



**Hamilton Police Services Board**

**Thursday, July 26, 2018, 2:00 P.M.  
Council Chambers, Hamilton City Hall  
71 Main Street West**

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Pages

**1. Call to Order**

1.1 Changes to the Agenda

(Added Items, if applicable, will be noted with \*)

**2. Presentations**

2.1 Members of the Month

**3. General**

3.1 Declarations of Interest

**4. Consent Items**

4.1 Approval of Consent Items

That the Board approve and receive the consent items as distributed.

4.2 Adoption of Minutes - June 21, 2018

4

The Minutes of the meeting held Thursday, June 21, 2018, be adopted as printed.

4.3	Correspondence from the 125th International Association of Chiefs of Police Annual Conference and Exposition	12
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That Members of the Board be approved to attend the upcoming 125th International Association of Chiefs of Police Annual Conference and Exposition.

4.4	Auction Account Fund	20
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Support / Upcoming Events

**RECOMMENDATION(S)**

- That the Board provide support to the Hamilton Police Retirees Association Annual Golf Tournament in the amount of \$500, to be paid from the auction account.
- That the Board provide support to the 10<sup>th</sup> Year of Telling Tales in the amount of \$500, to be paid from the auction account.

4.5	For the Information of the Board:	
4.5.a	Auction Account Expenditures - For Board Approval - April - June 2018 (PSB 18-084)	21
4.5.b	Board Member Travel and Expense Reimbursement Report (PSB 18-090)	23
4.5.c	Email from Mr. Shekar Chandrashekar regarding a reconsideration of HST Payment \$89,388.53 and item 4.5(n) as approved June 21, 2018 by HPSB.	27
4.5.d	Outstanding Issues as of July 26, 2018	55

## 5. Discussion Items

### 5.1 Pre-Budget Approval 2019 Vehicles (PSB 18-088; see also PSB 02-052) 56

- a. That the Board pre-approve the expenditure of \$1,486,242 for the purchase of twenty (20) 4x4 utility police cruisers, four (4) divisional safety officer vehicles, eleven (11) used plain door vehicles, two (2) replacement forensic vehicles, two (2) K9 vehicles, one (1) ACTION vehicle and fourteen (14) bicycles.
- b. That the funds for the acquisition of the new vehicles to be taken from the Vehicle Replacement Reserve Account #53415.
- c. That the Board pre-approve the expenditure of \$426,000 for the upfitting of the above-referenced vehicles and the funds be taken from Fleet Upfitting Account #58102.
- d. That Fleet staff be authorized to participate in the provincial Police Co-Operative Purchasing Group, using the Province of Ontario Vendor of Record Vehicle Acquisition Program, for the above-mentioned police specific vehicles.
- e. That Fleet staff be authorized to purchase used plain door vehicles, as outlined in *PSB 02-052 - Used Vehicle Purchases*.

### 5.2 Request from Mr. Robert Burgiss, to Provide a Deputation to the Board 59

That the request from Mr. Robert Burgiss to provide a deputation to the Board with respect to a perjury case be denied.

## 6. New Business

### 6.1 Update on Crime Statistics

## 7. Adjournment

**THE POLICE SERVICES BOARD MAY ADJOURN THE PUBLIC PORTION OF THE MEETING AND RECONVENE IN CAMERA FOR CONSIDERATION OF PRIVATE AND CONFIDENTIAL MATTERS.**

**MINUTES OF THE HAMILTON  
POLICE SERVICES BOARD**

Thursday, June 21, 2018  
2:01pm  
Hamilton City Hall  
Council Chambers

The Police Services Board met.

There were present: Lloyd Ferguson, Chair  
Donald MacVicar, Vice Chair  
Fred Eisenberger  
Walt Juchniewicz  
Patricia Mandy  
Terry Whitehead

Absent with regrets: Madeleine Levy

Also Present: Chief Eric Girt  
Deputy Chief Dan Kinsella  
Deputy Chief Frank Bergen  
Anna Filice, Chief Administrative Officer  
Superintendent Debbie Clark  
Superintendent Ryan Diodati  
Superintendent Nancy Goodes-Ritchie  
Superintendent Greg Huss  
Superintendent Will Mason  
Superintendent Mike Worster  
Inspector Robin Abbott  
Inspector Sean Blaj  
Inspector Greg Hamilton  
Inspector Dave Hennick  
Inspector Treena MacSween  
Inspector Marty Schulenberg  
Inspector Wendy Vallesi  
Staff Sergeant Mike Spencer  
Sergeant Gino Ciarmoli  
Sergeant Scott Galbraith  
Marco Visentini, Legal Counsel  
Rosemarie Auld, Manager, Human Resources  
Peter Bailey, Manager, Records  
Dan Bowman, Manager, Fleet and Facilities  
Victoria Choe, Labour Relations  
Ted Mason, Assistant Manager, Finance  
John Randazzo, Manager, Finance  
Lois Morin, Administrator

Chair Ferguson called the meeting to order.

Chair Ferguson asked everyone to stand to observe a moment of silence in memory of Frank Mossuto. Frank was a serving member for eighteen years with the Hamilton Police Service. Our thoughts are with his family. Thank you.

Chair Ferguson announced that the Government of Canada designated June 21 National Indigenous Peoples Day, a celebration of Indigenous Peoples' culture and heritage. This date was chosen because it corresponds to the summer solstice, the longest day of the year, and because for generations, many Indigenous Peoples' groups have celebrated their culture and heritage at this time of year.

Chair Ferguson asked Member Pat Mandy to provide an opening for our meeting.

Member Mandy provided the following comments:

People Brings Together Woman is my name, Flamborough is where I live, Eagle is my Clan, Mississauga Ojibway is my nation.

I'd like to acknowledge the creator, the world around us, and our place within it

I'd like to acknowledge my Indigenous brothers and sisters and my non-Indigenous brothers and sisters, who've walked this land in the past and walk it still

Hamilton City Council begin acknowledging the Indigenous lands on which this city was built. It is an important step toward reconciliation because it serves as a reminder of the Indigenous people who remain stewards of these lands and waters – as we have for thousands of years.

Some Hamiltonians may not be aware that Hamilton is part of a treaty between the crown and the Mississaugas of the Credit. Treaty 3, also known as the Between the Lakes Purchase was signed 1784.

I welcome you to the Treaty Lands and Territory of the Mississaugas of the New Credit First Nation.

- Additions/Changes to Agenda
  - CONSENT AGENDA 4.3 – That the Board purchase tickets to attend Afro Canadian Caribbean Association Cultural Extravaganza 2018, scheduled for Saturday, June 23, 754 Barton Street East, at a cost of \$50 per ticket, to be paid from the auction account.
  - CONSENT AGENDA 4.5(q) – Correspondence from Tricia Hoban, Administrator, Crime Stoppers of Hamilton, Inc. thanking the Police Services Board for the financial support for the First National Canadian Crime Stoppers Association Conference held in Hamilton.

After discussion, the Board approved the following:

Moved by: Member Mandy  
Seconded by: Member Juchniewicz

That the Agenda for the Hamilton Police Services Board Public meeting be adopted, as amended.

**Carried.**

## Presentations

### 2.1 Member of the Month

Chair Ferguson and Chief Girt presented the Member of the Month Award for March 2018 to Constable Danny Mota. Constable Mota was commended for his commitment to proactive traffic enforcement by arresting a dangerous offender.

**2.2 Patrol Carbine Colt C8 Program (PSB 18-076 Consent Item 4.5(c) below)**

Deputy Chief Bergen provided a presentation to the Board with respect to the Patrol Carbine Colt C8 Program.

Moved by: Member Whitehead  
Seconded by: Vice Chair MacVicar

That the presentation with respect to Patrol Carbine Colt C8 Program be received.

**Carried.**

**2.3 Year-End Report: Use of Force - 2017 (PSB 18-078 Consent Item 4.5(d) below)**

Sergeant Scott Galbraith and Sergeant Gino Ciarmoli provided a presentation to the Board with respect to the Year-End Report: Use of Force - 2017.

Moved by: Vice Chair MacVicar  
Seconded by: Member Mandy

That the presentation provided with respect to the Year-End Report: Use of Force - 2017, be received.

**Carried Unanimously.**

**2.4 Year-End Report: Professional Standards Branch – 2017 (PSB 18-080 Consent Item 4.5 (e) below)**

Superintendent Nancy Goodes-Ritchie, provided a presentation to the Board with respect to Year-End Report: Professional Standards Branch – 2017.

Moved by: Vice Chair MacVicar  
Seconded by: Member Whitehead

That the presentation provided with respect to Year-End Report: Professional Standards Branch – 2017, be received.

**Carried Unanimously.**

**General**

**3.1 Declarations of Interest**

None

**Consent  
Agenda****4.1 Approval of Consent Items**

Moved by: Vice Chair MacVicar  
Seconded by: Member Mandy

That the Board approve and receive the consent items as amended.

**Carried**

**4.2 Adoption of Minutes – May 10, 2018**

The minutes of the meeting held Thursday, May 10, 2018, be adopted as printed.

**4.3 Correspondence from the Ontario Association of Police Services Board with respect to the 2018 Labour Seminar**

That the Members of the Board be approved to attend the upcoming 2018 Labour Seminar.

**4.4 Auction Account Fund**

Support / Upcoming Events  
**RECOMMENDATION(S)**

- That the Board provide support to the Interval House of Hamilton, 16<sup>th</sup> Annual Drives for Lives Golf Tournament as a Hole Sponsor, in the amount of \$200, to be paid from the auction account.
- That the Board provide support to the Salvation Army 16<sup>th</sup> Annual Golf Tournament as a Hole Sponsor, in the amount of \$200, to be paid from the auction account.
- That the Board provide sponsorship to Walk a Mile in Her Shoes Hamilton 2018, in the amount of \$250, to be paid from the auction account.
- That the Board purchase tickets to attend Afro Canadian Caribbean Association Cultural Extravaganza 2018, scheduled for Saturday, June 23, 754 Barton Street East, at a cost of \$50 per ticket, to be paid from the auction account.

**4.5 For the Information of the Board:**

- a) Final Report – Firearms Amnesty Program (PSB 18-072)
- b) Grant Report: 2018-2019 Policing Effectiveness and Modernization (PEM) Grant (PSB 18-074)

## c) Patrol Carbine Colt C8 Program (PSB 18-076)

Moved by: Member Eisenberger

Seconded by: Member Whitehead

That the Patrol Carbine Colt C8 Program (PSB 18-076) be moved to the Discussion Items and that it be dealt with prior to the Consent Items.

**Carried.**

- d) Year-End Report: Use of Force - 2017 (PSB 18-078)
- e) Year-End Report: Professional Standards Branch - 2017 (PSB 18-080)
- f) 2017 Year-End Budget Variance Report (PSB 18-081)
- g) Use of City Resources During an Election Period Policy (CL18004)(City Wide)
- h) Correspondence from the Honourable Marie-France Lalonde, Minister, Ministry of Community Safety and Correctional Services to Mr. Eli El-Chantiry Chair, Ontario Association of Police Services Boards with respect to Bill 175, the Safer Ontario Act, 2018.
- i) Correspondence from Commissioner J.V.N. (Vince) Hawkes, C.O.M. Ontario Provincial Police (OPP) with respect to the annual summary of OPP activity for each policing jurisdiction.
- j) Correspondence from Richard Gelder on behalf of the HWDSB Rainbow Prom organizing committee thanking the Hamilton Police Services Board for their support.
- k) Correspondence from Richard Gelder on behalf of the HWDSB Rainbow Prom organizing committee thanking the Hamilton Police Service for their support.
- l) Correspondence from Ron J. McKerlie, President, Mohawk College Foundation with respect to the Hamilton Police services Board Bursary.
- m) Correspondence from Linda Lamoureux, Executive Chair, and Ellen Wexler, Executive Lead, Safety, Licensing Appeals and Standards Tribunals Ontario with respect to Upcoming Changes and Initiatives.
- n) Email from Mr. Shekar Chandrashekar with respect to HST as approved by Audit and Administration Committee dated April 23, 2018.
- o) Email from Mr. Shekar Chandrashekar to rebut Hamilton Police Services portion of FCS 18030.
- p) Outstanding Issues as of June 21, 2018



- q) Correspondence from Tricia Hoban, Administrator, Crime Stoppers of Hamilton, Inc. thanking the Police Services Board for the financial support for the First National Canadian Crime Stoppers Association Conference held in Hamilton.

**Discussion  
Agenda****Item 5.3 (see below) was dealt with prior to Consent Items 4.3-4.5 and Discussion Items 5.1 and 5.2****5.1 Request from Mr. Robert Burgiss, to Provide a Deputation to the Board**

After discussion, the Board approved the following:

Moved by: Member Eisenberger  
Seconded by: Member Whitehead

That the Board request Mr. Robert Burgiss to provide further details in writing with respect to his request, which would include the outstanding issue(s) and the outcome that he wants to obtain.

**Carried.**

**5.2 2017 Year-End Surplus Allocation Plan (PSB 18-082)**

As recommended by Chief Girt in PSB 18-082 dated June 21, 2018, the Board approved the following:

Moved by: Member Eisenberger  
Seconded by: Member MacVicar

That the Hamilton Police Services Board approve the Allocation Plan for the 2017 Operating Budget favourable variance (surplus) of \$611,711.

**Carried.**

**5.3 Patrol Carbine Colt C8 Program (PSB 18-076) (see consent Item 4.5(c) above)**

After discussion, the Board approved the following:

- (a) That the Board recommend that the Police Service acquire twenty-six (26) additional Carbine Colt C8 weapons.
- (b) That the Police Service provide an equal amount of training on de-escalation as they propose during the deployment of the Carbine Colt C8.
- (c) That the Chief report back to the Police Services Board in one year on the full Carbine Colt C8 deployment and its impact(s).

**Carried.**

**New Business    Officer Suspension**

Chair Ferguson requested information on officer(s) suspension with pay.

Chief Girt provided the information from the *Police Services Act* with respect to suspension with pay.

**Thanks**

Chief Girt thanked everyone involved in the current Business Planning process and the National Indigenous Day Sunrise Ceremony.

**St. Joseph's Forensic Center Update**

Member Whitehead provided comments on the issues surrounding the St. Joseph's Forensic Center, thanking the Police Service and St. Joseph's for their cooperation and discussions.

**Great Investigative efforts**

Member Eisenberger thanked the Hamilton Police Service for their work on the Locke Street issue and the apprehension of those involved in the crime.

**Chair Ferguson made the following comments:**

- This month the Hamilton Police Services Board and the Hamilton Police Service celebrated with our LGBTQ2plus community and raised the PRIDE Flag at Central Station.
- We also celebrated "Support Our Troops" at a ceremony which included the raising of the Canadian Forces Ensign. Several Members of the Hamilton Police are currently in the military reserves and in addition to their demanding police duties, these members devote countless hours to their military units in their off-time.
- World Elder Abuse Awareness Day was held on June 15, 2018 with the re-launch of the Hamilton Police Service "Be Aware Take Care Booklet".
- On behalf of the Board I would like to thank everyone for the great work. Congratulations and Well Done!!

**Next Meeting of the Board**

Chair Ferguson announced that the next meeting of the Board is scheduled for Thursday, July 26, 2018, 2:00pm, at Hamilton City Hall, Council Chambers.

**Adjournment**

Moved by: Vice Chair MacVicar  
Seconded by: Member Whitehead

There being no further business, the public portion of the meeting then adjourned at 4:26pm.

**Carried.**

\* \* \* \* \*

The Board then met in camera to discuss matters of a private and confidential nature.

Taken as read and approved

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Lois Morin  
Administrator

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Lloyd Ferguson, Chair  
Police Services Board

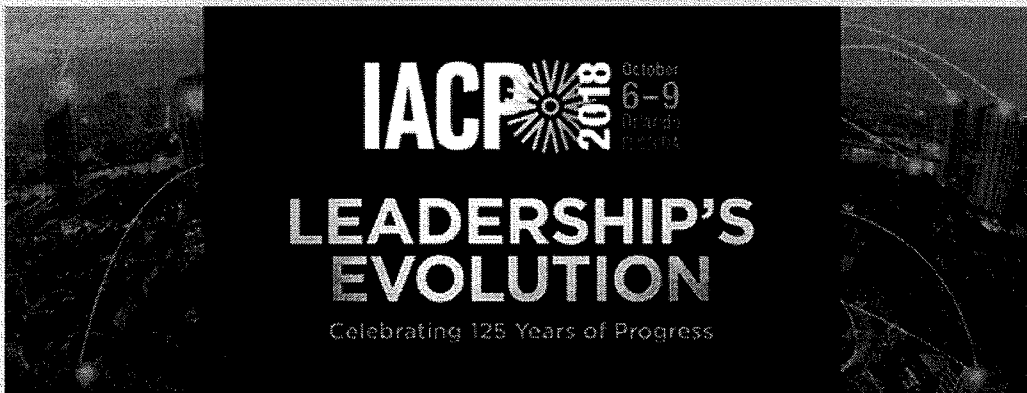
June 21, 2018  
lem:

Morin, Lois

**From:** The IACP <mailing@theiacp.org>  
**Sent:** July-12-18 3:05 PM  
**To:** Morin, Lois  
**Subject:** Expand Your Network

Make New Connections at IACP 2018

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## Expand Your Network

Expand your professional network at IACP 2018 by interacting with 16,000+ law enforcement professionals from around the world. Whether you're in a committee meeting sharing best practices or participating in one of the special events below, you're sure to meet new peers and reconnect with colleagues at IACP 2018. Here are some ways you can expand your network:

- **12th Annual IACP Foundation Gala – Saturday, October 6.** Join fellow attendees for an exceptional evening as we celebrate the law enforcement profession as well as honor the 2018 IACP/Target Police Officer of the Year finalists and winner. This is a black-tie-optional event and a separate ticket is required. Purchase your ticket.
- **Exposition Hall Networking Event – Sunday, October 7.** Kick off three days of the expo hall visiting with 650+ exhibitors. Enjoy refreshments as you peruse the aisles, learning about innovative products and services and the latest technology helping the law

enforcement profession. Learn more.

- **Annual Banquet – Tuesday, October 9.** Join us for the IACP Annual Banquet as we recognize the IACP Leadership Award winners and witness the IACP President and Executive Board being sworn into office. Guests will enjoy entertainment including music and dancing at the conclusion of the dinner program. This is a black-tie-optional event and a separate ticket is required. Purchase your ticket.
- **Solutions Presentation Theater.** Listen as manufacturers and distributors share best practices and product solutions. Each 45-minute presentation will showcase products and services to address your most challenging issues. Visit the online schedule and search by the “Solutions Presentation Theater” track for a complete listing.
- **Mobile App.** Share messages and contact information with other attendees within the IACP 2018 Annual Conference mobile app. Select the “Attendees” button to see who else is at the conference and to build a profile. This is a great way to keep track of the new connections you make and stay in touch long after the conference is over. Download the mobile app.

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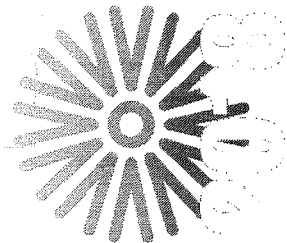
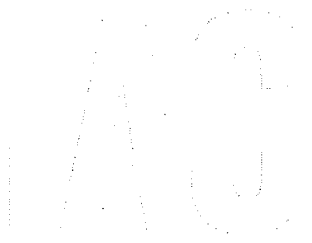
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**October  
6-9  
Orlando  
FLORIDA**

International Association of Chiefs of Police

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minutes : 26 seconds

2018

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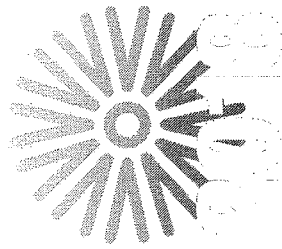
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**2017 Wrap-Up: 2017 Exhibitor Listing**



International Association of Chiefs of Police



October  
**6-9**  
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 80 mins : 09 hours : 20  
 minutes : 47 seconds

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# Schedule at a Glance

## No Better Way To Invest Four Days

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*All events, unless otherwise indicated, will take place at the Orange County Convention Center – West Building in Orlando, Florida.*





<b>Thursday, October 4</b>	
Exhibitor E-Badge Check-in Open	8:00 a.m. – 5:00 p.m.
Exhibitor Registration Open	1:00 p.m. – 5:00 p.m.
<b>Friday, October 5</b>	
Exhibitor Registration Open	7:30 a.m. – 6:00 p.m.
Delegate Registration Open	1:00 p.m. – 6:00 p.m.
Committee/Section/Division Meetings	1:00 p.m. – 5:00 p.m.
<b>Saturday, October 6</b>	
Delegate and Exhibitor Registration Open	7:00 a.m. – 5:30 p.m.
Committee/Section/Division Meetings	8:00 a.m. – 5:00 p.m.
Education Sessions (workshops)	8:00 a.m. – 3:00 p.m.
Opening Ceremony	3:30 p.m. – 5:00 p.m.
IACP Foundation Gala – Hyatt Regency Orlando	6:30 p.m. – 10:00 p.m.
<b>Sunday, October 7</b>	
Delegate and Exhibitor Registration Open	7:00 a.m. – 5:30 p.m.
Committee/Section/Division Meetings	8:00 a.m. – 5:00 p.m.
Education Sessions (workshops)	8:00 a.m. – 3:00 p.m.
Exposition Hall Ribbon Cutting Ceremony	9:45 a.m. – 10:00 a.m.
Exposition Hall Open	10:00 a.m. – 5:00 p.m.

Exposition Hall Networking Event	3:30 p.m. – 5:00 p.m.
<b>Monday, October 8</b>	
Delegate and Exhibitor Registration Open	7:30 a.m. – 5:30 p.m.
Committee/Section/Division Meetings	8:00 a.m. – 5:00 p.m.
Education Sessions (workshops)	8:00 a.m. – 4:00 p.m.
General Assembly	10:00 a.m. – 11:30 a.m.
Exposition Hall Open	10:00 a.m. – 5:00 p.m.
IACP's Chiefs Night – Universal Orlando Resort™	7:30 p.m. – 11:00 p.m.
<b>Tuesday, October 9</b>	
Delegate and Exhibitor Registration Open	7:30 a.m. – 3:30 p.m.
Committee/Section/Division Meetings	8:00 a.m. – 5:00 p.m.
Education Sessions (workshops)	8:00 a.m. – 4:30 p.m.
Critical Issues Forum	10:00 a.m. – 11:30 a.m.
Exposition Hall Open	10:00 a.m. – 2:00 p.m.
Annual Banquet (ticket required)	6:00 p.m. – 11:00 p.m.

*\*Schedule is tentative and subject to change.*



Website Design and Development by Matrix Group International

# 4.4

## **Auction Account Fund**

Support / Upcoming Events

### **RECOMMENDATION(S)**

- That the Board provide support to the Hamilton Police Retirees Association Annual Golf Tournament in the amount of \$500, to be paid from the auction account.
- That the Board provide support to the 10<sup>th</sup> Year of Telling Tales in the amount of \$500, to be paid from the auction account.

**HAMILTON POLICE SERVICES BOARD**

**- INFORMATION -**

**DATE:** 2018 July 26  
**REPORT TO:** Chair and Members  
Hamilton Police Services Board  
**FROM:** Eric Girt  
Chief of Police  
**SUBJECT:** *Auction Account Expenditures – For Board Approval  
April-June, 2018  
PSB 18-084*

**BACKGROUND:**

The Hamilton Police Service is one of several municipal police organizations that utilize the services of Police Auctions Canada, an internal based company that holds public auctions on line to sell property that is acquired by police services in compliance with the *Police Services Act*.

The report capturing all expenditures that have not yet been approved by the Board is attached.

For Board Approval, the expenditures from the Auction Account from April 1 to June 30, 2018, totaled \$951.46.



---

Eric Girt  
Chief of Police

EG:AT

**FOR BOARD APPROVAL EXPENDITURES  
FROM HAMILTON POLICE SERVICE AUCTION ACCOUNT  
APRIL-JUNE, 2018**

DATE	NAME	DETAIL	TOTAL	DESCRIPTION
April 10, 2018	Rose's Crafts & Things	Bereavements x 7	413.58	NON-APPROVED
May 3, 2018	Rose's Crafts & Things	Bereavements x 5	324.31	NON-APPROVED
May 7, 2018	Rose's Crafts & Things	Bereavements x 3	177.41	NON-APPROVED
June 11, 2018	Rose's Crafts & Things	Flowers for Liberation of Holland Event	\$ 36.16	NON-APPROVED
<b>TOTAL</b>			<b>\$ 951.46</b>	

**4.5(b)**

**HAMILTON POLICE SERVICES BOARD**  
**- INFORMATION -**

**DATE:** 2018 July 26  
**REPORT TO:** Chair and Members  
Hamilton Police Services Board  
**FROM:** Lois Morin  
Administrator  
**SUBJECT:** *Board Member Travel and Expense Reimbursement Report*  
*PSB 18-090*

**BACKGROUND:**

The Hamilton Police Service at its meeting of October 19, 2017, approved the Board Member Travel and Expense Reimbursement Policy which provides the guidelines for attendance, travel, eligible expenses and reimbursement of expenses for Board Members who attend various conferences, seminars and other meetings related to their duties with the Board. The policy further outlines that the Administrator will provide a written report which will include the members that attended and a brief synopsis of the conference.

Attendance at the Ontario Association of Police Services Boards (OAPSB) Annual General Meeting and Conference was approved by the Board at its meeting of February 15, 2018. Member Pat Mandy and Member Walt Juchniewicz attended the OAPSB Annual General Meeting and Conference which was held at the Blue Mountain Resort in Collingwood from May 23-26, 2018. Information sessions provide covered Implementing Change, Overview of Bill 175, Cannabis Legislation, Private Sector Partnerships and Impressions of Police Boards. The OAPSB Annual General Meeting was also held on Friday, May 25, 2018, for OAPSB Member Boards.



Lois Morin  
Administrator

Attachment: Appendix "A" Conference Findings Report from Member Mandy

LM/lm





Appendix "A"

## Conference Findings

**Board Member:** Pat Mandy

**Event (and dates):** Ontario Association of Polices Services Boards - May 23-26/18

**Location:** Blue Mountain Resort

**Total Cost:**

\$1515.99

Describe in one or two paragraphs (or in point form) one or more findings from your attendance at this event that should be shared with the Board. Consider how it may improve the job performance of others, or result in improved public/service delivery and customer service, or contribute to improved budgetary performance by the Board. Include networking opportunities or learning experiences that resulted by your attendance.

This was an excellent opportunity for me, as a new board member to learn more about current and future challenges of Police Services. It was a good orientation for me. I have a better understanding of the different structures and types of services across the province. The net working opportunities were plentiful and I met many new and experienced Board members.

The Cannabis Legislation Workshop was a full morning and covered the Ontario's preparation for the new Legislation. The overview included presentations from current user's of medical marijuana, health professionals, producers, Health Canada, OPP, and the person coordinating and setting up the new stores. It is helpful to know the plans for implementation. The challenges were also presented/discussed. It is anticipated that there will be heightened awareness of the public and media on the impact of the legalization of cannabis, especially in the first few months.

The workshop on Bill 175 Reviewed the legislation in detail. There will be an increased focus on governance. It is anticipated that there will be a standard code of conduct and regulations requiring Board member training. I will also be important to work toward the Principles defined in the Act. Police governance is changing.

Two sessions on Public Private Partnerships provided me with a good information about civilian roles in policing. I enjoyed the last session of Impressions of Police Boards. Presenters provided the various perspectives from AMO, Media, Police Association and a Police Chief. Basic advice be open and transparent as much as possible.

Will this information help the Board achieve their goals, and if so, which goals in particular?

It will certainly help me to be more informed about Police Services structure, mandate and future directions. Bill 175 and the preparation for the Cannabis legislation will enhance Public Safety.

Please rate the Conference (1 is very poor, 10 is excellent)

Value for money spent	1	2	3	4	5	6	7	8	<u>9</u>	10
Conference content	1	2	3	4	5	6	7	8	9	

Recommended future attendance by self or others	<b><u>YES</u></b>	NO
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**Please fill out this form to evaluate business travel when overnight accommodation is required.**

**4.5(c)**

Morin, Lois

**From:** Shekar Chandrashekar <shekarhamilton@gmail.com>  
**Sent:** July-16-18 3:35 PM  
**To:** Morin, Lois  
**Cc:** vitosgro0@gmail.com; Cameron Kroetsch; ctwolan@hpa.on.ca; Brown, Charles  
**Subject:** Fwd: Fw: To reconsider HST Payment \$ 89,388.53 and item 4.5(n) as approved June 21,2018 HPSB.  
**Attachments:** 15 JULY 2018 HST RELATED TO HPS FOR JULY26,2018 HPSB MEETING.pdf

----- Forwarded message -----

**From:** **Shekar Chandrashekar** <[shekarfamily@hotmail.com](mailto:shekarfamily@hotmail.com)>  
**Date:** Mon, Jul 16, 2018 at 3:21 PM  
**Subject:** Fw: To reconsider HST Payment \$ 89,388.53 and item 4.5(n) as approved June 21,2018 HPSB.  
**To:** "[shekarhamilton@gmail.com](mailto:shekarhamilton@gmail.com)" <[shekarhamilton@gmail.com](mailto:shekarhamilton@gmail.com)>

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**From:** Shekar Chandrashekar <[shekarfamily@hotmail.com](mailto:shekarfamily@hotmail.com)>  
**Sent:** July 15, 2018 5:45 PM  
**To:** Morin, Lois  
**Cc:** [vitosgro0@gmail.com](mailto:vitosgro0@gmail.com); Cameron Kroetsch; [ctwolan@hpa.on.ca](mailto:ctwolan@hpa.on.ca); [Charles.Brown@hamilton.ca](mailto:Charles.Brown@hamilton.ca)  
**Subject:** To reconsider HST Payment \$ 89,388.53 and item 4.5(n) as approved June 21,2018 HPSB.

Good after noon Ms.Morin

Please, find attached memo and detail additional documents to support why HPS must not PAY HST.

Ms.Morin please, put it in up coming HPSB meeting July 26,2018

Respectfully requested by a Private Citizen.

Shekar Chandrashekar  
39 Haddon Ave. South  
Hamilton, ON L8S 1X5  
Email: [Shekarfamily@hotmail.com](mailto:Shekarfamily@hotmail.com)  
Tel. 905)525-3082  
Date: July 15, 2018

Mr. Chairman and Members of Hamilton Police Services Board

Attention: Ms. Morin

Dear Ms. Morin

Re: Incorrect allocation of HST reassessment to HPS

**For the board to question staff:**

As per the attached Unallocated Expense for the period ending December 31, 2017, there are three major concerns as follows:

- GST was replaced by HST some time ago so any reference to GST would refer to a period of time considerably in the past.
- CRA reassessed the City for additional HST. City staff allocated \$89,388.53 of that reassessment to HPS without bringing it to HPSB. HPS staff made this payment to the City by reducing their annual surplus. HPSB must question staff how did this happen without bring it to the board's attention or mentioning it in the 2017 year-end Budget Variance Report PSB 18-081.
- Police Services residential levy has been overstated by \$89,388.53

**Analysis:**

At the June 21, 2018, HPSB meeting Councilor Terry Whitehead touched on the subject of HST in response to a detailed submission I had made to the board. However Councilor Whitehead received an inaccurate response from staff. Councilor Whitehead may not have questioned staff clearly, however, it is not the responsibility of the member of the board, it is the responsibility of staff to provide accurate information to members of the board to facilitate discussion so that the board may make prudent decisions for the benefit of taxpayers.

**Conclusion:**

Mr. Chairman and Members of HPSB please refer to my detailed submission and all supporting documents attached. My submission, Item 4.5(n), to request HPSB to not pay HST in the amount of \$ 89,388.53 was approved at the HPSB meeting on June 21, 2018. I had advised that the board ask who had benefited by the HST receipts that were reassessed ie the City or Police? I had extensive correspondence with the City and I confirmed that the City had absorbed the HST in the City's general revenue. Then why did HPS staff bury the charge in their December 31, 2017, year end surplus? Refer to HPSB agenda PSB 18-081 dated June 21, 2018.

Mr. Chairman and Members of HPSB, please reconsider your decision to absorb the HST charge. Take ownership of HPS financial operations and reconsider public input before the 2019 operational budget is approved.

I have been bringing incorrect financial transactions to light as well as problematic budgeting procedures. I have submitted research and documents including HPS staff reports. I have been extrapolating and interpreting and providing actual supporting documents. Yet no action has

been taken. Why? One might conclude that the board is intent on proving that it is divided and dysfunctional. Who are victims? They are the police association and taxpayers of Hamilton.

**Reconsider public input for 2019 budget before HPSB approves.**

**"My mission is Police Chief to hire more uniform officers and detectives to fight against increase in crime and to make our Hamilton streets safer."**

Respectfully submitted by a concerned private Citizen

Enclosures are attached.

Page 10  
 Run Date: 05/16/2018  
 Run Time: 09:55:29  
 Report ID: AHAFF2

The City of Hamilton  
 \*\* Available Funds Report \*\*

Fiscal Year: 2017 Period: TO FBR00D  
 Category: CURRENT Current  
 Business Unit: HAWTH  
 Ings: 376  
 Dept: 376135 Unallocated Expenses

Account Descr	Budget	Monthly	Year to Date	Commitments	Available Bal.	
1497 Third Party Contrib/Grants	0.00	-4,963.00	-19,497.79	0.00	19,497.79	0
1641 Union Fee Billings	0.00	-6,195.98	-6,195.98	0.00	6,195.98	0
Total Account Type: Revenues	0.00	-11,158.98	-25,693.77	0.00	25,693.77	0
706 Vacation Pay	491,310.00	0.00	712,200.83	0.00	-220,890.83	145
731 Service Pay	182,600.00	0.00	0.00	0.00	182,600.00	0
800 Employee Death Benefits	0.00	72,570.00	72,570.00	0.00	-72,570.00	0
802 Pensions - Oners	26,660.00	0.00	0.00	0.00	26,660.00	0
807 Accumulated Sick Leave	1,001,050.00	0.00	55,770.53	0.00	945,279.47	6
811 Government Benefit	3,570.00	14.95	169.79	0.00	3,400.21	5
815 Employer Benefits	2,554,500.00	410,275.31	2,601,561.76	0.00	-47,161.76	102
898 WSIB Benefit Recovery	1,350,000.00	212,500.00	1,350,000.00	0.00	0.00	100
906 Meal Allowance	25,000.00	2,117.16	23,058.67	0.00	1,949.33	92
909 Employer Paid Parking	0.00	0.00	437.17	0.00	-437.17	0
425 Legal Fees	75,000.00	26,748.89	130,247.29	0.00	-55,247.29	174
039 Miscellaneous Supplies	0.00	0.00	1,869.85	0.00	-1,869.85	0
05D Office Supplies	0.00	0.00	0.00	0.00	0.00	0
131 Operating Expense	0.00	17,172.99	19,735.88	0.00	-19,735.88	0
606 Food / Meals	0.00	0.00	0.00	0.00	0.00	0
345 GST Adjustments	0.00	89,388.53	89,388.53	0.00	-89,388.53	0
761 Membership Fees	0.00	0.00	5,000.00	0.00	-5,000.00	0
916 Contractual Services	0.00	0.00	5,919.39	0.00	-5,919.39	0
101 Transfr To Resrv Fm Curr	0.00	611,710.83	611,710.83	0.00	-611,710.83	0
201 Grants	34,300.00	0.00	34,300.00	0.00	0.00	100
Total Account Type: Expenditures	5,743,990.00	1,342,498.56	5,714,032.52	0.00	29,957.48	99
Total for Deptid: 376135						
** Revenue:	0.00	-11,158.98	-25,693.77	0.00	25,693.77	0
** Expenditure:	5,743,990.00	1,342,498.56	5,714,032.52	0.00	29,957.48	99
** Net Totals:	5,743,990.00	1,331,339.58	5,688,338.75	0.00	55,651.29	99

**4.5(f)****HAMILTON POLICE SERVICES BOARD****- INFORMATION -**

**DATE:** 2018 June 21

**REPORT TO:** Chair and Members  
Hamilton Police Services Board

**FROM:** Eric Girt  
Chief of Police

**SUBJECT:** *2017 Year-End Budget Variance Report*  
*PSB 18-081*

**BACKGROUND:**

The Hamilton Police Service (HPS) has completed its 2017 year-end process; the detailed actual-to-budget and actual-to-actual analysis of revenues and expenditures for the year ended December 31, 2017. Budgeted Variance Report is attached (Appendix A).

Historically, HPS has been audited by the City of Hamilton's independent external auditors (currently KPMG) as part of the City's annual year-end audit and its operations consolidated into the City of Hamilton's annual financial statements.

The City's General Issues Committee (FCS 15081) approved a separate annual audit of HPS Schedule of Operations in addition to the City's historical annual consolidated audit for 2015 and 2016 fiscal years. No audit findings were identified by KPMG.

In August 2017, the City's Audit, Finance, and Administration Committee (AF&A, report FCS 17073), approved the recommendation "that the Police Services audit of operations be removed from the schedule of required annual audits". Since HPS is "consolidated into the City of Hamilton's annual financial statements and are part of the City's audit", and "no audit findings" were identified for 2015 and 2016, the "additional audit is not required". HPS will continue to be audited as part of the City's annual consolidated audit for 2017 and future years.

**2017 Year-End Results**

The 2017 Hamilton Police Service Operating Budget was approved at \$157,333,370 which is comprised of \$168,403,238 in total expenditures, offset by \$11,069,868 in total revenues.

The current Collective Agreements expired on December 31, 2017. All retro payments related to the terms of the Collective Agreements were paid and/or accrued in 2017.

The 2017 Hamilton Police Service actual year-end position resulted in a favorable Operating Budget variance (a surplus) of \$611,711 (0.39% of total budget). The favorable variance details are summarized below.

**Revenue – Favourable Variance \$164,975**

Overall, HPS realized a total net favourable revenue variance of \$164,975. This variance is mostly attributed to greater than anticipated revenue in Police Clearances, Paid-Special Duty, Police fees and False Alarm fees. These increases were offset with decreases in General Occurrences/ID Photos, Tow Fees and Sale of Accident Reports.

The Hamilton Police Service received the sixth year of the Provincial Court Security upload in 2017. The Court Security upload is the result of the Provincial government initiative to help offset the cost of municipal court security services through a phased-in upload over seven (7) years that began in 2012. These monies are directly applied against court security costs incurred each year.

HPS continues to take advantage of Provincial and Federal funding initiatives to address operational, training and equipment needs. Unbudgeted/unanticipated funding increases were realized in Proceeds of Crime, Victims Quick Response, Repeat Offender Parole Enforcement (ROPE), Prisoner Transportation, Youth in Policing (YIP), Crisis Support for Emergency Situations, Hate Crime and Extremism, Witness Protection, Intelligence and Federal Prostitution Exit Support Service grants. In addition, HPS received monies from the Department of Justice Canada for Victims and Survivors of Crime Week. These grant monies are offset with direct expenditures from their respective programs.

In addition, HPS incurred reductions in Firearms grant and OPC secondment revenue as a result of staffing changes in those positions.

**Expenditures – Total Favourable Variance \$446,736**

The Hamilton Police Service realized a total surplus in operating expenditures of \$446,736 in 2017. Several of the highlighted areas are as follows:

**Employee Related Costs – Over Expenditure (\$31,196)**

The net unfavorable variance in Employee Related Costs can be attributed to greater than anticipated sick bank and vacation payouts due to member retirements/resignations and part-time wages. These over-expenditures were mostly offset by savings in full-time salary costs due to maternity/parental leave, LTD, and gapping.



The sick bank and vacation payouts fluctuate each year based not only on the number of retirements/resignations, but also on employees' accumulated sick bank balances and earned/untaken vacation entitlements as negotiated in the current Collective Agreements.

Members on maternity/parental leave, WSIB, and LTD are replaced by part-time members (for civilian positions, overtime for sworn positions) and therefore, savings of full-time salaries are realized for members on maternity/parental leave and LTD.

Financial/Legal Charges - (\$60,653) over expenditure is mainly attributed to a discipline hearing, grievance/arbitration, human rights complaints, SIU investigations and Board related legal services.

Material and Supplies - \$383,694 net savings is mainly attributed to savings in the OPP monitoring contract with additional net savings in operational expenses, repairs and supplies.

In 2017, the City of Hamilton, including HPS, was subject to an HST audit by Canada Revenue Agency (CRA). HPS was assessed for non-collection of HST at source (plus interest) for the years 2014-2016 in towing fees, photo ID, accident reports, and miscellaneous revenue. As a result of the assessment, HPS notified customers and began applying HST in December 2017. Efforts are being made in attempt to recover some of the assessed amounts. This assessment has been netted against the savings.

Vehicle Expenses - \$128,540 net savings is mainly attributed to outsourced repairs. A significant portion of vehicle repair expenses was eligible under vehicle warranty, thus, there was no cost for these repairs to HPS. In addition, the tender on Original Equipment Manufacturer's (OEM) parts yielded significant savings in auto part purchases.

Buildings and Grounds - (\$121,040) over-expenditure is mostly attributed to higher than anticipated costs in hydro and telephone. The transition to the VOIP telephone system was implemented in stages (completed in summer 2017) and, thus, HPS continued to incur old system telephone costs until the VOIP implementation was fully completed. These over-expenditures were offset with savings in horticultural services, building repairs and heating fuel.

Consulting - (\$27,351) over-expenditure is attributed to professional fees for the hiring process of senior positions within the Service for the Deputy Chief of Police and the Chief Administrative Officer.

Contractual - \$168,415 savings is attributed mostly to cellular phones, air card rentals, photocopier rentals and contractual services. New corporate contracts were negotiated which resulted in significant savings.

The 2017 HPS budget included contributions from the Police Tax Stabilization Reserve of \$75,000, the Police Vehicle Reserve of \$125,000, and the Police Capital Reserve of \$288,500 as sources of revenue. Due to the overall net surplus, these contributions were not required and, as a result, remained in their respective reserve accounts. The 2017 continuity schedule for the Hamilton Police Reserves is shown in Appendix B.

### Conclusion

In accordance with the "Operating Budget Surplus/Deficit Policy", the City of Hamilton Finance Department closed the 2017 HPS operating budget surplus of \$611,711 to the Police Tax Stabilization Reserve, a standard operating procedure at year-end.



Eric Girt  
Chief of Police

EG:JR

Attachments: *Appendices A-B*

cc: Anna Filice, Chief Administrative Officer  
John Randazzo, Chief Accountant - Finance

Milton Police Service  
 Budget Variance Report  
 Year Ended December 31, 2017

Appendix A

YTD Budget % : 100.00%

	Annual Budget A	2017 Actual B	Available Balance C=A-B	% Spent B/A
<b>Revenues</b>				
Grants and subsidies	\$ (7,583,824)	\$ (7,986,118)	402,294	105.30%
Fees and general revenues	(2,686,844)	(2,938,021)	251,177	109.35%
Reserves/Capital recoveries	(799,200)	(310,703)	(488,497)	38.88%
<b>Total revenues</b>	<b>(11,069,868)</b>	<b>(11,234,843)</b>	<b>164,975</b>	<b>101.49%</b>
<b>Expenses</b>				
Employee related costs	150,960,457	150,991,653	(31,196)	100.02%
Materials and supplies	5,887,543	5,503,848	383,695	93.48%
Vehicle expenses	1,997,000	1,868,460	128,540	93.56%
Buildings and grounds	2,426,494	2,547,534	(121,040)	104.99%
Consulting expenses	27,600	54,951	(27,351)	199.10%
Contractual expenses	793,590	625,175	168,415	78.78%
Agencies and support payments	34,300	34,300	-	100.00%
Reserves/Recoveries	4,297,084	4,290,755	6,329	99.85%
Cost allocation	660,250	660,252	(2)	100.00%
Capital financing	1,027,200	1,027,200	-	100.00%
Financial/Legal charges	291,720	352,373	(60,653)	120.79%
<b>Total expenses</b>	<b>168,403,238</b>	<b>167,956,502</b>	<b>446,736</b>	<b>99.73%</b>
<b>Total Net Expenditure</b>	<b>\$ 157,333,370</b>	<b>\$ 156,721,659</b>	<b>\$ 611,711</b>	<b>99.61%</b>

**Hamilton Police Service  
Summary of Reserve Balances  
2017 Reserve Activity**

Appendix B

Reserve Number	Reserve Name	Balance		Transfers		Interest		Transfers		Balance	
		Dec 31/2016	Dec 31/2017	To(+)	From (-)	Earned(+)	Earned(+)	From (-)	Dec 31/2017		
104055	Tax Stabilization - Police	490,755 (3)	985,049	16,422 (6)	(551,272)					940,954	
104056	Police ISD Forensic Building	6,639,262		150,123						6,789,385	
110020	Police Vehicle Replacement	1,601,502 (1)	1,702,600	43,861 (2)	(2,084,593)					1,263,370	
110065	Police Capital Expenses	1,100,192		24,877						1,125,069	
112029	Vacation Liability Reserve	1,468,930		33,169						1,500,099	
112030	Sick Leave Police	6,109,589		138,146						6,247,735	
112210	Provision Police Litigation	259,851						(259,851) (4)			
112220	Police Special Events	113,487						(113,487) (5)			
112225	Rewards - Police Board	181,509		4,104						185,613	
22218-000100	OMERS Type III (see note below)	558,893		12,637						571,531	
<b>TOTAL RESERVES</b>		<b>\$ 18,521,971</b>	<b>\$ 2,687,643</b>	<b>\$ 423,340</b>	<b>\$ (3,009,204)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>18,623,756</b>	

- (1) - transfer to Vehicle Reserve from Police 2017 Approved Operating Budget for vehicle purchases and upfitting, PSB 16-134
- (2) - transfer from Vehicle Reserve to Police Capital Fund (WIP Accounts) for approved Police vehicle purchases and upfitting
- (3) - 2017 Operating Surplus \$811,711 and funds transferred from closed reserve accounts as per HPS Board approval (1) \$259,851 and (2) \$113,487 (see items (4) and (5))
- (4) - reserve closed out, approved funds allocated to reserve 104055, as per the HPS Board approval PSB 17-080
- (5) - reserve closed out, approved funds allocated to reserve 104056, as per the HPS Board approval PSB 17-080
- (6) - funds transferred to 2017 Operating Budget for legal indemnification, as approved by the HPS Board PSB 17-095

Note - OMERS Type III account represents the unused portion plus accumulated interest of the OMERS Type III surplus that was divided with the Hamilton Police Association, Senior Officers Association, the Chief and Deputies in 1997. These funds must be used in accordance with the agreement signed by the parties stated above. The monies must be used for specific improvements for the service and / or front line staff.

5.2

## HAMILTON POLICE SERVICES BOARD

### - RECOMMENDATION -

**DATE:** 2018 June 21  
**REPORT TO:** Chair and Members  
 Hamilton Police Services Board  
**FROM:** Eric Girt  
 Chief of Police  
**SUBJECT:** 2017 Year-End Surplus Allocation Plan  
 PSB 18-082

#### RECOMMENDATION:

That the Hamilton Police Service Board approve the Allocation Plan for the 2017 Operating Budget favorable variance (surplus) of \$611,711.



Eric Girt  
 Chief of Police

#### FINANCIAL / STAFFING / LEGAL IMPLICATIONS:

**FINANCIAL** – See details in Appendix A

**STAFFING** – n/a

**LEGAL** – n/a

#### BACKGROUND:

In accordance with the "Operating Budget Surplus/Deficit Policy", the City of Hamilton Finance Department closed the 2017 HPS Operating Budget surplus of \$611,711 to the Police Tax Stabilization Reserve; a standard operating procedure at year-end. Based on operational requirements, the following allocation plan is proposed:

**2017 Operating Surplus Variance: \$611,711****1. Naloxone - \$23,000**

Recently approved for Service deployment to the front line and specified areas (Custody, Forensics, Vice & Drugs, Property, Courts), the product is currently supplied free of charge through Public Health, however, funds are required for officer belt pouches for Naloxone deployment, and storage containers in Courts and Property.

**2. Intelligence Investigations – \$394,000 (\$294,000 net of pending Provincial grant)**

Intelligence investigations were formally facilitated by the OPP; however, that service is no longer available to Hamilton Police Service (HPS). These funds are required to set up internal services to support Intelligence Investigations. This project is a joint venture with the Criminal Intelligence Service of Ontario, the RCMP and a number of Ontario Police Services. The total startup costs are expected to be \$394,000 for related equipment and monitoring costs. HPS will be applying for a Proceeds of Crime grant for approximately \$100,000 to offset the initial startup costs.

**3. Carbines - \$90,000**

HPS needs to implement a Carbine Program which requires Carbine Firearms including 26 Colt C8 Carbines, lights, magazines, ammunition, and range rental costs. For further information, PSB Report #18-076 – Patrol Carbine Colt C-8 Program, will be presented to the Board this month in conjunction with this report.

**4. ION Scanner - \$45,300**

With the ongoing Opioid crisis and risks associated to the presence of Fentanyl, HPS needs a portable ION Scanner to identify trace amounts of Fentanyl and other analogues at suspected crime and exposure scenes. It can also be used to check vehicles, equipment, and any surface that can be swabbed for contamination.

Early and quick detection of potential harmful substances can greatly assist with member health and safety, scene containment, and investigative issues that may arise due to Fentanyl exposure, and defer costs associated with holding scenes pending analysis of suspected substances.

5. BriefCam Video Analyzer - \$22,000

BriefCam is a software application for investigations that rapidly analyzes motion within video files. It is capable of distinguishing between people walking, running or cycling, or between cars, pickup trucks, and large transport vehicles. In addition, it is capable of distinguishing gender with a high degree of accuracy. The benefit is to save/reduce hundreds of hours or more of video review time by investigators.

This software was deployed at the Las Vegas shootings to analyze in excess of 50,000 hours of video. The FBI determined this analysis, which manually would have taken 8 months to analyze, was examined/analyzed and ready for search queries in 8 days.

The startup costs for licensing, installation, and training is expected to be \$22,000, with an annual maintenance cost of approximately \$17,500.

6. Balance transferred to Police Capital Reserve - \$37,411 (\$137,411 with pending Provincial grant approval)

Provided no Provincial grant monies are received as referenced in Item 2 above, it is recommended the balance of \$37,411 be transferred to the Police Capital Reserve to assist in funding future capital expenditures needed by the HPS.

This allocation plan will provide HPS with the opportunity to strategically allocate funds to address needs in policing in 2018 and future years.

EG: JR

Attachments: *Appendix A*

cc: Dan Kinsella - Deputy Chief - Operations  
 Anna Filice, Chief Administrative Officer  
 Frank Bergen, Deputy Chief - Support  
 John Randazzo, Chief Accountant - Finance

**Hamilton Police Service**

Appendix A

Budget Variance Report

Year Ended December 31, 2017

YTD Budget % : 100.00%

	Annual Budget	2017 Actual	Available Balance	% Spent
	A	B	C=A-B	B/A
<b>Revenues</b>				
Grants and subsidies	\$ (7,583,824)	\$ (7,986,118)	402,294	105.30%
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<b>Total revenues</b>	<b>(11,069,868)</b>	<b>(11,234,843)</b>	<b>164,975</b>	<b>101.49%</b>
<b>Expenses</b>				
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Vehicle expenses	1,997,000	1,868,460	128,540	93.56%
Buildings and grounds	2,425,494	2,547,534	(121,040)	104.99%
Consulting expenses	27,600	54,951	(27,351)	199.10%
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<b>Total expenses</b>	<b>168,403,238</b>	<b>167,956,502</b>	<b>446,736</b>	<b>99.73%</b>
<b>Total Net Expenditure</b>	<b>\$ 157,333,370</b>	<b>\$ 156,721,659</b>	<b>\$ 611,711</b>	<b>99.61%</b>



## FW: 2016 HST RECEIVABLE

**From:** Nagel, Stephanie <Stephanie.Nagel@hamilton.ca>  
**Sent:** August 21, 2017 9:26 AM  
**To:** 'Shekar Chandrashekar'  
**Cc:** Zegarac, Mike; Brown, Charles; Male, Rick  
**Subject:** FW: 2016 HST RECEIVABLE

Good morning:

In response to your attachment dated August 14, 2017:

The City received a letter effective January 1, 2000 from CRA assigning us a monthly reporting period.

We do not use the quick method.

Should you require anything further please follow-up with Rick or Mike directly and they will coordinate with me accordingly.

Thank you

Stephanie Nagel

*Manager Accounting Services*

*Financial Services, City of Hamilton*

*(905) 546-2424 Ext.3020*

**From:** Shekar Chandrashekar [mailto:shekarfamily@hotmail.com]

**Sent:** August-18-17 8:54 AM

**To:** Nagel, Stephanie

**Cc:** Zegarac, Mike; Brown, Charles

**Subject:** Fw: 2016 HST RECEIVABLE

Good Morning Ms.Nagel

I hope you had time to review and to response to confirm it before I appear before as a delegate

Hope to hear your response soon.

Ms.Nagel always respected

shekar

**From:** Nagel, Stephanie <Stephanie.Nagel@hamilton.ca>  
**Sent:** August 11, 2017 9:51 AM  
**To:** 'Shekar Chandrashekar'

Cc: Zegarac, Mike

Subject: RE: 2016 HST RECEIVABLE

In reviewing the questions/concerns below I will clarify where I think the confusion lies and as I can see it's mostly around where the HST expense for the non-recoverable portion is shown. We do not separately record an HST expense item, but rather the item purchased is expensed including the non-refundable portion of HST so the expenses itself will include the part of HST that we will not recover.

I will go through the notes below and try to answer in order:

With regards to budgeting – budgets are prepared to include the expense plus the portion of HST that is not refundable – that way the entire cost is included in the budget including the HST portion that will not be recovered.

The City files an HST claim for all entities that are registered under our Corporate HST number including Police Services. They do not have a separate HST registration.... **Without question Agreed with this statement.**

**Police are not eligible for ITC's – they fall under the same category as the Municipality and receive a rebate of 86.46%.** To claim an ITC over 90% of the revenue must be subject to HST and Police do not meet this criteria. So as noted above their expenses both for budget and actual spending should include HST in the amount of 1.76%. That is on the 13% HST we receive back 11.24% (86.46% of 13%).

Mr. Shekar is correct the 11.24% that is received back is a recovery not a revenue. It gets paid and then comes back. However, that piece is done as a Corporate HST Receivable and received in the Corporate Bank accounts – it is not expensed in the police books – only the 1.76% is recorded within the police expense lines as relevant.

I will show the illustrations as we would record them – given they are not ITC's and we don't record an HST expense line:

Entry 1:

Initial payment:

Dr. Police expense	\$101.76	
Dr. Corp HST receivable	\$11.24	
	Cr. City Bank	\$113.00

Entry 2:

As noted there is no separate entry to record HST expense and receivable as this is already done within Entry 1 above.

In the entry above the expense is recorded at \$101.76 - \$100 cost plus \$1.76 for the HST that will not be refunded, the receivable is recorded for the recovery of the HST at 86.46% and the total amount is paid at

from CRA(after filing return):

Dr. City Bank	\$11.24	
	Cr. Corp HST receivable	\$11.24

Questions:

**The net amount of HST is recorded correctly in the Police books.** The example shows that the HST expense that is non-recoverable is included within the expense lines.

The HST net amount is not shown as a separate line in the Police AFR's – as the HST portion is included within the individual expense lines and not as a separate account item.

**The City is not absorbing the net Police HST** – the 1.76% that is not recoverable is recorded at the time of payment for product or service within the appropriate expense line.

I hope this provides reasonable clarity around the treatment of HST and police services.

Thanks

Stephanie Nagel  
 Manager Accounting Services  
 Financial Services, City of Hamilton  
 (905) 546-2424 Ext.3020

**From:** Zegarac, Mike <Mike.Zegarac@hamilton.ca>  
**Sent:** July 28, 2017 4:09 PM  
**To:** 'Shekar Chandrashekar'  
**Cc:** Nagel, Stephanie  
**Subject:** RE: 2016 HST RECEIVABLE

**Shekar, these are receivables and you're correct they are not revenues.**

Stephanie, can you review Shekar's e-mail below and prepare a response. Shekar, pls note Stephanie is on vacation so the response will be delayed.

Thanks

**From:** Shekar Chandrashekar [mailto:shekarfamily@hotmail.com]  
**Sent:** July-26-17 1:41 AM  
**To:** Zegarac, Mike  
**Subject:** 2016 HST RECEIVABLE

Good Morning Mr. Zegarac

Please bear with me to understand the difference between Revenue vs.Recovery with respect to Police Services financial operations. I am appealing to you to clarify the entries as I understand it.

**Preamble:**

When Police Services submit their budget each year to HPSB they do not mention or identify HST net or gross either in the letter of transmittal or in their budget nor do they mention the Forensic building. This has been of great interest to me and to Hamilton Taxpayers.

**Definitions:**

**Revenues:** Both debits and credits increase

**Recovery:** Recovers the outflow and inflow by the same amount. No increase. No decrease.

**Fact:** City files Police HST claim. The Police administrator has confirmed this.

**Assumption:**

**Police are eligible for I.T.C.(HST)**

**Illustration of recording of Police Expenditures:**

**Police receive invoice from John Doe for and expenditure of \$100 plus HST \$13 = Total Invoice \$113.00**

**Entries:**

**Entry 1:**

**Debit Police \$100**

**Debit HST \$ 13**

**Credit Cash \$113**

**To record payment of invoice from John Doe**

**Entry 2:**

**Accounts receivable Debit \$ 11.24**

**GST FEDERAL credit \$5.00**

**PST @78% Credit \$6.24**

**To record HST claim and distribution to Police Books**

**Entry 3:**

**After filing for and receipt of HST rebate**

**Cash debit \$ 11.24**

**Accounts Receivables Credit \$11.24**

**To record receipt of HST rebate**

**Question:**

**Is the net amount of the HST correctly recorded in Police books?**

**Conclusion:**

**Mr. Zegarac, in my opinion, it is a recovery not revenue.**

**I have A.F.R. reports from Police from 2013 to 2015 and the HST net amount is reflected nowhere in Police books.**

**In my opinion, City may be absorbing the net Police HST in City books much like the City is absorbing Police Services car allowances.**

**I am appealing to you to clarify this as I am appearing before HPSB meeting to raise this issue. If you prefer that I do not raise this, I assure you, I will not.**

**I have attached the relevant HST forms.**

**I have also attached a list of the number of accountants working in Police Services.**

**Mr. Zegarac please, I hoping to hear from you soon. Please provide your comments re the above.**

**Respectfully Requested**

**Shekar**

**PS: I am open to your criticism and correction.**

**From: Zegarac, Mike <Mike.Zegarac@hamilton.ca>**

**Sent: July 24, 2017 2:38 PM**

**To: 'Shekar Chandrashekar'**

**Subject: RE: 2016 HST RECEIVABLE**

**Police HST Receivable Extracted from Corporate HST Receivable Total**

<u>HST Claims Filed</u>	<u>AP Transactions</u>	<u>Manual Journals</u>	<u>Total</u>
January	26,894.21	0	26,894.21
February	88,667.15	7.14	88,674.29
March	109,195.44	138.45	109,333.89
April	112,973.55	138.51	113,112.06
May	75,581.57	0	75,581.57
June	55,259.41	0	55,259.41
July	147,413.20	0	147,413.20
August	106,492.49	323.14	106,815.63
September	79,960.80	2.05	79,962.85
October	88,549.84	224.25	88,774.09
November	65,349.29	0	65,349.29
Dec. Activity claimed in Dec	110,134.95	420.55	110,555.50
Dec Activity claimed in Jan	0	0	-
Dec Activity claimed in Feb	0	0	-
<b>Total for 2016</b>	<b>1,066,471.90</b>	<b>1,254.09</b>	<b>1,067,725.99</b>

Sorry Shekar, I forget to send it to you last week.

thanks

**From:** Shekar Chandrashekar <shekarfamily@hotmail.com>

**Sent:** July 16, 2017 11:42 AM

**To:** Zegarac, Mike

**Cc:** Male, Rick; Thomas, Debbie; Mallard, Diana

**Subject:** Re: 2016 HST RECEIVABLE

Good Morning Mr. Zegarac

Thank you.

You state that **\$110,555.50** was identified as being related to Police expenditure....This is only for one month. Would you please provide me HST for complete total 12 months for police in 2016.

Mr. Zegarac

Respectfully

Shekar

**From:** Zegarac, Mike <Mike.Zegarac@hamilton.ca>

**Sent:** July 9, 2017 3:41 AM

**To:** Shekar Chandrashekar

**Cc:** Male, Rick; Thomas, Debbie; Mallard, Diana; Murray, Chris

**Subject:** Re: 2016 HST RECEIVABLE

Shekar, it would be the City.

Family vacation has been very nice.

Thanks

Sent from my BlackBerry 10 smartphone on the Bell network.

**To:** Zegarac, Mike  
**Cc:** Male, Rick; Thomas, Debbie; Mallard, Diana; Murray, Chris  
**Subject:** Re: 2016 HST RECEIVABLE

Mr.Zegarac  
Thank you.  
Who gets this revenue Police or City?  
Mr.Zegarac always thankful  
shekar  
PS: Enjoy your vacation

**From:** Zegarac, Mike <[Mike.Zegarac@hamilton.ca](mailto:Mike.Zegarac@hamilton.ca)>  
**Sent:** July 6, 2017 11:21 PM  
**To:** Shekar Chandrashekar  
**Cc:** Male, Rick; Thomas, Debbie; Mallard, Diana; Murray, Chris  
**Subject:** Re: 2016 HST RECEIVABLE

Shekar, it relates to December receivables.

Sent from my BlackBerry 10 smartphone on the Bell network.

**From:** Zegarac, Mike  
**Sent:** Wednesday, July 5, 2017 7:52 PM  
**To:** Shekar Chandrashekar  
**Cc:** Male, Rick; Thomas, Debbie; Mallard, Diana; Murray, Chris  
**Subject:** Re: 2016 HST RECEIVABLE

Shekar, \$110,555.50 was identified as being related to Police expenditure.

Thanks  
**From:** Zegarac, Mike <[Mike.Zegarac@hamilton.ca](mailto:Mike.Zegarac@hamilton.ca)>  
**Sent:** June 17, 2017 9:30 AM  
**To:** Shekar Chandrashekar  
**Subject:** Re: 2016 HST RECEIVABLE

Shekar, I've asked staff to provide an answer.

Thanks

Date: August 14, 2017

Good Morning Ms.Nagel

Thank you.

Your area of expertise is not budgeting. Your expertise is the filing of HST claims.

There is a communication break down.

I will respond later

Ms. Nagel, I am always thankful

I am impressed by the strength of your explanation. You have been following the process used by your predecessor.

Remittances were quarterly and are now monthly.

Question: when did this change occur? Was it by CRA mandate or did the City obtain a ruling?

Suggestion: Making monthly remittances for City of this magnitude requires a full time employee. Submitting quarterly requires ½ of an employee.

Method: Do you use the special quick method of accounting per guide page 26 or a detail analysis accounting method?

**There is a communication breakdown due to the fact that I did not explain myself in detail.**

**The following is my detailed explanation without making any assumptions:**

**Preamble:**

The former Police Chief had a public meeting at Mohawk College to ask for input from Public regarding police current operating budget. My first question was, do you budget for HST on the net or on the gross budget? The former Chief directed the question to his Deputy and accounting staff who responded that the "City looks after it all"

That statement is true even today because when Police Services submit their budget each year to HPSB they do not mention or identify HST either net or gross. There is no mention of it in the letter of transmittal or in their budget, nor do they mention it in the context of the Forensic building. This has been of great interest to me and to Hamilton taxpayers.

**Assumption:**

**Police Services is eligible for I.T.C.(HST). I had not expressed this clearly. What I am referring to is just federal GST per attached form line 300 regarding municipalities. You are correct in referring to the 90% rule per guide page 19. I was not referring to page 19 but to line 300 Municipality copy attached.**

**Ms. Nagel: I humbly request you to read that page again. Your entry is the same as mine but using a different approach (amount differ). Maybe it is because of using the quick accounting method.**

### Illustration of recording of Police Expenditures

Police receive an invoice from John Doe for an expenditure of \$100 plus HST \$13 = Total Invoice \$113.

#### Corrected Entries:

**Entry 1:**

Police Operating Account 53050	\$100	
HST Police Operating Account 53050	\$ 13	
Cash City Bank account		\$113

To record payment of invoice from John Doe to Police Operating account 53050

**Entry 2:**

Accounts Payable City account 2201 Debit	\$11.24	
Accounts Receivable City account 1201		
GST Federal Credit		\$ 5.00
Accounts Receivable City account 1201		
Line 300 ON PST @78% Credit		\$ 6.24

To record HST claim and distribution to City accounts payable and City receivable to keep running totals. These are balance sheet accounts.

**Entry 3:**

<b>After filing for and receipt of HST rebate</b>		
Cash City Bank	\$ 11.24	
Accounts Receivables Credit 1201		\$ 11.24

To record receipt of HST rebate from Federal Government.

#### Statement

Current Police Operating account 53050(\$113.00 Minus \$11.24)	<u>\$101.76</u>
Balance sheet account Payable 2201	<u>\$11.24</u>
Balance sheet account Receivable 1201	<u>\$11.24</u>
Balance	<u>\$ 0.00</u>

**Question:**

Is the net amount of the HST correctly recorded in Police books in operating account 53050?

**Conclusion:**

Ms. Nagel, I have gone through these details without making any assumptions so that there is no room for misinterpretation. The above details make Mr. Zegarac's position a lot easier in the event there is an **HST audit**. You can account for every transaction. One can verify the process used, by providing a sample of a Police invoice and the recording of the net HST amount.

Mr. Zegarac, 's signature is in common usage. In my opinion, it is imperative that Mr. Zegarac's signature should be protected per Municipal Act.



I have AFR reports from Police Services for 2013 to 2015 and I do not find the HST net amount reflected anywhere in those Police records.

In my opinion, the City may be absorbing the net Police HST in City books much like the City is absorbing Police Services car allowances.

Until I see an actual invoice from Police Services, I will maintain it is the City that is absorbing this cost as per the original statement given by the former Police Chief.

I am appealing to you to clarify this as I am appearing before HPSB budget meeting to raise this issue.

I have attached the relevant HST forms.

I have also attached a list of the number of accountants working in Police Services.

Ms. Nagel, please refer to pages GST /HST Information for Municipalities: Page 7  
Page 10,  
Page 19, and  
Page 26

I have the complete guide should you require it and should you require any clarity I will be please to provide it.

**Hoping to hear your response soon**

Respectfully submitted by a concerned citizen

Shekar

### Application for GST/HST Public Services Bodies' Rebate and GST Self-Government Refund

**Public service bodies' rebate** – Use this form to claim a rebate if you are a municipality, hospital authority, external supplier, facility operator, charity, public institution, or qualifying non-profit organization, or if you are a university, school authority, or public college that is established and operated otherwise than for profit.

**Self-government refund** – Use this form if you are eligible to claim a self-government refund of the GST or the federal part of the HST under a self-government agreement.

For more information, see "General information" on the back of this form.

#### Part A – Identification

Business Number (if applicable)		Name		Operating/trade name (if different from name)	
Mailing address (Street No., and suite No. or PO Box)		City	Province or territory	Postal code	
Physical location (if different from mailing address)		City	Province or territory	Postal code	
Contact person					
Telephone number	Charity registration number (if you are a registered charity)		What is your fiscal year-end?		Month Day

#### Part B – Claim period

Period covered by this application:

From	Year	Month	Day	to	Year	Month	Day
------	------	-------	-----	----	------	-------	-----

#### Part C – Offset on GST/HST return (This part applies to GST/HST registrants only.)

Is the amount on line 409 of this form being included on line 111 of your GST/HST return? Yes  No  If yes, enter the reporting period end date of your GST/HST return.

Year	Month	Day
------	-------	-----

#### Part D – Details of claim

Enter on the appropriate line the amount of rebate that you are claiming for each activity that you perform. If you engage in various activity types, see Guide RC4034, *GST/HST Public Service Bodies' Rebate*, for more information.

If you are claiming a rebate of the provincial part of the HST (line B) use Form RC7066 SCH, *Provincial Schedule – GST/HST Public Service Bodies' Rebate*.

Line #	Activity type	Rebate factor	Federal
300	Municipality	100%	
301	University (or affiliated college or research body) established and operated on a non-profit basis	67%	+
302	School authority established and operated on a non-profit basis	68%	+
303	Public college established and operated on a non-profit basis	67%	+
304	Hospital authority (only on activities of operating a public hospital)	83%	+
305	Charity or public institution on non-selected public service body activities (defined on the back of this form)	50%	+
306	Qualifying non-profit organization on non-selected public service body activities (see "Line 306 – Qualifying non-profit organizations" on the back of this form)	50%	+
307	Printed books (do not include in other activity types)	100%	+
308	Goods and services exported by a charity or public institution	100%	+
309	Self-government refund	100%	+
310	Hospital authority (for eligible activities other than the operation of a public hospital) – (See "Lines 310, 311 and 312" on the back of this form)	83%	+
311	Facility operator (on eligible activities) – (See "Lines 310, 311 and 312" on the back of this form)	83%	+
312	External supplier (on eligible activities) – (See "Lines 310, 311 and 312" on the back of this form)	83%	+
Total federal amount claimed (add lines 300 to 312)		A	+
Total provincial amount claimed (from Form RC7066 SCH)		B	+
Total amount claimed (line A plus line B)		409	=

#### FOR INTERNAL USE ONLY

IC      NC

### Provincial Schedule – GST/HST Public Service Bodies' Rebate

Protected B when completed

Complete this schedule to claim a rebate for the provincial part of the HST for each activity that you perform. If you engage in various public service body activities, you may qualify for rebates at different percentages based on the extent to which you use eligible property or services in each activity. If your organization is resident in more than one province, at least one of which is a participating province, you have to calculate the public service bodies' rebate for the provincial part of the HST based on the extent you intended to consume, use, or supply property or services in the course of your activities in each province in which you are resident. No provincial rebate is available for property and services on which you were only charged the GST. To determine the amount to enter on the appropriate line(s), see Guide RC4034, *GST/HST Public Service Bodies' Rebate*.

**Note**

The HST applies in Ontario only after June 2010, in British Columbia only after June 2010 and before April 2013, and in Prince Edward Island only after March 2013.

If you are electronically filing your rebate application, complete the applicable schedules electronically. Otherwise, attach this schedule to your Form GST66, *Application for GST/HST Public Service Bodies' Rebate and GST Self-Government Refund*.

**Claimant Information**

Business number	Name	Operating/trade name (if different from name)
_____ R T _____		

**ONTARIO**

Line number	Activity type	Rebate factor	Ontario
300-ON	Municipality	78%	
301-ON	University (or affiliated college or research body) established and operated on a non-profit basis	78%	+
302-ON	School authority established and operated on a non-profit basis	93%	+
303-ON	Public college established and operated on a non-profit basis	78%	+
304-ON	Hospital authority (only on activities related to operating a public hospital)	87%	+
305-ON	Charity or public institution on non-selected public service body activities (see definition on page 3)	82%	+
306-ON	Qualifying non-profit organization (see Note 1 on page 3) on non-selected public service body activities (see definition on page 3)	82%	+
308-ON	Goods and services exported by a charity or public institution	100%	+
310-ON	Hospital authority (for eligible activities other than the operation of a public hospital) – see Note 2 on page 3	87%	+
311-ON	Facility operator (on eligible activities) – see Note 2 on page 3	87%	+
312-ON	External supplier (on eligible activities) – see Note 2 on page 3	87%	+
		<b>Total</b>	<b>1</b>

**BRITISH COLUMBIA**

Line number	Activity type	Rebate factor	British Columbia
300-BC	Municipality	75%	
301-BC	University (or affiliated college or research body) established and operated on a non-profit basis	75%	+
302-BC	School authority established and operated on a non-profit basis	87%	+
303-BC	Public college established and operated on a non-profit basis	75%	+
304-BC	Hospital authority (only on activities related to operating a public hospital)	58%	+
305-BC	Charity or public institution on non-selected public service body activities (see definition on page 3)	57%	+
306-BC	Qualifying non-profit organization (see Note 1 on page 3) on non-selected public service body activities (see the definition on page 3)	57%	+
308-BC	Goods and services exported by a charity or public institution	100%	+
310-BC	Hospital authority (for eligible activities other than the operation of a public hospital) – see Note 2 on page 3	58%	+
311-BC	Facility operator (on eligible activities) – see Note 2 on page 3	58%	+
312-BC	External supplier (on eligible activities) – see Note 2 on page 3	58%	+
		<b>Total</b>	<b>2</b>

FW: FW: SIMPLE YES OR NO REQUEST

ML

Morin, Lois <Lois.Morin@hamilton.ca>

Reply

Thu 07-13, 12:20 PM

You

You forwarded this message on 2017-07-14 10:34 AM

Good afternoon Mr. Chandrashaker.

Please see below the information that you have requested.

Thank you.

Lois Morin

*Lois Morin*

Administrator

Hamilton Police Services Board

155 King William Street

Hamilton, ON L8N 4C1

Phone: 905-546-2727

Fax: 905-546-4720

E-mail: [lois.morin@hamilton.ca](mailto:lois.morin@hamilton.ca) / [www.hamiltonpolice.on.ca](http://www.hamiltonpolice.on.ca)

**From:** Eric J. Girt [mailto:EGirt@hamiltonpolice.on.ca]

**Sent:** July-10-17 4:24 PM

**To:** Morin, Lois

**Subject:** Re: FW: SIMPLE YES OR NO REQUEST

Lois:

The titles of the 4 full time positions are as follows:

- Chief Accountant/Finance Manager
- Assistant Finance Manager
- Senior Financial Analyst
- Financial Services Clerk

Thanks,

Eric

"Morin, Lois" <[Lois.Morin@hamilton.ca](mailto:Lois.Morin@hamilton.ca)> on Monday, July 10, 2017 at 12:04 PM -0400 wrote:

Good morning Chief.

Could you please assist Mr. Chandrashekar.

Thank you.

Lois

*Lois Morin*

Administrator

Hamilton Police Services Board

155 King William Street

Hamilton, ON L8N 4C1

Phone: 905-546-2727

Fax: 905-546-4720

E-mail: [lois.morin@hamilton.ca](mailto:lois.morin@hamilton.ca) / [www.hamiltonpolice.on.ca](http://www.hamiltonpolice.on.ca)

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HAMILTON POLICE SERVICES BOARD

OUTSTANDING ISSUES as of July 26, 2018

ITEM	ORIGINAL DATE	ACTION REQUIRED	STATUS	EXPECTED COMPLETION DATE
1. Other Business	May 26, 2016	That Member Whitehead work with the Board Administrator to implement the use of Electronic devices for monthly agendas.	PSB 16-001 – Ongoing	2 <sup>nd</sup> Quarter 2018
2. Body-Worn Camera Steering Committee Second Year Report (PSB 16-127)	November 16, 2017	That the Board approve that continued investigation occur prior to accepting, rejecting or engaging in a Body Worn Camera pilot deployment program.	Ongoing	
3. Statistics on Sexual Assault Data Collection	February 9, 2017	The Hamilton Police Services to review all unfounded sexual assault cases dating back to 2010, and that Chief Girt be requested to report back to the Board as soon as possible on the findings	Ongoing	
4. Request from Shekar Chandrashekar, to Provide a Deputation to the Board	May 10, 2018	That the request from Mr. Shekar Chandrashekar be referred to the Police Services Board Budget Subcommittee.		3 <sup>rd</sup> Quarter 2018

4.5(d)

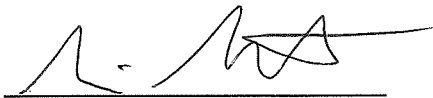
## HAMILTON POLICE SERVICES BOARD

### - RECOMMENDATION -

**DATE:** 2018 July 26  
**REPORT TO:** Chair and Members  
Hamilton Police Services Board  
**FROM:** Eric Girt  
Chief of Police  
**SUBJECT:** *Pre-Budget Approval 2019 Vehicles*  
*PSB 18-088; see also PSB 02-052*

#### RECOMMENDATIONS:

- a) That the Board pre-approve the expenditure of \$1,486,242 for the purchase of twenty (20) 4x4 utility police cruisers, four (4) divisional safety officer vehicles, eleven (11) used plain door vehicles, two (2) replacement forensic vehicles, two (2) K9 vehicles, one (1) ACTION vehicle and fourteen (14) bicycles.
- b) That the funds for the acquisition of the new vehicles to be taken from the Vehicle Replacement Reserve Account #53415.
- c) That the Board pre-approve the expenditure of \$426,000 for the upfitting of the above-referenced vehicles and the funds be taken from Fleet Upfitting Account #58102.
- d) That Fleet staff be authorized to participate in the provincial Police Co-Operative Purchasing Group, using the Province of Ontario Vendor of Record Vehicle Acquisition Program, for the above-mentioned police specific vehicles.
- e) That Fleet staff be authorized to purchase used plain door vehicles, as outlined in *PSB 02-052 - Used Vehicle Purchases*.



Eric Girt  
Chief of Police



**FINANCIAL / STAFFING / LEGAL IMPLICATIONS:**

**FINANCIAL** – The total cost of procuring and upfitting the above-noted vehicles and equipment is estimated to be \$1,912,242. The request for these replacement vehicles and equipment will be included in the 2019 budget submissions for the Fleet Branch.

Revenue of approximately \$150,000 will be realized for vehicles disposed of during 2019. These funds will be deposited into the Vehicle Replacement Reserve Account.

**STAFFING** – n/a

**LEGAL** – n/a

**BACKGROUND:**

In 2017 the Police Services Board approved a vehicle replacement funding strategy that established a yearly base amount that would be sustainable over future years with minor increases to match vehicle manufacturer's increases. The base funding was established at \$1,457,100 and was increased 2% (vehicle inflation) to \$1,486,242 for 2019.

Command staff, within Corporate Services, is requesting the pre-approval of these funds to allow ordering of replacement vehicles and equipment in the late summer of 2018 to secure delivery of the 20 Utility vehicles prior to an extremely early order cutoff date of September 29, 2018. This is the earliest staff have requested this pre-budget approval. Normally this request goes before the Board in September or October.

Ford announced to the Police Co-operative Purchasing Group (PCPG) on July 4, 2018 that the current Ford Utility PI (Police Package Explorer) will have an extremely short production in 2019 and will be replaced with a newly designed vehicle for 2020. For this reason, the 2019 order bank will open late July on a first come, first serve basis for ordering the 2019 Ford Utility PI. Ford has warned that although the final date for the order bank is September 29, 2018, it is fully expected that production capacity will be reached prior to this date. For this reason, staff are requesting pre-budget approval for the purchase of these vehicles as soon as the order bank opens.

The Hamilton Police Service has been purchasing an equal number of Ford Utility PIs and Dodge Chargers on a yearly basis. This is done for a number of reasons. The life cycle costing of both vehicles is similar. Both vehicles are all wheel drive (AWD). Recall management is perhaps the greatest reason for purchasing equal numbers from different suppliers. Recall management minimizes the risk of having an inordinate number of recalls from one supplier that results in all the patrol fleet having to be subjected to large numbers of recalls. Staff are recommending abandoning the equal distribution for 2019 and 2020 in order to not purchase the new 2020 Ford Utility PI during the initial release year. Experience has shown that many production and operational issues present themselves in the first model year of any new vehicle. Staff

are hoping to avoid this by buying only the proven Ford Utility PI in 2019 and then purchasing only Dodge Chargers in 2020 during the release year of the new Ford Utility PI. The equal distribution purchasing would likely resume in 2021.

The Board is also being made aware that the patrol vehicles purchased in 2019 will be upfitted at the factory and not in the police garage as is normally done. The premium associated with upfitting by the manufacturer is approximately \$6,000 per unit or an additional \$144,000. Funding for the up fitting of two forensic vehicles (\$25,000), two K9 unit (\$14,000) and one ACTION vehicle (\$5,000) is also included and not normally required as part of year to year upfitting. This is unavoidable because the staff member that completes the upfitting has given notice that he will be off most of 2019 on parental leave. The upfitting of police vehicles is highly technical and it is not possible to hire this expertise for a contract period. All manufacturers offer upfitting at a competitive rate as part of their selection of options. Staff also inquired if other nearby Police Services might be able to provide this upfitting on a fee for service but no other Services have the capacity.

Many of the used vehicles will be purchased during December 2018 and January 2019 when resale prices are at their lowest. This maximizes the purchasing power of the available funding.

New police package units will be purchased through the provincial PCPG. The calling agency for the PCPG for 2019 will be the Ministry of Government Services - Ontario Shared Services Vehicle Acquisition Program.

The balance of the vehicles being recommended for pre-budget approval will be procured using the guidelines set forth in *PSB 02-052* for the purchase of used vehicles.

EG/D. Bowman

cc: Anna Filice, Chief Administrative Officer  
John Randazzo, Chief Accountant – Finance  
Dan Bowman, Manager – Fleet/Facilities  
Doris Ciardullo, Supervisor – Procurement & Stores Branch



**Hamilton Police Services Board  
Deputation Request Form**  
(Request to appear before the Police Services Board)

**\*\*Please note\*\* - The information on this form will be published on a public agenda and therefore released to the public and media.**

Your Name: ROBERT BURGESS

Firm / Organization:  
(if applicable) \_\_\_\_\_

E-mail Address: RBURGESS@INJUSTICEINONTARIO.CA

Home Phone: 289 768 4276

Fax No.: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Mailing Address: 949 KING ST E HAMILTON ONT L8M  
1C1

Details of Deputation to be discussed including a summary and the objective(s) of the presentation:

SEE ATTACHED  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you require a LCD Projector:  Yes  No  
(Please note, you must bring your own computer)

Have discussions or correspondence taken place with a member of the Hamilton Police Services Board or the Administrator? If so, with whom and when?  
\_\_\_\_\_  
\_\_\_\_\_

Please submit the completed form either in person, via fax or e-mail to:

Administrator  
Hamilton Police Services Board  
155 King William Street  
P.O. Box 1060, LCD1  
Hamilton, ON  
L8N 4C1

Fax: 905-546-4720  
E-Mail: [lois.morin@hamilton.ca](mailto:lois.morin@hamilton.ca)

Deputation Hamilton police services board

I have written to members of the Hamilton police services board and asked questions but they say that they cannot answer my questions. Because the board said that they cannot.

The Mayor of Toronto has talked to the news about asking for some kind of inquiry at the next Toronto police services board meeting about the way the Toronto police handled the investigations into the gay men that were murdered in Toronto.

So my question is if the Mayor of Toronto can talk to the news media about the Toronto police then why can't the members of the Hamilton police services board talk to me about the Hamilton police? Without me speaking at a board meeting.

Thanks Robert Burgiss

Deputation July 2018

At a PSB meeting about three or four months ago I asked to talk about a perjury case. The office who investigated the case said that there was not enough evidence for chargers. At the PSB meeting where this was talked about none of the members talked about the evidence that I sent to all the members. I would like to know why?

At the PSB meeting where this was talked about the Chair said that this as gone to the OIPRD and the OCPC. The perjury case was never sent to the OIPRD or the OCPC. It was sent to the Chief in Hamilton. But he did nothing about the office saying that there was not enough evidence for charges. I have called the Chief to find out why he is doing nothing about the office covering up the perjury charge. But he does not return my emails or phone calls.

I would like to know why the members of the board believe there is not enough evidence for the perjury charges and why the Chief does not return my emails or phone calls?

I have looked at the police services act and there is nothing that says that a member of the board cannot talk about the evidence in a case at a board meeting. Even one where there are no charges filled.

So can the members of the board please explain why they believe that there is not enough evidence for the perjury charges. This can be do at the meeting in July 2018 or they can send me an email.

Morin, Lois

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**From:** rburgiss@injusticeinontario.ca  
**Sent:** July-08-18 11:46 AM  
**To:** Morin, Lois  
**Subject:** [\*\*\*\*POSSIBLE SPAM]deputation request July 2018

Hi

Can you please send this email to all the members of the board?

RE; Further to my email of the other day about my deputation request for July 2018.

If the office who said that there was not enough evidence for the perjury charges. And she lied because the courts are swapped and the police are under pressure to not add to this. Then what the officer did is obstruction of justice and the OIPRD do not deal with criminal complaints against police officers. The Chief has to deal with it.

If you have any questions about the case please contact me?

Thanks, Robert Burgiss  
Tele 289 768 4276