

**From:** Burnett, Nicole (MAG) <[REDACTED]>  
**Sent:** February 7, 2020 9:41 AM  
**To:** Craig Manley; Jerri Whiting  
**Cc:** Dunn, Debbie (MAG)  
**Subject:** RE: Court Schedules

Please be cautious.  
This email originates from outside of Haldimand County.

Good morning

Police are responsible for court security in and around the courthouse in the province of Ontario. The courthouse operates from 8:30am-5:00pm Monday to Friday. A Single Point of Entry system is in place whereby all persons entering the courthouse have their bags and person checked for security purposes. Certain people such as Court Services staff and the Judiciary are issued passes to use a gate next to the magnometer for access. The Cayuga courthouse is a heritage building. The main entrance is not an accessible entrance. The accessible entrance is locked as are all entrances with the exception of the front entrance. A person would buzz for access, the police have a camera intercom at the front entrance to view, speak, and direct the person needing to use the accessible entrance. This must be opened by the police, and the police would then direct the person for search.

Courts run every day, and the courthouse is open every day 8:30am-5:00pm. There is at a minimum one court every day. The number of courts per day, and the length of daily courts varies, there are three courtrooms. There are heavier weeks, and lighter weeks, it all depends on what is scheduled. The court schedules are dictated by the judiciary. There is at least court every day that the courthouse is open. Jury trials will bring in extra people, as 150 people are summoned for jury selection.

The heritage building does not have secure corridors for the judiciary to travel freely. Escorts are required to ensure the judiciary safely navigate through the public corridors from their chambers to the courtroom.

The implementation of Unified Family Court has increased the court usage to a set minimum 2 days per week. The court scheduling is done by the Superior Court, and they can schedule every day. This in addition to the Ontario Court of Justice courts which run daily.

As to your questions regarding police vs private security. The Police Services Act specifies that the police are responsible for security in and around the courthouse. In some locations, the municipal police service has retained Commissionaires for front entrance security. As the OPP are contracted for municipal policing in the Cayuga area, that question as to whether they can employ Commissionaires for this purpose would need to be answered by the police. At all of our locations there are a minimum of three persons at the front security entrances. As previously indicated, in Cayuga there are times when a front security person would need to move to the side entrance for accessible entry.

Thank you

Nicole Burnett

Manager Court Operations  
Brant, Haldimand, Norfolk Counties

-----Original Message-----

From: Craig Manley [REDACTED]  
Sent: February-06-20 1:35 PM  
To: Burnett, Nicole (MAG) [REDACTED]; Jerri Whiting [REDACTED]  
Subject: RE: Court Schedules

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I realize you have talked to jerri but for clarity and given I have a responsibility to assist council and the police services board I would appreciate if you could email me the info so we know it is accurate.

Thx c

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: "Burnett, Nicole (MAG)" [REDACTED]  
Date: 2020-02-06 12:16 PM (GMT-05:00)  
To: Craig Manley [REDACTED], Jerri Whiting [REDACTED]  
Subject: RE: Court Schedules

Please be cautious.  
This email originates from outside of Haldimand County.

Good Day Craig

I spoke with Jerri previously. I am wondering if you have had the chance to connect following our conversation and if these are additional questions, as much of this was covered.

Thank you

Nicole Burnett  
Manager Court Operations  
Brant, Haldimand, Norfolk Counties

From: Craig Manley [REDACTED]  
Sent: January-31-20 2:30 PM  
To: Dunn, Debbie (MAG) [REDACTED]; Jerri Whiting [REDACTED]; Burnett, Nicole (MAG) [REDACTED]  
Subject: RE: Court Schedules

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Deb: Thank you for the discussion earlier this week. Nicole further to the request from Jerri I would appreciate the following information listed below and am providing you with the context for this request.

Context: The local Detachment Commander has submitted a request for additional staff for court security purposes at the most recent Police Services Board. The magnitude of this request for additional resources and the associated cost is concerning to Haldimand County as it will impact the tax levy. As I understand it currently Court Security (including POA Court and the Cayuga Court House) is provided by 1.5 FTE's consisting of one full time and 4 part time officers. The request proposes to add 4.5 new FTE's effectively tripling the current staff for this service at an additional cost of over \$500,000 annually on top of the approximately \$175,000 spent annually on this service. This additional cost comes at a time when the County is facing significant reductions in Provincial funding (\$2 million) and represents just under a 1% tax increase on its own for our residents with little expectation that funding envelope and associated grant from the Province for Court Security and Prisoner Transportation Funding would increase to off-set it.

In order to properly evaluate the request and undertake the appropriate due diligence on the business case to reconcile the ask to the need there are a number of pieces of information we are looking for:

- \* A copy of correspondence from the OPP to MAG circa 2015 committing to providing OPP resources to staff the magnetometer and x-ray machines at the single point of access at the Cayuga Court House
- \* An understanding of how the current 1.5 FTE are deployed relative to the various courts and prisoner security needs. From MAG we wish to understand how many hours per week do the various courts run, what days and times, do the courts sit at the same time or consecutively, do they each need a specific security officer, how often are there jury trials requiring more security, how often is there a need for judicial escorts. Fundamentally, other than the new requirement for staffing the magnetometer what are the deficiencies with the current court security staff resources?
- \* An understanding of where the additional 4.5 FTE's would be deployed as it relates to court security matters. The information requested from MAG above relative to the court activity is critical to be able to reconcile the ask with the need or to determine what constitutes appropriate levels of security. Specifically, the addition of family court was cited as a driver. We would request information on the additional usage associated with this activity as well as any specific security needs (i.e. does a security officer need to be in the building versus in the court room)
- \* Whether or not there is any judicial requirement for police security or whether peace officers or private security be used.

Thanking you in advance for your assistance

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From: Dunn, Debbie (MAG) [REDACTED]  
Sent: Wednesday, January 29, 2020 2:10 PM  
To: Jerri Whiting [REDACTED]; Burnett, Nicole (MAG) [REDACTED]  
Cc: Craig Manley [REDACTED]  
Subject: court security meeting minutes June 2018

Please be cautious.

This email originates from outside of Haldimand County.