiersma asked Chief Davis to bring back a report to the next meeting with a plan to move forward to review and update the Board's By-Law's, policies and procedures.

Town Hall Meetings

Board Member Councillor Boushy advised that he had positive feedback on the Town Hall meetings and Chief Davis.

Board Member Ash thanked Chief Davis for the Public Meetings and the open discussion taking place.

Vice-Chair Wiersma gave his appreciation to the Chief for holding Community meetings.

PC Andrew Hong of Toronto Police Services

Vice-Chair Wiersma advised that he along with 40 other representatives of the Sarnia Police Services attended the funeral service of PC Andrew Hong of Toronto Police Services who lost his life in the line of duty on September 12, 2022.

ADJOURNMENT

Moved by Board Member K. Ash, seconded by Board Member Councillor Boushy, and **carried**:

That the Sarnia Police Services Board adjourn.

CHAIR

OPEN MINUTES
5:30 p.m. - TUESDAY, OCTOBER 25, 2022
BOARD ROOM
POLICE SERVICES BUILDING

The Sarnia Police Services Board met in regular session.

Vice Chair P. Wiersma took the Chair and the following Members of the Board were present: Councillor D. Boushy, S. Hosni and K. Ash

Present from staff were: Chief Davis, Acting Deputy Chief P. Murphy, C. Dam, Director, Financial Services and Joan Knight as Board Secretary.

Absent: Chair Mayor Bradley

TRADITIONAL TERRITORY ACKNOWLEDGEMENT

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

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest.

BUDGET DISCUSSION

Vice Chair P. Wiersma opened the meeting advising that there is no formal agenda, meeting discussion will take place with regard to the Draft 2023-2025 Business Plan and Draft 2023 Operating and Capital Budget for the Sarnia Police Services.

Chief Davis gave a power-point presentation on the 2023-2025 Strategic Business Plan referencing the Board's vision for Sarnia Police Services, performance indicators and how Sarnia Police Services moves forward.

Chief gave statics on crime in the Community and the expectations of the Community based on the current survey results.

Discussion took place with Board members on community needs gathered from the Community Public Meetings.

Moved by Board Member K. Ash, seconded by Board Member S. Hosni, and **carried**:

That the Sarnia Police Services Board move into a Closed Meeting.

ADJOURNMENT

Moved by Board Member K. Ash, seconded by Board Member S. Hosni, and **carried**:

That the Sarnia Police Services Board adjourn at 6:15 pm to a Closed Meeting.

VICE-CHAIR

**9:30 am - THURSDAY, November 17, 2022
BOARDROOM, POLICE SERVICES BUILDING
SARNIA, ONTARIO**

The Sarnia Police Services Board met in Open Session.

Chair Mayor Mike Bradley took the Chair and the following Members of the Board were present: Councillor D. Boushy, P. Wiersma, S. Hosni and K. Ash

Present from staff were: Chief Derek Davis, Acting Deputy Chief Peter Murphy, C. Dam, Director, Financial Services and Joan Knight as Board Secretary.

Ron LeClair, Zone 6, Police Service Board Advisor.

Absent: David Stockdale, General Manager of Corporate Services, City of Sarnia

TRADITIONAL TERRITORY ACKNOWLEDGEMENT

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DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest.

DELEGATION

1. Sergeant Miro Soucek, President Sarnia Police Association

Sergeant Soucek spoke to the Board with regard to the current budget request and what it means to the membership and to the community, what impacts the budget will have on Collective Bargaining, why certain requests within the budget are important to the membership and why they are relevant and the possibility of a cooperative and collaborative approach to policing in our community with cost savings.

Sergeant Soucek responded to question from the Board.

Chair Mayor Bradley thanked Sergeant Soucek for his presentation.

REPORTS AND INQUIRIES

1. 2023-2025 Strategic Business Plan

A report from Chief Davis, dated November 17, 2022 regarding the Draft 2023-2025 Strategic Business Plan was considered.

Moved by Board Member K. Ash, seconded by Vice Chair P. Wiersma, and **carried**:

That the Sarnia Police Services Board receive the written draft 2022-2023 Business Plan, and further

That the Sarnia Police Services Board authorize the final version, including artwork and remaining content, to be completed and brought before the Board at the February 2023 meeting for final approval and implementation.

2. 2023 Operating and Capital Budgets

A report from Chief Davis, dated November 17, 2022 respecting the 2023 Operating and Capital Budgets was considered.

Moved by Board Member S. Hosni, seconded by Board Member K. Ash, and **carried**:

That the Sarnia Police Services Board approve the 2023 Draft Police Service Operating Budget of \$30,400,273, and further

That the Sarnia Police Services Board authorize the Chief of Police to take the necessary actions for the implementation of an Auxiliary Policing Unit, and further

That the Sarnia Police Services Board receive the 2023-2032 Ten Year Capital Forecast for financial planning purposes.

A recorded vote was requested as follows:

Yea

Vice-Chair P. Wiersma
Board Member S. Hosni
Board Member K. Ash

Nay

Chair Mayor Bradley
Board Member Councillor Boushy

Discussion took place with regard to the budget and the increase that will be considered by Sarnia City Council.

Moved by Vice Chair P. Wiersma, seconded by Board Member S. Hosni, and **carried**:

That the Sarnia Police Services Board request Chief Davis to appear as a Delegation at the December 12, 2022, City of Sarnia Budget meeting and make a presentation of the Sarnia Police Services 2023 Draft Operating and Capital Budget.

Vice Chair P. Wiersma advised that he will attend the December 12, 2022 Council meeting in support of Chief Davis.

NEW BUSINESS

All Chiefs Memo 2022

Board Member S. Hosni asked who received the Chiefs Memo as received from the Assistant Deputy Minister's Office, Public Safety Division, Ministry of the Solicitor General

Chief Davis advised that any Police Board Member is eligible to receive the memos.

ADJOURNMENT

Moved by Board Member S. Hosni, seconded by Board Member Councillor Boushy, and **carried**:

That the Sarnia Police Services Board adjourn.

CHAIR



SARNIA POLICE SERVICE

Public Agenda Recommendation Report

To: Chair and Police Services Board Members

From: Chief Derek W. Davis

Subject: Police Board Website

Date: 12Oct22

Report Number:

RECOMMENDATION:

“that the Board continue utilizing a webpage within the SPS website for the purpose of a Board web presence. This page will display content as determined by the Board including but not limited to publically accessible information about the Board membership, role and oversight function.”

Derek W. Davis
Chief of Police

BACKGROUND:

During the June 2022 meeting of the Sarnia Police Services Board (SPSB), an update was requested pertaining to the status of the new Sarnia Police Service (SPS) website. Chief Davis provided a written update (email) to the Board on July 1, 2022 with options and recommendations. Those are replicated within this report.

The SPS has been developing a new website for several months. It is currently running in a test environment and undergoing internal review to ensure accuracy of content and that media is up to date. This website is expected to be live within 2022.

The new version of the SPS website includes provision for an SPSB page, similar to what presently exists in the current site. This page will be for Board purposes, with content to be determined at the direction of the Board.

An environmental scan shows that some Boards utilize a standalone website, while others are included within the website of their police service.

ALTERNATIVES:

Create an independent website – The Board may utilize the services of a website development company to obtain a domain and develop their own website. Content and ongoing changes would be exclusively determined by the Board.

Utilize the SPS website - The Board would have a dedicated page within the SPS site. Page content would be under the control of the Board and maintained via SPS. Any cost would be integrated with the SPS main site. This option would not prevent the Board from moving to an independent site in the future.

CONSULTATION:

Chief Derek W. Davis

Insp. Leo Murphy – Commander, Investigative Services (Website project sponsor)

Cst. John Sottosanti – Executive Officer (Website lead)

Cathy Dam – Director of Financial Services

Dan Cyr – Manager of Information Technology

FINANCIAL, HUMAN RESOURCE & LEGAL RISKS:

Maintaining a page within the existing website is status quo and results in no additional costs. The vendor at an agreed hourly rate bills any changes to the website including page updates.

Costs of an independent website vary depending on the product sought.



SARNIA POLICE SERVICE

Public Recommendation Report

To: Chair and Police Services Board Members

From: Chief Derek W. Davis

Subject: SPSB Meeting Options

Date: 20Oct2022

Report Number:

RECOMMENDATION:

“That the Sarnia Police Service seek to include a publically accessible meeting room that can support hybrid (virtual) attendance, within the renovation plans for the main floor of the existing facility.”

Derek W. Davis
Chief of Police

BACKGROUND / ALTERNATIVES:

The current Sarnia Police facility was built in 1987. Since 1987, needs and demands of police organizations have changed. These include legislative changes, public expectations, and the ever-increasing need for safety and security within police facilities.

On 22Sep22, the Board received a report on SPSB meeting options (see Appendix A). This report outlined the options available for meeting formats, and costs associated with each. In addition, this report highlighted the need for Board meetings to be publically accessible while addressing modern police security concerns. Those requirements are unchanged.

The Board has requested a report on “other options to hold Board meetings within the Sarnia Police Service building and that this location have capabilities for hybrid meetings.”

There are currently three working spaces that a meeting could be held within:

1. Existing Board Room (second floor)

The constraints of this room were articulated within the Sep 22, 2022 Board report. There have been no changes since that date.

2. Briefing Room (ground floor)

The Briefing Room is used by officers at the start of every shift to receive information and assignments. This room is located within the secure area of the building and not openly accessible to the public. This room has no virtual meeting capabilities.

3. Emergency Operations Centre (second floor)

The Emergency Operation Centre (EOC) is currently located near the existing Board Room on the second floor of the facility. The room is equipped for video conferencing and has sufficient seating for 10-15 people. However, this room is also within the secure area of the building and stores expensive electronic equipment and emergency infrastructure. As an EOC, this room (and ancillary equipment) would need to be secure, and available for emergency operations on short notice.

An internal survey is currently being conducted of SPS officers and civilian staff as part of the 2023-2025 Business Plan process. As of 11Oct22, preliminary survey results show that 97% of employees indicate “more resources” should be allocated to “police building security”. In addition, 56% strongly disagreed, and 30% disagreed that the current police facility meets the needs of the service.

None of the available possibilities within the current police facility meet the aggregate need for public access, hybrid (virtual and in person) attendance, or police security concerns. Each option, if exercised, would compromise one or more of those criteria.

Alternative locations:

There is no requirement that Police Board meetings be held inside a police facility. The Board may utilize other facilities subject to the Board's needs and wishes.

Many modern police facilities have a publically accessible meeting room for the purpose of public access without compromising building security. These "community rooms" are designed for hosting public meetings, including those of the Police Board. Should a new (or renovated) facility for the SPS be considered in the future, the inclusion of a "community room" would be a recommendation.

Recommendation:

That the planned renovation of the main floor of the Sarnia Police facility include consideration for a publically accessible meeting room, to include hybrid (virtual) attendance capabilities.

CONSULTATION:

- Chief Derek Davis
- Deputy Chief Peter Murphy
- Dan Cyr – Information Technology Manager
- Cathy Dam – Finance Director

FINANCIAL, HUMAN RESOURCE & LEGAL RISKS:

Replicated from the 22Sep22 report:

Estimates were obtained for the technology needed to provide a hybrid option within the existing meeting room. The approximate cost for the technology upgrade is in the range of \$44,000.

The Police Services Act sec 35(3) indicates that meetings shall be open to the public unless exempt under sec 35(4).

Building security concerns for police members and public access barriers to the PSB meetings have also been identified. The current room being used for PSB meetings is not conducive to barrier-free public access. Allowing members of the public into the secure areas of the building means they must be escorted to and from the PSB meeting and monitored to ensure they do not wander. The SPS has concerns about the number of police personnel resources that may be required to carry out this escorting and monitoring function.

Appendix A



SARNIA POLICE SERVICE

Public Recommendation Report

To: Chair and Police Services Board Members

From: Chief Derek W. Davis

Subject: SPSB Meeting Options

Date:

Report Number:

RECOMMENDATION:

“That the Sarnia Police Services Board identify a meeting format and new location that meets the needs of applicable legislation, the expectations of the community, and considers the security and safety of police facilities.”

Derek W. Davis
Chief of Police

BACKGROUND / ALTERNATIVES:

In response to a Board inquiry about the feasibility of a hybrid meeting option, the following email was sent to the Board on August 23, 2022. This email summarizes the issues and options available:

From: Davis, Derek #263
Sent: August 23, 2022 6:42 AM
Subject: Hybrid Meeting Options

Good Morning,

As requested, we have looked into the possibility of setting up the existing boardroom for a hybrid option (simultaneous in person and virtual meetings). Although this seems an easy undertaking, the devil is always in the details. I've attempted to summarize the available meeting options below.

1. In Person Meetings

As the Board is aware, meetings "shall be open to the public" under [sec 35\(3\) of the PSA](#). However, the current physical space used for these meetings is not located in the public area of the police facility, but rather behind the secure area. We are in the process of reviewing our building security, including the need for visitors to sign in and/or be escorted when inside the secure areas. Although we recognize historical use of this meeting room for public purposes, it could be considered a barrier to public access given modern police security considerations. Security and public access concerns aside, we are capable of hosting in-person meetings.

2. Virtual Meetings

As evidenced throughout the pandemic, we are able to host fully virtual meetings.

3. Hybrid Meetings

Although these seem quite simple, this scenario is actually the most difficult to implement. A hybrid option for open/public meetings is challenging when trying to synthesize both the in-person and online needs. Examples include the need for audible audio (without microphone feedback), video coverage of the meeting space, and the ability to view any materials (shared screens, in person presentations etc). Furthermore, given the requirements for the meetings to be open to the public, it introduces accessibility considerations to consider in a hybrid environment (e.g. assistive audio devices). SPSB policy SPS-BP-AI-064 (AODA) speaks to some of these concerns. From a technology and feasibility standpoint, the hybrid option within our current space is very difficult to provide effectively.

Dan Cyr has been working diligently to solution this and the proposed solution received is attached (including scope and quoted cost).

4. Alternatives

Given the constraints of the current police facility, we could also explore different external location(s) to address the public access and technology issues (regardless of meeting type).

We are happy to investigate any other options that the Board would like to see. Please advise how you wish us to proceed.

Respectfully submitted,

Derek

Derek Davis #263
Chief of Police
Sarnia Police Service

Excerpt from the Ontario Police Services Act:

Meetings

35 (1) The board shall hold at least four meetings each year.

Quorum

(2) A majority of the members of the board constitutes a quorum.

Proceedings open to the public

(3) Meetings and hearings conducted by the board shall be open to the public, subject to subsection (4), and notice of them shall be published in the manner that the board determines.

Exception

(4) The board may exclude the public from all or part of a meeting or hearing if it is of the opinion that,

- (a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest

outweighs the desirability of adhering to the principle that proceedings be open to the public; or

- (b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public. R.S.O. 1990, c. P.15, s. 35.

CONSULTATION:

- Chief Derek Davis
- Deputy Chief Peter Murphy
- Dan Cyr – Information Technology Manager
- Cathy Dam – Finance Director

FINANCIAL, HUMAN RESOURCE & LEGAL RISKS:

Estimates were obtained for the technology needed to provide a hybrid option within the existing meeting room. The approximate cost for the technology upgrade is in the range of \$44,000.

The Police Services Act sec 35(3) indicates that meetings shall be open to the public unless exempt under sec 35(4).

Building security concerns for police members and public access barriers to the PSB meetings have also been identified. The current room being used for PSB meetings is not conducive to barrier-free public access. Allowing members of the public into the secure areas of the building means they must be escorted to and from the PSB meeting and monitored to ensure they do not wander. The SPS has concerns about the number of police personnel resources that may be required to carry out this escorting and monitoring function.

City of Sarnia Police Services Board

Date: December 8, 2022

To: Sarnia Police Services Board

From: Joan Knight, Secretary to Sarnia Police Services Board

Subject: 2023 Police Service Board Meeting Dates

Suggested 2023 meeting dates for the Sarnia Police Services Board are set forth below for your consideration:

- January 26
- February 23
- March 23
- April 27
- May 25
- June 22
- July - at the call of the Chair
- August - at the call of the Chair
- September 21
- October 12 Budget
- November - at the call of the Chair
- December 7

Yours truly,



Notice of Motion

Submitted by Board Member Kelly Ash-October 11/22

1. I am asking for a resolution of the Board to

That Sarnia Police Services Board Work with other police boards to write a letter expressing our concerns about Bill C 75- (catch and release) to Attorney General of Ontario The Honourable Doug Downey, the Minister of Justice The Honourable David Lametti.