

# **BRANTFORD POLICE SERVICES BOARD**

## **MINUTES**

**TUESDAY, JUNE 17, 2014**  
**10:00 A.M., BOARD ROOM**

<b>ROLL CALL</b>
------------------

**PRESENT:** Cheryl Antoski, Chair  
Jean Anderson  
Councillor Vince Bucci  
Mayor Chris Friel

**ALSO PRESENT:** Chief W. Geoff Nelson  
Deputy Chief Rob Dinner  
Margaret Eves, Executive Assistant

**REGRETS:** Vice Chair Todd Glaves

Moved by Jean Anderson  
Seconded by Councillor Vince Bucci

THAT the motions made at the in-camera session be ratified.

CARRIED

<b>1. PRESENTATIONS</b>
-------------------------

**1.1 Gary Holden, Records Manager – Police Screening Process**

Mr. Holden began by advising that in June 2014, the Service will be implementing a three tiered format of police record checks. These three formats are outlined in the Best Practice Guideline produced by the Law Enforcement and Records Network and adopted by the Ontario Association of Chiefs of Police.

The first level of police check is the Police Criminal Record Check (PCRC), which is basic information on criminal convictions. The second level of police screening is the Police Information Check (PIC) which contains criminal convictions, outstanding entries (charges, warrants, etc.), and absolute and conditional discharges. The highest level of police screening is the Police Vulnerable Sector Check (PVSC) includes the above, as well as charges where they were found not criminally responsible due to mental disorder, and in very exceptional cases, where it meets the Public Safety Test, non-conviction dispositions including, but not limited to, withdrawn and dismissed. Finally, it includes all record suspension (pardoned sex offences) as authorized for release by the Minister of Public Safety.

Mr. Holden provided a PowerPoint presentation on a proposal to provide an on-line police screening process which would require the Board to enter into a service agreement with Forrest Green Solutions Ltd. He felt this would provide enhanced customer service and convenience. This company works in partnership with TransUnion Canada, one of the major credit reporting agencies, which is authorized to provide an Electronic Identity Verification (EIV) solution for police agencies. The EIV process is widely used by major financial institutions and credit agencies as a means to authenticate a person's identification on-line by asking a series of questions based on the applicant's consumer credit file.

He stressed that Forrest Green would have no involvement with database queries, and no access to police information or the results of background queries. The web application collects the applicant's demographic information, authenticates their ID, and collects payment using an on-line payment processor. The demographic information is forwarded to the police service where the process is completed and the document is mailed to the applicant. There is a \$9.95 convenience fee collected by Forrest Green.

Mr. Holden noted that if this recommendation is approved, it is suggested the Service go live with the Forrest Green Solution in October 2014.

He added that citizens can still attend at the Police Station to obtain a Police Screening.

Moved by                      Jean Anderson  
Seconded by                Councillor Vince Bucci

THAT the Brantford Police Services Board enter into a service agreement with Forrest Green Solutions Ltd. to provide an on-line police screening process

AND FURTHER that the revenue collected by Forrest Green Solutions Ltd. from on-line screening check applicants be held in trust by Moneris solutions and deposited directly into Brantford Police Service accounts.

CARRIED

<b>2.      DELEGATIONS</b>
----------------------------

There were no delegations.

<b>3.      DECLARATIONS OF CONFLICT OF INTEREST</b>
---

There were no declarations of conflict of interest.

<b>4. MINUTES</b>
-------------------

Moved by Mayor Chris Friel  
Seconded by Jean Anderson

THAT the minutes of the meeting held May 13, 2014, be adopted.

CARRIED

<b>5. REPORTS</b>
-------------------

5.1 Monthly Statistical Report – May 2014

Deputy Chief Dinner highlighted points of interest in the report. He noted increases in the Assaults – Other category, as well as Robberies Without a Weapon. He indicated the large increase in Bylaw charges was due to enforcement on King George Road at Hwy. 403 where no turns onto the on-ramp are permitted during construction.

5.2 Budget

5.2.1 *Monthly Budget Report – April 2014*

This report, prepared by Inspector Kent Pottruff, i/c Administration Branch, was received and reviewed. Chief Nelson indicated there were no areas of concern.

5.2.2 *Revised 2014 Budget*

Chief Nelson provided a report indicating that the Board approved the 2014 budget of \$28,496.285, representing a 3.8% increase, contingent upon receipt of updated benefit costs resulting from the ratification of the Brantford Police Association and Brantford Police Senior Officers Association contracts. The City of Brantford created a contingency fund of \$117,377 to offset the anticipated impact of increased benefit costs.

He has advised that the actual costs have now been received and exceed the contingency fund by \$39,446. This will result in the added costs appearing in 2014 as a deficit, and will be reflected in the 2015 budget as an automatic increase of the equal amount.

5.2.3 *Transfer of Funds – Purchase of Vehicles*

Moved by Jean Anderson  
Seconded by Mayor Chris Friel

THAT the Brantford Police Services Board authorizes the transfer of \$20,193 from Reserve Fund #490 to a minor capital account for the end of lease buyout purchases of three Crown Victoria marked police cruisers.

CARRIED

*5.2.4 Income Services Report – 2015 Fee Schedule*

This report was received, which proposed that the screening fees be changed to reflect the three tiered level of police checks. As well, the accident reconstruction reports were to be broken down into separate elements.

Moved by                      Mayor Chris Friel  
Seconded by                Councillor Vince Bucci

THAT the proposed amendments to the Fee Schedule be approved, effective January 1, 2015.

CARRIED

**5.3     Police Auction Proceeds Trust Account**

*5.3.1 Nova Vita – Men in Heels Event*

Moved by                      Councillor Vince Bucci  
Seconded by                Mayor Chris Friel

WHEREAS a request has been received from Nova Vita to consider making a donation of \$500 to their Men in Heels Event

AND WHEREAS the Brantford Police Services Board supports such community events

THAT the Brantford Police Services Board approves the transfer of \$500.00 from the Police Services Board Auction Proceeds Trust Fund to the Police Services Board Special Projects Account and that this amount be donated to Nova Vita's Men in Heels Event.

CARRIED

*5.3.2 Change of Command Ceremony*

Moved by                      Mayor Chris Friel  
Seconded by                Councillor Vince Bucci

THAT the Brantford Police Services Board approves the transfer of \$2,819.30 from the Police Services Board Auction Proceeds Trust Fund to the Police Services Board Special Projects Account and that this amount be used to cover the expenses associated to the Change of Command Ceremony held May 30, 2014.

CARRIED

**5.4 Request for Adult School Crossing Guard – Ecole Fairview**

A request was received from Principal Beth Lougheed, Ecole Fairview, for the placement of an Adult School Crossing Guard at the intersection of Norman and Wayne Streets. She indicated several changes will be taking place in September, including an additional 150 kindergarten students and the loss of 140 grade 6, 7 and 8 students, who currently act as Safety Patrollers. Sergeant Lee has reviewed the request and will place a guard at this location on a temporary basis, in September 2014.

Moved by Mayor Chris Friel  
Seconded by Councillor Vince Bucci

THAT the City Engineer be requested to conduct an adult school crossing guard warrant study at the intersection of Norman and Wayne Streets.

CARRIED

<b>6. NEXT MEETING DATE</b>
-----------------------------

The next public meeting of the Brantford Police Services Board will be held on September 18, 2014, at 1:00 p.m.

<b>7. NEW BUSINESS</b>
------------------------

**7.1 Disposal of Unclaimed and Found Property**

Chief Nelson advised that the Service has accumulated \$43.45 in Canadian Tire money over the past several years. The money is attributed to several incidents where wallets have been found and where the owner cannot be located. It was recommended the money be donated to a charity.

Moved by Mayor Chris Friel  
Seconded by Councillor Vince Bucci

THAT the Brantford Police Services Board approves the donation of unclaimed Canadian Tire money in the amount of \$43.45 to the Arnold Anderson Sport Fund Golf Classic.

CARRIED

<b>8. ADJOURNMENT</b>
-----------------------

Moved by Mayor Chris Friel

THAT the meeting be adjourned. (11:10 a.m.)

CARRIED

The minutes of this meeting were adopted this 18<sup>th</sup> day of September 2014.

---

Cheryl Antoski, Chair

---

Margaret Eves, Executive Assistant