



# Sarnia Police Services Board

Open Meeting  
Thursday, March 23, 2023  
9:30 a.m.

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- |  |             |                              |
|--|-------------|------------------------------|
| 1. Welcome   |             | Chair                        |
| 2. Traditional Territory Acknowledgement   |             | Chair                        |
| 3. Declarations of Conflict of Interest  |             | Chair                        |
| 4. Approval of Agenda  | Approval    | Chair                        |
| 5. Minutes<br>5.1 February 23, 2023  | Approval    | Chair                        |
| 6. Code of Conduct   | Information | Chair/Ron Le Clair           |
| 7. Introduction of Promoted Officers<br>7.1 Sergeant Jordan Dufton<br>7.2 Sergeant Steve Ruetz | Information | Chief                        |
| 8. 2022 Financial Report   | Information | Director, Financial Services |
| 9. Operations Update (Verbal)  | Information | Chief                        |
| 10. Missing Persons Report   | Approval    | Chief                        |
| 11. Building Renovation  | Information | Chief                        |
| 12. Range Renovation   | Approval    | Chief                        |
| 13. Business Plan Update (Verbal)  | Information | Chief                        |
| 14. OAPSB Conference Requests  | Approval    | Chair                        |
| 15. Open Forum   |             |                              |
| 16. Adjournment<br>16.1 Next Regular Public Meeting: Thursday, April 27, 2023                  | Approval    | Chair                        |



# SARNIA POLICE SERVICES BOARD

OPEN MINUTES  
9:30 a.m. - THURSDAY, FEBRUARY 23, 2023  
BOARD ROOM, SARNIA POLICE SERVICES

**Board Members Present:** Paul Wiersma, Kelly Ash, Mike Bradley, George Vandenberg and Charlene Sebastian

**Administration Present:** Chief of Police D. Davis, Acting Deputy Chief P. Murphy, Inspector Leo Murphy, Jason Dale, Manager of Planning, Policy, Fleet and Facilities, Cathy Dam, Director of Financial Services and Joan Knight as Board Secretary.

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

## 1. Welcome

Chair Paul Wiersma opened the meeting.

## 2. Traditional Territory Acknowledgement

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

## 3. Declarations of Conflict of Interest

There were no disclosures of pecuniary interest.

## 4. Approval of Agenda

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

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

## 5. Minutes

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

***That the Minutes of February 2, 2023, be adopted.***

## **6. 2023-2025 Business Plan**

The Board received the finalized Business Plan for consideration and approval.

Chair P. Wiersma thanked Chief Davis for the effort and work put into the Business Plan.

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

***That the Sarnia Police Services Board approve the final version of the 2023-2025 Business Plan.***

Chair P. Wiersma asked that the Business Plan be posted on the Sarnia Police Services website and that an annual update on the Business Plan be provided to the Board.

## **7. Special Constable**

A report from Chief Davis, dated February 23, 2023 with respect to approval of re-appointment as Special Constable to provide Court Security functions, was considered.

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

***That the Sarnia Police Services Board approves the re-appointment as Special Constable of Stephanie S. J. Thomas.***

## **8. Meeting Room Update**

Chief Davis gave a verbal update on the renovations taking place on the main floor of the Sarnia Police Services building, advising that a room will be available for Public Board Meetings with accessibility requirements being met.

Chief Davis also advised that they are investigating the use of teleconference capabilities for this Board Room.

In response to a question from the Board, the Chief advised that the renovations were expected to be completed within 60 days.

## **9. Meeting with Aamjiwnaang Council**

Chair P. Wiersma gave a verbal update on a recently held meeting he attended along with Chief Davis, Acting Deputy Chief Murphy and incoming Deputy Chief J. Craddock and Aamjiwnaang Council, advising the Board of a successful meeting and the positive policing relationship held between the City and Aamjiwnaang.

## **10. Missing Persons Presentation**

Inspector L. Murphy introduced his team, Cst. D. Ferrera and Acting Staff Sergeant J. Lewis, a power point presentation was given with respect to the work they do locating missing persons in the City of Sarnia.

The presentation included an explanation of the Missing Persons Act and power it gives to aid in investigation and search, the resources utilized in a search including drones, helicopters, ground search and marine units.

Inspector Murphy invited any questions from the Board.

Board Member G. Vandenberg thanked the officers for their informative presentation and the work that they have done on Missing Persons investigations.

## **11. Open Forum**

### Badge – Special Constables

Board Member G. Vandenberg questioned why Special Constables were not carrying Badges in their work.

Chief Davis advised he will investigate and bring back a report to the next meeting of the Board.

### Police Board Emails

A question was raised when the Board could expect their new email addresses, Chief Davis advised he believes within the next few weeks.

### Congratulations

Chair P. Wiersma gave congratulations and advised of the fine work done by Detective Sergeant Mike Howell with a large drug bust in the City of Sarnia.

## 12. Adjournment

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

***That the Sarnia Police Services Board adjourn to its next scheduled meeting.***

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Board Secretary

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Chair

**Police Services Act**

**ONTARIO REGULATION 421/97**

**MEMBERS OF POLICE SERVICES BOARDS — CODE OF CONDUCT**

**Consolidation Period:** From March 12, 2018 to the [e-Laws currency date](#).

Last amendment: 100/18.

Legislative History: 83/00, 277/00, 298/05, 100/18.

***This is the English version of a bilingual regulation.***

1. Board members shall attend and actively participate in all board meetings. O. Reg. 421/97, s. 1.
2. Board members shall not interfere with the police force's operational decisions and responsibilities or with the day-to-day operation of the police force, including the recruitment and promotion of police officers. O. Reg. 421/97, s. 2.
3. Board members shall undergo any training that may be provided or required for them by the Minister of Community Safety and Correctional Services. O. Reg. 421/97, s. 3; O. Reg. 100/18, s. 1.
4. Board members shall keep confidential any information disclosed or discussed at a meeting of the board, or part of a meeting of the board, that was closed to the public. O. Reg. 421/97, s. 4.
5. No board member shall purport to speak on behalf of the board unless he or she is authorized by the board to do so. O. Reg. 421/97, s. 5.
6. A board member who expresses disagreement with a decision of the board shall make it clear that he or she is expressing a personal opinion. O. Reg. 421/97, s. 6.
7. Board members shall discharge their duties loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or by-law, as provided in their oath or affirmation of office. O. Reg. 421/97, s. 7.
8. Board members shall uphold the letter and spirit of the Code of Conduct set out in this Regulation and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the board. O. Reg. 421/97, s. 8.
9. Board members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the *Human Rights Code* and the Canadian Charter of Rights and Freedoms. O. Reg. 421/97, s. 9; O. Reg. 100/18, s. 2.
10. Board members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated. O. Reg. 421/97, s. 10.
11. (1) Board members shall not use their office to obtain employment with the board or the police force for themselves or their family member. O. Reg. 298/05, s. 1.  
(2) For the purpose of subsection (1),  
“family member” means the parent, spouse or child of the person, as those terms are defined in section 1 of the *Municipal Conflict of Interest Act*. O. Reg. 421/97, s. 11 (2).
12. A board member who applies for employment with the police force, including employment on contract or on fee for service, shall immediately resign from the board. O. Reg. 421/97, s. 12.
13. Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the board or the police force. O. Reg. 421/97, s. 13.
14. (1) A board member whose conduct or performance is being investigated or inquired into by the Commission under section 25 of the Act or is the subject of a hearing before the Commission under that section shall decline to exercise his or her duties as a member of the board for the duration of the investigation or inquiry and hearing. O. Reg. 277/00, s. 1.  
(2) If the application of subsection (1) results in a board not having enough members able to exercise their duties in order to constitute a quorum during an investigation, inquiry or hearing under section 25 of the Act, the chair of the Commission may appoint that number of persons necessary to constitute a quorum, who shall act in the place of the members who are unable to exercise their duties. O. Reg. 277/00, s. 1.

(3) The chair of the Commission,

- (a) shall specify in an appointment made under subsection (2) that the appointee may only exercise such duties as are necessary for the effective operation of the board during the investigation, inquiry or hearing and, for such purpose, may specify the duties the appointee may or may not exercise; and
- (b) shall cancel an appointment made under subsection (2) as soon as a member of the board who declined to exercise his or her duties under subsection (1) resumes exercising his or her duties or is replaced under subsection 25 (8) of the Act. O. Reg. 277/00, s. 1.

**15.** If the board determines that a board member has breached the Code of Conduct set out in this Regulation, the board shall record that determination in its minutes and may,

- (a) require the member to appear before the board and be reprimanded;
- (b) request that the Ministry of Community Safety and Correctional Services conduct an investigation into the member's conduct; or
- (c) request that the Commission conduct an investigation into the member's conduct under section 25 of the Act. O. Reg. 421/97, s. 15; O. Reg. 100/18, s. 3.

Français

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## **SARNIA POLICE SERVICE**

### **Open Agenda Information Report**

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

**From:** Chief Derek W. Davis

**Subject:** Financial Update

**Date:** March 23, 2023

**Report Number:**

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#### **SUMMARY:**

*This report provides an overview of the 2022 Budget.*

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Derek W. Davis  
Chief of Police

/CD

## BACKGROUND:

Police Operating Budget final results are reported out annually to the Police Services Board. Summaries of activity in Reserves funds are also provided as they are supported through transfers from the Operating Budget. Sarnia Police accounts are rolled into City of Sarnia Financial Statements which are released to City Council every May.

## COMMENTS:

### 2022 Operating Budget

The Police operating budget is used to fund day-to-day operating expenses including salaries and benefits, fleet and facility maintenance, supplies, technology licensing and maintenance costs, and legal and insurance costs. Revenues from fees, cost recoveries and grants are also shown in the operating accounts.

Although accounts may still be subject to minor entries and adjustments, we can report a modest surplus of \$23,900 for the 2022 Police Operating Budget. This represents less than 0.1% of the net operating budget of \$27,258,305.

As part of ongoing budget diligence, the administration will continue to monitor and review variances to identify any considerations that may affect preparation of the 2024 budget. Preparation for the 2024 budget cycle is already underway.

### Operating Budget – 2022 Variances

| Category                                 | Budget            | Actual            | Variance      |
|--|-------------------|-------------------|---------------|
| <b>Compensation (excluding Overtime)</b> | 17,927,198        | 17,565,173        | 362,025       |
| <b>Overtime</b>                          | 691,500           | 1,053,393         | -361,893      |
| <b>Employee Benefits</b>                 | 5,998,302         | 5,548,305         | 449,997       |
| <b>Recruitment &amp; Training</b>        | 184,342           | 264,919           | -80,577       |
| <b>Facility Operations</b>               | 538,368           | 591,450           | -53,082       |
| <b>Systems &amp; Communications</b>      | 514,220           | 678,834           | -164,614      |
| <b>Vehicle Operations</b>                | 363,820           | 534,237           | -170,417      |
| <b>Legal/Professional</b>                | 35,000            | 76,940            | -41,940       |
| <b>Insurance</b>                         | 339,125           | 288,637           | 50,488        |
| <b>Provincial Grants</b>                 | -270,715          | -315,528          | 44,813        |
| <b>Various other</b>                     | 937,145           | 948,035           | -10,890       |
| <b>Total</b>                             | <b>27,258,305</b> | <b>27,234,395</b> | <b>23,910</b> |

- Compensation (Salaries, excluding Overtime) show yearend savings of \$362,000 primarily due to recruitment gaps. Court Security compensation does not factor into this as it is funded by a grant from Lambton County.

- 2022 Overtime costs came in at \$362,000 over budget primarily due to the need to backfill front line shortages. The negative overtime variance in the prior year was 20% higher at \$434,000.
- Employee benefits costs ended below budget after actual group premium rate estimates came in lower than expected. Furthermore, the relative youth of our recent cohorts has resulted in savings from more single level benefit enrollments than normal.
- Recruitment and training costs ended \$80,000 over budget. The period 2017 to 2022 saw a total of 43 constable hires compared to only 17 in the prior five year period. Not only is the recruitment process very intensive, but training required for a younger workforce is significant. Experienced officers moving into specialized units has also heightened the need for more training.
- The facilities maintenance accounts are projecting a cost overrun of \$53,000. Costs for improvements to the prisoner booking space and holding cells to address adequacy standards could not be absorbed by the operating budget and \$100,000 in expenses was transferred to the Building Reserve.
- Systems (software licensing costs) and connectivity (phone, cable, and fiber) came in \$164,000 over budget. Annual costs related to modern technology and the need for more connectivity and redundancy have impacted this area.
- Expenses related to fuel and vehicle maintenance ended the year \$170,000 over budget. Replacement fleet units have proven to be challenging to bring into operation since the onset of COVID because of order and delivery delays. This has put more pressure on an aging fleet and is reflected in higher repair costs. High fuel costs also contributed to the pressure in this area.
- Legal fees primarily related to legacy matters resulted in a \$42,000 cost overrun.
- City insurance premium allocations ended up \$50,000 less than the insurance provision.
- A new three-year agreement for Community Safety & Policing Grant was \$45,000 more annually than the prior agreement. This grant offsets operating costs related to Human Trafficking and Mental Health Engagement/Response initiatives.

## **2022 Reserves and Capital**

A reserve fund is a “savings account” set aside to meet future costs, both scheduled upgrades and costs that arise unexpectedly. The police reserves are used to fund capital projects, equipment (fleet, protective gear and IT systems) and other non-routine capital expenditures that do not occur regularly. This includes new and replacement equipment, planned building improvements and unexpected major repairs.

| <b>Reserve</b>                              | <b>Description</b>                               | <b>Budget</b>   | <b>Actual</b>   |
|---|--|-----------------|-----------------|
| <b>BUILDING REPLACEMENT-POLICE</b>          | Opening Balance Jan 1                            | -798,526        | -798,526        |
|   | Transfer to Capital                              | 350,000         | 0               |
|   | Building Upgrades (Prior Yr approval)            | 76,774          | 2,494           |
|   | Building Upgrades (Current Yr approval)          | 175,000         | 201,701         |
|   | <b>Closing Balance</b>                           | <b>-196,753</b> | <b>-594,331</b> |
| <b>EQUIPMENT REPLACEMENT-POLICE 911</b>     | Opening Balance Jan 1                            | -797,624        | -797,834        |
|   | 911/Communications Equipment                     | 641,239         | 735,882         |
|   | <b>Closing Balance</b>                           | <b>-156,386</b> | <b>-61,953</b>  |
| <b>POLICE OPERATING CONTINGENCY RESERVE</b> | Opening Balance                                  | -649,084        | 649,084         |
|   | Transfer to Capital                              | 95,000          | 95,000          |
|   | <b>Closing Balance</b>                           | <b>-554,084</b> | <b>-554,084</b> |
| <b>POLICE EQUIPMENT RESERVE</b>             | Opening Balance Jan 1                            | -1,732,920      | -1,458,963      |
|   | Systems & Software                               | 163,482         | 171,278         |
|   | Vehicles (Prior Yr Approval)                     | 665,077         | 499,239         |
|   | Vehicles (Current Yr Approval)                   | 365,000         | 0               |
|   | Police Technology                                | 2,766           | 2,765           |
|   | Police Equipment                                 | 55,000          | 92,124          |
|   | Self-Insurance (transfer to Contingency Reserve) | 0               | 101,630         |
|   | <b>Closing Balance</b>                           | <b>-481,595</b> | <b>-591,927</b> |

**Total** **-1,388,818   -1,802,294**

#### **Reserve Funds – Summary of Activity**

- Building Replacement Reserve – This reserve has been used to fund upgrades and unexpected repairs.
  - Several upgrades that were approved in prior recent years had not yet taken place by the end of 2022 and the funding remains in the reserve until these are undertaken. This includes HVAC/Building controls upgrades and renovations to the public area of the first floor.
  - Costs for upgrades to the prisoner booking and holding cell areas were completed this year adding \$100,000 to the unplanned expenditures category this year.

- 9-1-1 Equipment Reserve – This reserve is used to fund 9-1-1 and Communications Equipment purchases.
  - In 2022, funding was used to cover a \$14,000 shortfall in the now closed 2019 Police Radio Communications Upgrade project.
  - A 4<sup>th</sup> radio console was added to the Backup NG9-1-1 site at a cost of \$43,000. This addition brings the Back-Up Communications site to the same operating capacity as the primary site.
- Police Operating Contingency Reserve – According to City of Sarnia Reserves Policy, any yearend savings or shortfall in the Police operating budget will flow through the Police Operating Contingency Reserve, which has a projected balance of \$554,000. This reserve will also be used to fund the cost of investigating major crime or other operational exigencies.
  - Board approval is being sought elsewhere in this agenda to fund the \$100,000 cost of insurance deductibles to preserve the vehicle commitment in the Police Equipment Reserve.
- Police Equipment Reserve – This reserve is used to fund equipment purchases, from fleet to IT to Police gear.
  - Noteworthy for 2022 is that the while some progress has been made in prior year's vehicle approvals, this year's vehicle allocation remains untouched as vehicle orders are delayed month after month. The funds remain in the reserve until the vehicles are delivered and paid for.
  - Police protective equipment needs to properly equip all officers were higher than budgeted.

## **FINANCIAL IMPLICATIONS:**

The primary implication of a review of the finances of the past year is the impact it will have on the next year's budget preparation process. As the 2024 budget process is set to begin soon, a review of variances will be used to inform the need to make adjustments to the various categories where other options are not feasible.



## **SARNIA POLICE SERVICE**

### **Public Agenda Recommendation Report**

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

**From:** Chief Derek W. Davis

**Subject:** Annual Report on Urgent Demands for Information Related to Missing Persons

**Date:** 23 March 2023

**Report Number:**

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#### **RECOMMENDATION:**

*"The Sarnia Police Services Board authorize the posting of the 2022 Annual Report on the urgent demands for information related to missing persons on the Sarnia Police website."*

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

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Derek W. Davis  
Chief of Police

:LM/DD

## BACKGROUND:

On July 1, 2019 the Missing Persons Act of Ontario came into effect. This legislation gave police officers the lawful authority to make urgent demands for personal information that would assist in locating missing people. Examples may include banking records, debit or credit card use, cellular phone use.

The legislation includes a mandatory reporting obligation for all police services. Each Service must complete and submit an annual report to the province on the total number of demand for records made, broken down into sub categories of types of information.

The annual report, known as the Form 7, must be submitted to the province by each police service by June 1st of each year.

Missing Persons Act (<https://www.ontario.ca/laws/statute/18m03#BK8>):

### **Annual report**

*8 (1) On or before the prescribed date in each year, a chief of police shall prepare an annual report under this section and shall,*

*(a) in the case of a chief of police of a police service maintained by a police service board, provide a copy of the report to the board;*

### **Report public**

*(2) After receiving a report, a board or entity shall,*

*(a) provide a copy of the report to the Minister; and*

*(b) make the report available to the public in the prescribed manner.*

As per section 8(2)(b), the SPSB is also responsible for making the annual report publicly available on a website by June 1, 2023.

## DISCUSSION / ANALYSIS

In 2022, the Sarnia Police Service generated 272 calls for Missing Persons investigations. This represents an increase of 68% over 2021 (110 more events).

The very detailed nature and format of this annual report, combined with the number of missing person investigations completed annually in Sarnia necessitated that an automated reporting, tracking and compliance system be implemented. In 2022, with the introduction of the SPS Analytics Unit, technology was developed and introduced that permits officers to specific report details required for this mandatory report. Using web based data collection integrated with our

CAD, RMS systems, enable officers to monitor missing person reports, and input needed data. This implementation has eliminated historical process of manually counting and assembling the information. This represents increased efficiency, higher data quality and more accurate reporting.

The attached appendix represents the 2022 Form 7 for the Sarnia Police Service and it has been submitted to the province.

## **CONSULTATION**

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

## **RECOMMENDATIONS**

That the Sarnia Police Services Board authorize the posting of the 2022 Annual Report on the urgent demands for information related to missing persons on the Sarnia Police website.

In accordance with O.Reg.182/19 under the *Missing Persons Act, 2018* the contents included in this report must be prepared by April 1 of each year, and made publicly available by June 1 of each year.

## Data Collection

### Period of data collection

Start Date (yyyy/mm/dd)

2022/01/01

End Date (yyyy/mm/dd)

2022/12/31

Name of Police Force

Sarnia Police Service

### Detachment Location (if applicable)

Unit Number

Street Number

555

Street Name

Christina Street North

PO Box

City/Town

Sarnia

Province

Ontario

Postal Code

N7T 7W1

Total Number of Urgent Demands made

131

Number of Missing Persons Investigations in which a demand was made

87

## Types of records specified in the urgent demands and total number of times that each type of record was included in the urgent demands

| Records   | Description   | Total number of times demanded |
|---|---|--------------------------------|
| Records containing contact information or other identifying information   | Previous address records, Snapchat, query of local police database records, local library | 28                             |
| Photos, videos, or other records containing visual representation   | Photos obtained from police database, recent family photos, driver's license photos       | 32                             |
| Records of telecommunications or records that contain other electronic communications information, including information about signals related to a person's location | Ping of cell phones   | 39                             |
| Records of employment information   | Queries with employer, Ontario works  | 3                              |
| Records of personal health information within the meaning of the <i>Personal Health Information Protection Act, 2004</i>  | Methadone Clinic, Bluewater Health  | 4                              |
| Records related to services received from a service provider as defined in subsection 2(1) of the <i>Child, Youth and Family Services Act, 2017</i>                   | Children's Aid appointment schedule   | 1                              |
| Records that related to a student of an educational institution   | School photos and school profiles   | 2                              |
| Records containing travel and accommodation information   | Air BnB, Sarnia Transit and taxi companies  | 5                              |

| Records                          | Description  | Total number of times demanded |
|----------------------------------|--|--------------------------------|
| Records of financial information | Social Services, Royal Bank, Scotiabank, Bank of Montreal                            | 6                              |
| Other records                    | Family contacts, Native Friendship Centre, Inn of the Good Shepherd homeless shelter | 11                             |

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## **SARNIA POLICE SERVICE**

### **Public Agenda Information Report**

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

**From:** Chief Derek W. Davis

**Subject:** Building Renovation (Update)

**Date:** March 23, 2023

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#### **SUMMARY:**

The Sarnia Police Services Board approved building renovations within the 2020 budget, but they were deferred due to COVID. The need for those renovations has remained and the Sarnia Police Service is now able to proceed with them. This report provides the Board with an overview of immediate and anticipated renovations within the existing police facility.

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Derek W. Davis  
Chief of Police

:JD

## **BACKGROUND:**

The Sarnia Police Service Headquarters at 555 Christina Street North was opened in 1987. This facility was designed for the size of the Sarnia Police Service prior to amalgamation with Clearwater Township in 1990. From 1990-1998, there were 106 officers in the SPS. In 1998 and 1999, that number grew to 111. The needs for additional space also necessitated the establishment of a leased training facility at Lambton Mall. The building design reflects the architecture of the times, with small offices and few meeting rooms to support a modern, collaborative workspace.

The poured and block cement design of the facility makes it particularly difficult and expensive to renovate or reconfigure office space. Furthermore, the angular corner design of the building reduces available floor space because of the tapering walls. This has resulted in minimal historical changes to the floor plans as the organization continued to grow and evolve. In addition, public expectations for access to the police facility and services have increased. This desire for increased access has also raised concerns for necessary security in modern police facilities. It is important that public access be appropriately balanced with the need to ensure a safe and secure workplace for all Sarnia Police members.

In 2020, the Sarnia Police Services Board approved \$200,000 within that budget for renovations but these were deferred due to COVID related issues. In order to more cost effectively utilize the existing facility to support personnel and operations, multiple small renovations and upgrades are being undertaken. These renovations are being done in three phases as to reduce the impact to staff and prevent interference with operations.

### **Phase 1 (February to April 2023)**

- Re-painting, drywall repairs, replacing decaying flooring, etc.
- Reconfiguring the 1<sup>st</sup> floor training classroom into a multi-purpose meeting room with a public access from the lobby
- Relocate the Collision Reporting Centre to an existing space in the lobby
- Establishing an multi-use interview/meeting room in the public lobby
- Ergonomic improvements to the officer report writing room including the addition of another officer workstation
- Repurposing a storage room into additional office space
- Conversion of the cafeteria to house the newly created IMPACT team
- Creation of an employee wellness / quiet room
- Purchase of replacement tables, chairs and desks

*Estimated cost: \$150,000*

### **Phase 2 (March 2023 – April 2023)**

- Dividing the existing 2<sup>nd</sup> floor board room to create one smaller meeting room and an additional multi-workstation office
- Equip the new meeting room with table and chairs

*Estimated cost: \$25,000*

### **Phase 3 – Anticipated May 2023**

- Installing a new front desk along with bullet resistant glass to ensure staff safety. This includes updates for Accessibility of Ontarians with Disabilities Act (AODA) compliance such as a low height counter, etc.
- Upgrading the front steps and visitor parking area, including adding tactile traction strips, to meet AODA compliance

*Estimated cost: \$TBD*

### **Phase 4 – Anticipated Summer 2023**

- Replacing end-of-life building mechanical systems – air handlers
- Replacing end-of-life building control systems

*Estimated cost: \$TBD*

### **FUNDING SOURCES:**

Funding for these renovations are available within the existing capital reserve (as per prior budgets). This includes money set aside for building systems replacement and for front desk replacement. Any future additional and necessary funding for later phases is available from the Facility Retrofits capital reserve fund.

### **ALTERNATIVES:**

**Status Quo** – The needs of the Sarnia Police Service current exceed the capacity of the existing facility. If a renovation is not undertaken, staff will continue to be utilizing spaces that are not sufficient to support operations or a healthy workspace. A reconfiguration would provide some reprieve from these issues and as a result, leaving things status quo is not recommended.

**New Facility** – Since COVID, construction costs have doubled. The estimated cost to construct a modern police facility ranges from \$20-\$40 million dollars based on recent comparable police station projects in Ontario. The capital reserve funding for building replacement was not prioritized historically, and any new facility would require a minimum 4-5 years to design, resource, and complete. Not recommended at this time.

**Limited Renovations** – A limited and phased renovation to optimize existing space is the most economical way to address immediate facility concerns. Although not a long-term solution, it does mitigate some historic concerns and provide immediate relief to working space constraints within the building. Budget funding for these renovations was previously approved by the Sarnia Police Services Board and may now proceed.

### **CONSULTATION:**

Derek Davis – Chief of Police

Julie Craddock – Deputy Chief of Police

Cathy Dam – Director of Financial Services

Jason Dale – Manager of Planning, Policy, Fleet & Facilities



## **SARNIA POLICE SERVICE**

### **Public Agenda Recommendation Report**

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

**From:** Chief Derek W. Davis

**Subject:** Range Upgrade

**Date:** March 23, 2023

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#### **RECOMMENDATION:**

*“that the Sarnia Police Services Board approve the sole-source purchase of a new range bullet backstop and other related range repairs from PTA Range Maintenance Inc. in the amount of \$102,722.29 plus an additional \$30,816.68 as a 30% contingency”.*

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Derek W. Davis  
Chief of Police

:JD

## **BACKGROUND:**

The current Sarnia Police Service (SPS) Headquarters building located at 555 Christina Street North was commissioned in 1987. The shooting range was built separately and opened in 1989 as an addition to the original building.

All sworn officers must annually qualify on their firearms a minimum of once per year as stipulated by the Police Services Act. The SPS is required to have sufficient access to an adequate and safe shooting range in order to periodically practice and re-qualify officers on their firearms.

A number of health and safety concerns have been identified with the current range inside the SPS facility. Solution research was conducted by SPS range and facilities staff and, in consultation with out maintenance provider (PTA Range Maintenance Inc.), the backstop was identified as in need of immediate replacement. The backstop is the area of the range that is impacted by fired bullets. The current steel backstop does not permit sufficient deceleration of bullets to prevent them fragmenting on impact. Replacing the obsolete steel backstop with rubber blocks permits the SPS range to mitigate health and safety concerns, while maintain sufficient size to meet adequacy standards for officer firearms qualifications. Replacing the backstop is not a permanent solution to the range issue. However, a new backstop will bring the existing range up to a minimum level of Occupational Health and Safety Act compliance.

The SPS is seeking Board approval for the single-source purchase of a new rubber block style backstop and related installation services from PTA Range Maintenance Inc. in the amount of \$102,722.29.

## **FUNDING SOURCES:**

Appendix A outlines the quoted costs for this retrofit at \$102,722.29. Funding for this upgrade would be drawn from available funds in the Facility Retrofits Reserve Fund.

Due to the unknown challenges of working in an older building, the SPS is also seeking approval to ensure a contingency is available, if necessary, up to \$30,816.68 (30%). This contingency will address any additional unforeseen issues that may arise with the retrofit.

## **ALTERNATIVES:**

**Status Quo** – at present time, an alternative range has not been found and the SPS is not able use the range within the SPS facility. This is not recommended.

**Utilize Other Ranges** - If this upgrade is not approved, the SPS will need to seek access to ranges in Windsor, Chatham or at the Ontario Police College in Aylmer. All of these options will involve significant transportation, lost-productivity, and overtime costs. It also subjects the SPS to the availability of the alternate range, which could have a serious staffing impact on policing operations and increase risk of officer not meeting adequacy standards for firearms. This is not recommended.

**Build New** – The construction of a modern firearms range to meet is estimated to be between \$5 and \$8 million dollars. This does not include the cost of the facility to house it. As this level of

investment, it would necessarily need to be tied to a future facilities strategy plan, and as such is not recommended at this time.

**Retrofit Existing Range** – The replacement of the existing obsolete backstop within the current range facility is anticipated to mitigate existing health and safety concerns. This retrofit is the most cost effective in terms of capital expense. It will permit SPS officers to meet adequacy standards within our existing facility, resulting in a cost savings in terms of travel and overtime to attend alternate facilities outside of Sarnia. **This is the recommended solution.**

#### **CONSULTATION:**

Derek Davis – Chief of Police

Julie Craddock – Deputy Chief of Police

Cathy Dam – Director of Financial Services

Jason Dale – Manager of Planning, Policy, Fleet & Facilities

Sgt. Sean MacDonald – Training Bureau Supervisor

## Appendix A: Quote



49886 Dingle St  
Aylmer, ON N5H 2R1

[www.ptamaintenance.ca](http://www.ptamaintenance.ca)  
[peter@ptamaintenance.ca](mailto:peter@ptamaintenance.ca)  
1-519-617-4330

02/15/23

# PROPOSAL

To

Ralph Gosselin  
Sarnia Police  
255 Christina St. N  
P.O. Box 3018  
Sarnia ON  
N7T 7N2

Dear Ralph Gosselin ,

### Description of Material and Services

We here at P.T.A. Maintenance Inc. are pleased to submit a quotation for the supply of "labor, equipment, and materials" for the demolition and rebuild of the backstop for the Indoor range for Sarnia Police

### SPECIFACATIONS

- :Dismantle backstop
- :Clean up lead debris
- :Wash walls and floor with D Lead cleaning solution
- :Spray ceiling, walls, and floor with encapsulation 15' of space
- :Install AR500 plates supplied by PTA
- :Install ballistic rubber supplied by PTA
- :Clean up range area
- :Dispose of all contaminated material
- :Forklift rental
- :PPE, hardware, tools, equipment, and travel expenses

The projected cost of this job is 102 722.29 CAD plus applicable taxes.

**NOTE:** All work will be completed with "Lead Waste management procedures" according to CEPA standards. (Disposable coveralls, respirators, boot covers, gloves, etc.)  
Costing does not include any possibly damaged structure or hardware that would be replaced on a cost plus bases if required.

P.T.A. Maintenance Inc. would like to thank you for the opportunity to submit this quotation. We look forward to assisting you with this project in the near future. If there are any questions or concerns please do not hesitate to contact me at your convenience.

Sincerely,

Pete Wolf  
Owner / Operator  
peter@ptamaintenance.ca



## Sarnia Police Services Board

To: Sarnia Police Services Board

From: Paul Wiersma, Sarnia Police Services Board Chair

Subject: OAPSB Conference Requests

Date: Thursday, March 23, 2023

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The Sarnia Police Services Board is a member of the Ontario Association of Police Services Boards (OAPSB). The OAPSB facilitates an annual conference in the spring and a labour conference in the fall.

The spring conference is being held in Niagara Falls on May 30 to June 1. The cost to attend is approximately \$1200 per person including a two-and-a-half-day conference, accommodations, and meals. Transportation costs would be in addition.

The Board Chair asked for Board members to indicate their interest in attending the conference. Board members Kelly Ash, George Vandenberg, and Paul Wiersma have expressed interest.

**Recommendation:**

That the Sarnia Police Services Board approve the attendance of Board Members Kelly Ash, George Vandenberg, and Paul Wiersma to the OAPSB spring conference.