

Peterborough Police Service Board
Public Meeting Agenda: July 15, 2025 - 1:00 PM

(Held in the Hugh Waddell Boardroom and Via Teams)

1. Welcome

The Chair will call the meeting to order.

2. Land Acknowledgement

We respectfully acknowledge that we are on the treaty and traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to the First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

3. Approval of the Agenda

Moved by
Seconded by

That the agenda of the Peterborough Police Service Board's public meeting of July 15, 2025 be approved as **circulated/amended**. –

4. Declaration of Conflict of Interest

A declaration of conflict of interest **was/was not** noted.

5. Approval of the Minutes

Moved by
Seconded by

That the Minutes of the June 17, 2025 Peterborough Police Service Board's public meeting be approved as **circulated/amended**.

Delegations and Presentations

6. Delegation - Kyle Hunt

Moved by
Seconded by

That the Board receive the delegation from citizen Kyle Hunt. -

Regular Portion of the Meeting

7. Chief's Remarks

Moved by
Seconded by

That the Board receive the Chief's verbal remarks. –

8. Chair's Remarks

Moved by
Seconded by

That the Board receive the Chair's verbal remarks. –

9. Policing Advisor/Liaison Remarks – Cavan Monaghan & Lakefield

Moved by
Seconded by

a) That the Board receive the Cavan Monaghan Policing Advisor/Liaison's verbal remarks from Mayor Graham. –

Moved by
Seconded by

b) That the Board receive the Lakefield Policing Advisor/Liaison's verbal remarks from Councillor Boyko. –

10. Correspondence

Nil

Reports to be Received for Information

11. Administrative Police Facility Update (Standing Item)

Moved by
Seconded by

That the Board receive the verbal update regarding the new administrative police facility at 1421 Lansdowne Street from Staff Inspector Peter Sejrur. –

12. Second Quarter Auction Fund Report

Moved by
Seconded by

That the Board receive the 2025 Second Quarter Auction Fund Report from the Executive Assistant.

Further, that the Board approve that the GIC funds (principal and interest) continue to be invested in a 100-day auto-renewing cashable GIC account with TD Canada Trust, to be reviewed again in the second quarter of 2026. –

Reports Requiring Discussion and/or Decision

Nil

Committee Reports

13. Finance/Budget Committee

First Quarter Financial Report for the Board Accounts

Moved by
Seconded by

That the Board receive the 2025 First Quarter Financial Report for the Board Accounts from the Executive Assistant. -

14. Finance/Budget Committee

First Quarter Financial Report for the Service

Moved by
Seconded by

That the Board receive the 2025 First Quarter Financial Report for the Service from Tia Nguyen, Manager of Financial Services, and Chief Betts. –

Unfinished Business

Nil

New Business

Nil

15. Approval To Go In-Camera

Moved by
Seconded by

That the Peterborough Police Service Board move into closed session for consideration of confidential matters pursuant to Section 44(a) through (l) of the *Community Safety and Policing Act, 2019*, including, but not limited to, for subject matter related to potential litigation, human resources matters and legal matters that are subject to solicitor-client privilege. –

16. Ratification and Adjournment

Moved by
Seconded by

That the Board ratify all actions of today's date and the public meeting be adjourned. –

Peterborough Police Service Board June 17, 2025 – Public Minutes

Minutes of the public meeting of the Peterborough Police Service Board held in the Hugh Waddell Boardroom and via Teams.

Members Present:
(In the Boardroom) Mary ten Doeschate, Chair
Drew Merrett, Vice-Chair
Mayor Jeff Leal
Councillor Gary Baldwin
Steve Girardi

Also Present:
(In the Boardroom) Stuart Betts, Chief of Police
Jamie Hartnett, Deputy Chief of Police
Lisa Wilson, Executive Assistant to the Board

Guest Present:
(In the Boardroom) Councillor John Boyko, Lakefield Policing Liaison
Ryan Berrigan, Policing Advisor, SOLGEN

Guest Present:
(Via Teams) Mayor Matthew Graham, Cavan Monaghan Policing Liaison

1. Welcome

The Chair called the meeting to order at 1:00 pm.

2. Land Acknowledgement

We respectfully acknowledge that we are on the treaty and traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to the First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

3. Approval of the Agenda

Moved by Jeff Leal
Seconded by Drew Merrett

That the agenda of the Peterborough Police Service Board's public meeting of June 17, 2025 be approved as circulated. –

CARRIED

4. Declaration of Conflict of Interest

A declaration of conflict of interest was not noted.

5. Approval of the Minutes

Moved by Jeff Leal
Seconded by Steve Girardi

That the Minutes of the May 20, 2025 Peterborough Police Service Board's public meeting be approved as circulated. –

CARRIED

6. Mobile Crisis Intervention Team

Moved by Gary Baldwin
Seconded by Drew Merrett

That the Board receive the presentation from the Mobile Crisis Intervention Team. –

CARRIED

7. Chief's Remarks

Moved by Drew Merrett
Seconded by Gary Baldwin

That the Board receive the Chief's verbal remarks. –

CARRIED

8. Chair's Remarks

Moved by Jeff Leal
Seconded by Gary Baldwin

That the Board receive the Chair's verbal remarks. –

CARRIED

9. Policing Advisor/Liaison Remarks – Cavan Monaghan & Lakefield

Moved by Jeff Leal
Seconded by Gary Baldwin

a) That the Board receive the Cavan Monaghan Policing Advisor/Liaison's verbal remarks from Mayor Graham. –

CARRIED

Moved by Gary Baldwin
Seconded by Jeff Leal

b) That the Board receive the Lakefield Policing Advisor/Liaison's verbal remarks from Councillor Boyko. –

CARRIED

10. Correspondence

Nil

11. Administrative Police Facility Update (Standing Item)

Moved by Drew Merrett
Seconded by Jeff Leal

That the Board receive the verbal update regarding the new administrative police facility at 1421 Lansdowne Street from Staff Inspector Peter Sejrup. –

CARRIED

12. Safer Public Spaces Initiative – Update

Moved by Steve Girardi
Seconded by Jeff Leal

That the Board receive the Safer Public Spaces initiative update from Chief Betts. –

CARRIED

13. Community F.I.R.S.T. Initiative - Update

Moved by Gary Baldwin
Seconded by Jeff Leal

That the Board receive the Community F.I.R.S.T. initiative update from Chief Betts. –

CARRIED

14. First Quarter Complaints Report

Moved by Jeff Leal
Seconded by Drew Merrett

That the Board receive the First Quarter Complaints Report from Acting Inspector Ryan Wilson and Chief Betts. –

CARRIED

15. First Quarter Occurrence Statistics (All Violations) Report

Moved by Jeff Leal
Seconded by Steve Girardi

That the Board receive the 2025 First Quarter Occurrence Statistics (All Violations) Report from Deputy Chief Hartnett and Chief Betts. –

CARRIED

16. First Quarter Contract Policing Reports: Cavan Monaghan and Lakefield

a) Cavan Monaghan

Moved by Drew Merrett
Seconded by Jeff Leal

That the Board receive the 2025 First Quarter Policing Report for Cavan Monaghan Township from Deputy Chief Hartnett and Chief Betts. –

CARRIED

b) Lakefield

Moved by Drew Merrett
Seconded by Jeff Leal

That the Board receive the 2025 First Quarter Policing Report for the Ward of Lakefield from Deputy Chief Hartnett and Chief Betts. –

CARRIED

17. First Quarter Crime Statistics Report

Moved by Steve Girardi
Seconded by Jeff Leal

That the Board receive the 2025 First Quarter Crime Statistics Report from Inspector Elliott and Chief Betts. –

CARRIED

18. Annual Audit of the Seized Property and Evidence Management Unit

Moved by Gary Baldwin
Seconded by Jeff Leal

That the Board receive the Audit of the Seized Property and Evidence Management Unit Report from Niquel Pritchard Pataki, Manager of Strategic Risk Management Services. –

CARRIED

19. 2024 Annual Report

Moved by Gary Baldwin
Seconded by Jeff Leal

That the Board receive the 2024 Annual Report from Chief Betts. –

CARRIED

20. Finance/Budget Committee

2026 Board Operating Budget

Moved by Drew Merrett
Seconded by Steve Girardi

That the Board receive the report regarding the 2026 Board-approved Board Operating Budget from the Finance/Budget Committee and the Executive Assistant. –

CARRIED

21. Policy/Planning Committee

Board Policy: Critical Points

Moved by Gary Baldwin
Seconded by Jeff Leal

That the Board receive the information from the Policy/Planning Committee and the Executive Assistant regarding a new Board-approved Critical Points Policy.

Further, that the Critical Points Policy is hereby enacted by the Peterborough Police Service Board on the 17th day of June, 2025. -

CARRIED

22. Public Announcements of the Auction Fund Grant

Moved by Jeff Leal
Seconded by Gary Baldwin

- a) That the Board receive the announcement regarding an Auction Fund grant to the Lakefield Community Garden from the Executive Assistant. –

CARRIED

- b) That the Board receive the announcement regarding an Auction Fund grant to the Lakefield Literary Festival from the Executive Assistant. –

CARRIED

23. Approval To Go In-Camera

Moved by Drew Merrett
Seconded by Jeff Leal

That the Peterborough Police Service Board move into closed session for consideration of confidential matters pursuant to Section 44(a) through (l) of the *Community Safety and Policing Act, 2019*, including, but not limited to, for subject matter related to potential litigation, human resources matters and legal matters that are subject to solicitor-client privilege. –

CARRIED

The Chair recessed the public meeting at 2:52 pm.

The Chair reconvened the public meeting at 4:24 pm.

24. Ratification and Adjournment

Moved by Jeff Leal
Seconded by Steve Girardi

That the Board ratify all actions of today's date and the public meeting be adjourned at 4:25 pm. –

Read and approved this 15th day of July, 2025.

Lisa Wilson, Executive Assistant

Mary ten Doeschate, Chair

Peterborough Police Service Board Board Report

(Public Session)



To: Chair and Members of the Peterborough Police Service Board
From: Lisa Wilson, Executive Assistant to the Board
Report Date: July 4, 2025
Meeting Date: July 15, 2025
Subject: 2025 Second Quarter Report on the Auction Fund Account

Purpose

To provide the Board with a 2025 second quarter accounting of the Board's Auction Fund Account.

Recommendation

That the Board approve the recommendations outlined in this report, as follows:

That the Board receive the 2025 Second Quarter Auction Fund Report from the Executive Assistant for information.

Further, that the Board approve that the GIC funds (principal and interest) continue to be invested in a 100-day auto-renewing GIC account with TD Canada Trust, to be reviewed again in the second quarter of 2026.

Strength Impact

N/A

Budget and Financial Implications

None. The Auction Fund account falls under Sections 258 and 259 of the *Community Safety and Policing Act, 2019* and has no impact on Board and Service budgets.

Background

This report is required under the Board's Financial Policy:

15.8 The Board Executive Assistant will report to the Board quarterly on all deposits and expenditures as well as the account balance.

Account Balances:

Auction funds are held in both a TD Canada Trust chequing account and a 100-day auto-renewing cashable GIC.

The chequing account balance was \$35,162.89 as of June 30, 2025.

The GIC last auto-renewed (principal and interest) on April 14, 2025 at 2.25%. Interest earned from April 14 to the next renewal date on July 23 will be \$407.01.

It is recommended that the Board continue to invest the GIC funds in a 100-day auto-renewing (principle and interest) special offer cashable GIC, to be reviewed in the second quarter of 2026.

**TD's posted GIC rates as of July 4 (subject to change):*

Canadian Guaranteed Investment Certificate (GIC) and Term Deposit rates

TD offers a wide range of **GICs** and Term Deposits, so you can easily choose the one that best meets your investing goals. All GIC and Term Deposit interest rates are per annum, unless otherwise indicated.

Compare TD's Featured GIC rates in Canada

GIC	Term	Interest Rate
TD Special Offer GIC >	100-days	Earn up to 2.25%
TD Special Offer GIC >	18-month	Earn up to 3.17%
TD Canadian Banking & Utilities GIC >	3 Years	Earn up to 30%¹

Cashable GICs	Market Growth GICs	TD Special Offer GICs	Non-Cashable GICs	TD U.S. Dollar GICs & Term Deposits
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The GIC had a value of \$66,026.84 as of June 30, 2025.

Activity in the Second Quarter:

Grants:

Three grants were paid out in the second quarter to Fleming College for the Fleming College Board Award, the Lakefield Literary Festival and Lakefield Community Garden, totalling \$3,125. There are no outstanding pre-committed grants for the remainder of 2025 and currently one outstanding request.

Pursuant to the Board's Financial Policy, Section 15.5 a), "expenditures approved by the Board in any calendar year shall not normally exceed the revenue received in the immediately preceding year." 2024 revenue was \$12,358.95, leaving a guideline amount of \$8,233.95 available for grants in 2025, at the Board's discretion.

2025 grant activity to date:

2025 Grants	
Approved Grants (Disbursed):	
Trent University - Camp fly (Feb '25)	\$1,000.00
Fleming College Board Award (2024-2028) (May '25)	\$1,000.00
Lakefield Literary Festival (May '25)	\$1,000.00
Lakefield Community Garden (May '25)	\$1,125.00
Total:	\$4,125.00

Revenue:

There was no revenue received in the second quarter, from either auction sales or seized/unclaimed/found money.

2025 revenue to date:

2025 Revenue	
Auctions:	
Jan '25	\$1,820.01
Feb '25	\$173.05
Seized/Unclaimed/Found Money:	
Jan '25	\$9,772.00
Jan '25	\$8,905.33
Total:	\$20,670.39

Summary

2025 Auction Fund Chequing Account		
Balance on January 1st:		\$18,617.50
Expenditures:		
Approved Grants: (pre-committed grants - not disbursed yet)		
Approved Grants:	\$4,125.00	
Total Expenditures:	\$4,125.00	
Subtotal:		\$14,492.50
Revenue:		
Auctions, Seized/Unclaimed/Found Money		\$20,670.39
		\$35,162.89

2025 Auction Fund Investments	
GIC – 100 day auto-renew, cashable (Principal as of Apr 14 '25)	\$66,026.84
Total GICs:	\$66,026.84

The balance in the Board's Auction Fund on June 30, 2025, including the chequing account and investment account, was **\$101,189.73**.

Prepared and submitted by: Lisa Wilson, Executive Assistant



Peterborough Police Service Board - Board Report (Public Session)

To: Chair and Members of the Peterborough Police Service Board
From: Lisa Wilson, Executive Assistant
Report Date: July 7, 2025
Meeting Date: July 15, 2025
Subject: First Quarter Financial Report – Board Operating Accounts

Purpose

A report to inform the Members and the public of the status of the Board accounts up to March 31, 2025.

Recommendation

That the Board approve the recommendation outlined in this report, as follows:

That the Board receive the 2025 First Quarter Financial Report for the Board's operating accounts from the Executive Assistant.

Strength Impact

N/A

Budget and Financial Implications

The Board's operating accounts are under budget at the end of the first quarter of 2025. It should be noted that some accounts, such as memberships and contributions to reserve accounts, are fully expended in the first quarter; while these accounts may be over their annual budget currently, they will be on or under budget by year-end. Some expenditures using the corporate purchasing card are not yet reflected in the Board's accounts due to process delays associated with the City's new accounting application introduced in late 2024.

Background

Budget for 2025:	\$411,266
Spent as of March 31, 2025:	<u>\$ 70,727</u> (17%)
Remaining:	\$340,539 (83%)

Account Highlights:

Legal

Legal spending is the most volatile of the Board's accounts and difficult to predict. This account is used to pay all legal costs, including legal indemnification for members and general legal matters, for both the Service and the Board. This account is currently under budget (not all expenditures reflected in accounts).

Photocopies

Photocopy charges are under budget and will remain so as the Board has moved to electronic agendas.

Memberships:

The Board is a member of organizations including the Ontario Association of Police Service Boards and the Canadian Association of Police Governance. This account is fully expended in the first quarter when annual Board memberships are paid (not yet reflected in accounts).

Incidentals:

This account is primarily used to recognize staff bereavements or births and is currently under budget (not yet reflected in accounts).

Food:

This account is currently over budget due to an increased number of Committee meetings in the first quarter. It is expected that this account will be on budget by year end (not yet reflected in accounts).

Conferences:

Board members and staff can attend various conferences and educational events throughout the year. This account is currently under budget.

Reserve Account Balances as of March 31st:

Legal Fees Reserve	\$242,682
Recruitment/Consulting Reserve	\$ 43,808
Business Plan Reserve	\$ 76,070

Summary

2025 Board Budget	Approved	Spent		Remaining	
First Quarter Expenditures	2025	\$	%	\$	%
Account					
Operating Accounts	\$162,516	\$32,612	20%	\$129,904	80%
Legal	\$220,000	\$9,365	4%	\$210,635	96%
Total Operating Budget:	\$382,516	\$41,977	11%	\$340,539	89%
Reserve Accounts:					
Business Plan	\$13,750	\$13,750	100%	\$0	0%
Recruitment/Consulting	\$10,000	\$10,000	100%	\$0	0%
Legal Fees	\$5,000	\$5,000	100%	\$0	0%
Total:	\$411,266	\$70,727	17%	\$340,539	83%

Prepared/submitted by:
Lisa Wilson, Executive Assistant

Reviewed by:
Drew Merrett, Chair of the Finance/Budget Committee
Mayor Jeff Leal, Member of the Finance/Budget Committee



Peterborough Police Service Board - **Board Report**

Public Session

To: Members of the Peterborough Police Service Board
From: Tia Nguyen, Manager of Financial Services
Report Date: June 27, 2025
Meeting Date: July 15, 2025
Subject: Financial Performance: First Quarter of 2025

Purpose

This report is presented to inform the Board about the 2025 Q1 financial position of the Peterborough Police Service.

Recommendation

It is recommended that the Board receive this Report for their information.

Strength Impact

Not applicable.

Budget and Financial Implications

Not applicable.

Background

Our first quarterly financial report shows a net disbursement of \$8,730,712 accounting for 23.1% of the annual budget. This initial result may appear lower than the proportional fiscal target; however, it is important to note that timing factors significantly contribute to this under-budget scenario across most budget lines. Historically, our financial activities

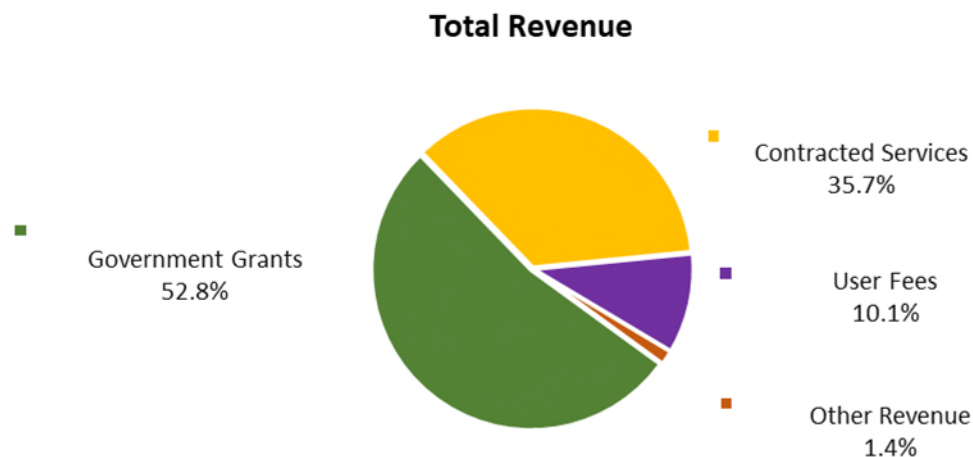
in the first quarter consistently reflect this pattern due to the timing of both income recognition and expenditure allocation. Therefore, our current performance aligns with trends observed in previous years.

We will continue to monitor the budget closely as the fiscal year progresses to ensure alignment with our financial objectives.

Revenue Highlights

The table and pie chart below provide information about sources of revenue recognized in the first quarter of 2025.

Revenue by Source	Actual to Date	Budget to Date	Variance	%
Government Grants	\$848,330	\$780,532	\$67,798	8.7%
Contracted Services	\$573,198	\$573,198	\$0	0.0%
User Fees	\$162,743	\$97,138	\$65,605	67.5%
Other Revenue	\$23,146	\$14,500	\$8,646	59.6%
Total Revenue	\$1,607,416	\$1,465,368	\$142,048	9.7%



The conclusion of the first quarter of 2025 has revealed an impressive financial performance, with total revenues reaching \$1,607,416 -- exceeding projections by \$142,048. This achievement underscores the effectiveness of strategic fiscal management and highlights the importance of diversified revenue streams in bolstering fiscal stability.

A key factor to this positive variance is the increased fiscal allocation from the Court Security and Prisoner Transportation Program, which delivered an additional \$57,121. This allocation not only reflects the prioritization of essential public safety services but also illustrates the connection between funding and efficient operational performance.

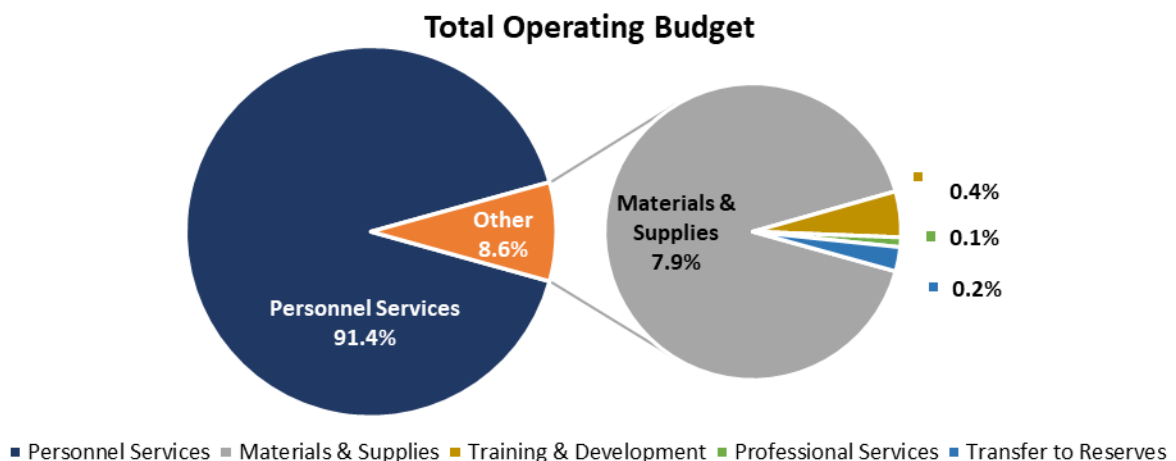
In examining the fees and charges collected during this quarter, we observe a significant contribution from various service fees, amounting to a total of \$162,743. The majority of these revenues stem from record checks, contributing \$135,888 – a critical service that underscores the public's demand for transparency and access to information. Additionally, fees from alarm calls amounted to \$19,425, showcasing the community's reliance on safety services.

Minor revenue streams also played a role in the overall financial success of the quarter, with MVC reports generating \$850, towing fees \$5,317, confirmation letters \$385, and FOI requests \$877. While these amounts are comparatively smaller, they collectively enhance financial stability and reflect the multifaceted nature of our services.

Expenditures Overview

The table and pie chart shown provide detailed insight into the various categories of our operating expenditures over the reporting period.

Expenditures by Category	Actual to Date	Budget to Date	Variance	%
Personnel Services	\$9,447,250	\$9,728,880	-\$281,630	-2.9%
Materials & Supplies	\$813,357	\$970,578	-\$157,221	-16.2%
Training & Development	\$44,654	\$141,406	-\$96,752	-68.4%
Professional Services	\$9,365	\$55,000	-\$45,635	-83.0%
Transfer to Reserves	\$23,502	\$23,502	\$0	0.0%
Total Expenditure	\$10,338,127	\$10,919,366	-\$581,239	-5.3%



Total expenditures is within the percentage of the annual budget, influenced mainly by timing factors:

Personnel Services

The employee compensation line item reported a budget variance amounting to \$281,630, representing 24.3% of the fiscal budget. This favorable variance can be attributed to several key factors:

- The fleet coordinator position was unoccupied from December 2024 until a new coordinator was hired in March 2025.
- An IT position, initially budgeted for 2024, was unable to be filled until February 2025.
- A second IT role, budgeted for 2025, was filled in May 2025.
- A vacancy still remains in the 911 Communications and active recruiting is underway to fill the position.

These savings were partially mitigated by a higher reliance on part-time and contract employees, coupled with overtime expenses exceeding initial projections.

Non-Personnel Expenditures Highlights

Non-personnel related expenses amounted to \$890,878 representing 18.7% of the annual budget.

Training and Development

Training expenditures for the first quarter were under budget due to two main reasons: First, the training centre, OPC, delayed invoicing, sending bills two months after each training session. Second, when using the corporate visa card for payments, an additional 45 to 61 days was added before transactions were recorded in the accounting system. This delay is attributed to our current expense report system, Concur, which only permits cardholder to submit Visa transactions for approval at the end of each billing month. The timing delays are based on City policies and beyond the control of the police service.

Legal Services

A favourable variance is observed in legal expenses. The inherent unpredictability of legal services costs underscores the challenges in estimating these expenses, as these expenditures often fall beyond direct control.

WSIB and Employee Health Benefits

WSIB costs and employee health benefits pose financial risks, as these costs are reconciled after the calendar year-end.

Additional Financial Risks

There are significant financial risks for the rest of the year, driven by increasing uncertainties from tariffs and inflation. These factors could adversely affect supply chains and escalate operating costs.

Capital Expenditures Highlights

Capital Budget Carry Forward has a balance of \$674,334 as of December 31, 2024.

2024 Vehicle Delivery Adjustments

- Six vehicles expected in 2024 have experienced delivery delays beyond March 2025.
- These vehicles are now projected to be fully prepared by August 15, 2025.

2025 Vehicle Order Projection

- Five vehicles are designated for the Operations division and three for the Investigative Services division.

Expected Delivery

- The delivery of five patrol vehicles is scheduled to be completed by August 15, 2025. These vehicles will be fully operational by October 1.
- Two Investigative Services vehicles were received in May 2025, and one additional vehicle arrived in June 2025.

Internally Restricted Funds

Significant allocation of reserve funds have been committed as follows:

- The Police Special Projects Reserve: Current balance is \$1,115,015.
- Legal Fees Fund: Balance of \$242,682.
- Social Contract Account: Balance of \$45,759.
- Police Recruitment Reserve: Balance of \$43,808.
- Police Strategic Plan Account: Balance of \$76,070.
- Sayer Memorial Heritage: Balance of \$215.
- Police Health Care Spending Account: Balance of \$192,041.

Summary

To date, 23.1% of the Police Service's operating budget has been utilized over the first quarter. This is consistent with the 25% usage rate expected at this stage of the fiscal year.

Prepared by: Tia Nguyen, Manager of Financial Services

Reviewed by: Stu Betts, Chief of Police

Submitted by: Stu Betts, Chief of Police