

Agenda
Orangeville OPP Detachment Board Regular Meeting

Tuesday, January 21, 2025, 4:00 p.m.

Electronic and In-Person Participation - Orangeville OPP Detachment Board

Town Hall Council Chambers

87 Broadway

Orangeville, Ontario

NOTICE

Members of the public wishing to attend Orangeville OPP Detachment Board meetings will have the option to attend in-person, or by calling +1-289-801-5774 and entering Conference ID:

Accessibility Accommodations

If you require access to information in an alternate format, please contact the Executive Assistant via email at marcher@orangeville.ca.

Pages

- 1. Call to Order**
- 2. Disclosures of (Direct or Indirect) Pecuniary Interest and Preliminary Matters**
- 3. Election of Chair and Vice Chair**
 - 3.1 Call for nominations from the Board for the position of Chair.**

Recommendations:
Motion reference nomination and vote.
 - 3.2 Call for nominations from the Board for the position of Vice-Chair**

Recommendations:
Motion reference nomination and vote.
- 4. Approval of Agenda**

Recommendations:
Motion that the Board discuss and approve the Agenda for the January 21, 2025 Orangeville Police Services Board Regular (Public Session) Meeting.

5. In-Camera Meeting (Board plus invited guests only)

Recommendations:

Convene into In-Camera Session.

Motion that at [insert time] the Board convene into the In-Camera Session of this meeting under Part IV, (section 44) of the Community Safety and Policing Act 2019.

5.1 Approval of Agenda

5.2 MCRT Update

5.3 Increasing OPP Costs

5.3.1 Letter from Michael Kerzner

5.3.2 Inspector Di Pasquale to provide status update on current staffing levels at the Orangeville Detachment

5.3.3 Discussion with the Inspector on lower POA fines in the Town of Orangeville

5.4 Board Member Training

5.5 Board Agenda Preparation

5.6 Board Member Objectives - 2025

5.7 Adoption of Previous In-Camera Meeting Minutes

6. Public Session

Recommendations:

Convene into Public Session.

Motion that at [insert time] the Board reconvene into the Public Session of this meeting.

7. Land Acknowledgment

We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.

8. Welcome and Introductions

9. Retirement of OPP Detachment Board Police Advisor, Duane Sprague

Board Review and Discussion:

Chair Taylor will acknowledge the retirement of Police Advisor, Duane Sprague and recognize the new Police Advisor, Hank Zehr. Chair Taylor will extend an invitation to Mr. Zehr to attend our March Regular Public meeting.

10. Presentations

11. Question Period

12. Report from In-Camera Session

13. Items for Discussion and Reports

13.1 Driver Training Schools

Board Review and Discussion:

Driver Training Schools and how they interact with the Town - Bylaw discussion with the Board. James Bramley, Supervisor, Licensing and By-Law Enforcement, Town of Orangeville. (see email circulated to Board members prior to meeting)

Recommendations:

Motion to receive the discussion in reference to Driver Training and any next steps.

13.2 Orangeville OPP 4th Quarter Report

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Board Review and Discussion:

Inspector Di Pasquale will provide highlights of the 4th Quarter report. (see attached)

Recommendations:

Motion that the Orangeville OPP Detachment 4th Quarter Report of 2024 and overview provided by Inspector DiPasquale be received.

13.3 Report from Inspector Di Pasquale on Festive Season

Board Review and Discussion:

Inspector Di Pasquale will provide an overview on how things went over the festive season.

Recommendations:

Motion that the update provided by Inspector Di Pasquale be received.

13.4 2023 OPP Annual Report as per sec. 58 of the CSPA

60

Board Review and Discussion:

See attached Media Release on the OPP Annual Report. Are there any questions or areas you want to explore further as a Board?

Recommendations:

Motion that the Board receive the discussion on the OPP Annual Report.

13.5 State of Zina Courthouse and Next Steps.

Board Review and Discussion:

Update to be provided on status of Zina Courthouse.

Recommendations:

Motion to receive update and discussion on Zina Courthouse.

13.6 Letter from Mono Mayor Creelman to the Province regarding the Collection of Unpaid POA Fines

Board Review and Discussion:

See attached "Letter re. motion to support collection of unpaid POA fines."

Recommendations:

Motion that the Board receive the attached letter and corresponding discussion.

13.7 False Alarm Reports

Board Review and Discussion:

Chair Taylor will provide an update on the November and December false alarms as follows:

In the period Nov. 1 - Nov. 15, there were 9 false alarms with 3 repeat alarms at Finn McCools.

In the period Nov. 16 - Nov. 30 there were 6 false alarms and 2 repeat alarms at Finn McCools.

From Dec. 1 - Dec. 15, there were 14 false alarms and 2 repeat alarms at Finn McCools and 2 repeat alarms at the Orangeville Courthouse.

From Dec. 16 to Dec. 31, 2024, there were 11 false alarms in total. Pet Smart had 2 repeat false alarms.

Recommendations:

Motion that the False Alarm Report provided be received.

13.8 Zone 5 Meeting Dec. 10th, 2024

Board Review and Discussion:

Vice-Chair McSweeney did not attend the Dec. 10th Zone 5 meeting but will provide meeting minutes to the Board when they become available. (see attachments: March 12 minutes, OAPSB Zone 5 Directory, Agenda Dec 10, December 10 xls, 2025 proposed financial snapshot, correspondence West Grey, zone committee agenda, IOP Zone Meeting presentation December 2024, Zone 5 Responses)

Recommendations:

Motion that the Board receive the update provided and all the attachments from OAPSB Zone 5 Meeting Dec. 10th.

13.9	OAPSB Membership Renewal Board Review and Discussion: The OAPSB Membership was renewed for the amount of \$3,381.53. (see attached invoice) Recommendations: Motion that the Board receive the OAPSB Membership Invoice.	96
13.10	OAPSB December 16, 2024 Zone Committee Meeting Board Review and Discussion: Vice-Chair McSweeney to provide overview of the OAPSB Zone Committee Meeting. Recommendations: Motion that the Board receive the above update provided by Vice-Chair McSweeney, corresponding discussion and attached documents.	97
13.11	Claims for Special Remuneration Board Review and Discussion: Member McSweeney \$100.00 for December 16, 2024 – Attending OAPSB Zone Committee Meeting Recommendations: Motion that the Board approve and direct M. Archer to submit the above claim to payroll for payment.	137
13.12	2024 Final Remuneration Report Approval Board Review and Discussion: Total Special Remuneration for 2024 was \$9,570.00. Recommendations: Motion that the Board receive and approve the above report.	138

13.13 Action Register and Board Work Plan Potential Changes

143

Board Review and Discussion:

Member Armstrong to lead discussion on revisions. See attached (D3(T) workplan, Board work plan action list, OPP det Board Action Register as at 11NOV24)

Member Armstrong is recommending the following edits to Policy D3(t):

1. Remove section 8.3 & 8.4
2. Add a new section 8.3 under the original document

It should read

8.3. Two registers will be maintained, and each register will form part of the minutes of each regular board meeting.

1. Open Action register - This register shall contain all active projects or work plans that are being completed by the board
2. Closed Action register - This register shall contain all closed projects or work plans that have been approved by the board to close. These will be maintained on the register for 12 months from the closed date.

Recommendations:

Motion that the Board receive the review provided by Member Armstrong and align on next steps and 1st quarter 2025 Workplan and Action Registrar agenda items and deadlines.

13.14 Review Post Nov. 19, 2024, and Pre-Jan. 21, 2025 Meeting Service Standards Per Board Policy D3(j)

157

Board Review and Discussion:

Chair Taylor to provide an update on the above Service Standards.

Recommendations:

Motion that the Board receive the discussion on the Meeting Service Standards and the attached documents.

14. Adoption of Minutes from the Nov. 19th Regular Meeting (Public Session)

Board Review and Discussion:

Recommendations:

Motion that the minutes of the Nov. 19th, Regular Meeting (Public Session) are approved.

15. Correspondence

15.1 Melancthon Traffic Calming Resolution

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Board Review and Discussion:

See attached (Melancthon Traffic Calming Resolution).

Recommendations:

Motion that the attached Resolution be received.

16. New Business

17. Date of Next Meeting

The next meeting is scheduled for March 18th, 2025.

18. Adjournment



Dufferin Ontario Provincial Police

Town of Orangeville Police Services Board Report 4th Quarter 2024

Detachment Commander's Report

It is my pleasure to provide this report to the Town of Orangeville Police Services Board. The Detachment Personnel are committed to providing a professional policing service that addresses identified community needs and concerns.

THE PROMISE OF THE OPP

OPP Vision Safe Communities . . . A Secure Ontario.

OPP Mission

To serve our province by protecting its citizens, upholding the law, and preserving public safety.

OPP Values

Serving with **PRIDE, PROFESSIONALISM, & HONOUR**

Interacting with **RESPECT, COMPASSION, & FAIRNESS**

Leading with **INTEGRITY, HONESTY, & COURAGE**

Always doing the right things for the right reasons.

OPP Detachment Board Report
Report Information Page

Report Data Source Information:

Data Sources Utilized

- Niche RMS – CTSB Data Feed
- Collision Reporting System (eCRS)
- POIB File Manager
- Daily Activity Reporting System

Niche RMS

RMS data presented in this report is dynamic in nature and any numbers may change over time as the OPP continue to investigate and solve crime.

The following report tabs acquire their data from the OPP Niche RMS – CTSB Data Feed

- Complaints (Public Complaints Section Only)
- Charges
- Warnings
- Violent Crime
- Property Crime
- Drug Crime
- Clearance Rate
- Unfounded
- Other Crime
- Youth Charges
- MHA – Mental Health Act
- Overdose
- Victim Services

Collision Reporting System (eCRS)

Traffic related data for Collisions and Fatalities are collected from the OPP eCRS application.

The following report tabs acquire their data from the OPP eCRS (Collision Reporting System)

- Collisions
- Fatalities

DAR (Daily Activity Reporting)

Patrol hours are collected from the OPP DAR application.

The following report tabs acquire their data from the OPP DAR (Daily Activity Reporting)

- Complaints (Patrol Hours Section Only)



Calls For Service (CFS) Billing Summary Report

Orangeville October to December - 2024

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2024				2023			
		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Sexual offence occurring prior to January 4, 1983	0	0		0.0	0	1	15.4	15.4
	Sexual Assault	6	28	15.4	431.2	5	21	15.4	323.4
	Sexual Interference	2	4	15.4	61.6	0	3	15.4	46.2
	Invitation to Sexual Touching	1	1	15.4	15.4	0	0		0.0
	Sexual Exploitation	0	2	15.4	30.8	0	2	15.4	30.8
	Non-Consensual Distribution of Intimate Images	1	3	15.4	46.2	1	2	15.4	30.8
	Aggravated Assault-Level 3	1	2	15.4	30.8	0	2	15.4	30.8
	Assault With Weapon or Causing Bodily Harm-Level 2	7	32	15.4	492.8	11	41	15.4	631.4
	Assault-Level 1	16	99	15.4	1,524.6	17	96	15.4	1,478.4
	Assault Peace Officer	1	3	15.4	46.2	0	2	15.4	30.8
	Assault Peace Officer w/weapon Bodily Harm	0	0		0.0	0	1	15.4	15.4
	Forcible confinement	0	2	15.4	30.8	0	3	15.4	46.2
	Robbery -Master code	0	2	15.4	30.8	1	3	15.4	46.2
	Robbery, With Threat of Violence	0	3	15.4	46.2	0	0		0.0
	Robbery - Pursesnatch With Violence	0	0		0.0	0	1	15.4	15.4
	Robbery - Other	0	0		0.0	1	1	15.4	15.4
	Extortion	1	2	15.4	30.8	1	1	15.4	15.4
	Criminal Harassment	10	40	15.4	616.0	12	25	15.4	385.0
	Criminal Harassment - Offender Unknown	3	5	15.4	77.0	0	0		0.0
	Indecent/Harassing Communications	0	13	15.4	200.2	6	14	15.4	215.6
	Utter Threats -Master code	2	10	15.4	154.0	1	5	15.4	77.0
	Utter Threats to Person	1	33	15.4	508.2	5	50	15.4	770.0
	Utter Threats to Person - Police Officer	0	0		0.0	0	1	15.4	15.4
	Utter Threats to Person - Government Employee (non-police)	0	0		0.0	0	1	15.4	15.4
Mischief - Cause Danager to Life	0	1	15.4	15.4	0	0		0.0	
Total	52	285	15.4	4,389.0	61	276	15.4	4,250.4	
Property Crime Violations	Arson - Building	1	2	6.3	12.6	0	0		0.0
	Break & Enter	3	27	6.3	170.1	5	49	6.3	308.7
	Unlawful in a dwelling house	0	1	6.3	6.3	0	1	6.3	6.3
	Theft Over -master code	2	7	6.3	44.1	2	5	6.3	31.5
	Theft Over - Construction Site	0	0		0.0	2	2	6.3	12.6
	Theft Over - Trailers	0	0		0.0	1	1	6.3	6.3



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Property Crime Violations	Theft Over - Other Theft	1	3	6.3	18.9	2	7	6.3	44.1
	Theft Over - Boat (Vessel)	1	1	6.3	6.3	0	0		0.0
	Theft Over - Truck Load	0	0		0.0	1	1	6.3	6.3
	Theft of - Mail	3	6	6.3	37.8	2	3	6.3	18.9
	Theft FROM Motor Vehicle Over \$5,000	0	1	6.3	6.3	0	1	6.3	6.3
	Theft Over \$5,000 [SHOPLIFTING]	1	2	6.3	12.6	0	0		0.0
	Theft of Motor Vehicle	3	25	6.3	157.5	3	22	6.3	138.6
	Theft of - Automobile	0	5	6.3	31.5	0	6	6.3	37.8
	Theft of - Trucks	0	1	6.3	6.3	0	0		0.0
	Theft of - Construction Vehicles	0	1	6.3	6.3	0	1	6.3	6.3
	Theft of - Other Motor Vehicles	0	0		0.0	1	2	6.3	12.6
	Theft Under -master code	6	33	6.3	207.9	5	27	6.3	170.1
	Theft Under - Construction Site	0	0		0.0	1	3	6.3	18.9
	Theft under - Bicycles	1	7	6.3	44.1	2	11	6.3	69.3
	Theft under - Building	1	3	6.3	18.9	0	2	6.3	12.6
	Theft under - Persons	1	6	6.3	37.8	1	3	6.3	18.9
	Theft under - Trailers	0	0		0.0	0	1	6.3	6.3
	Theft under - Other Theft	10	38	6.3	239.4	12	52	6.3	327.6
	Theft Under - Gasoline Drive-off	1	10	6.3	63.0	5	35	6.3	220.5
	Theft Under - Truck Load	0	0		0.0	0	1	6.3	6.3
	Theft FROM Motor Vehicle Under \$5,000	5	39	6.3	245.7	4	41	6.3	258.3
	Theft Under \$5,000 [SHOPLIFTING]	53	164	6.3	1,033.2	24	142	6.3	894.6
	Trafficking in Stolen Goods over \$5,000 (incl. possession wi	0	1	6.3	6.3	1	1	6.3	6.3
	Possession of Stolen Goods over \$5,000	0	1	6.3	6.3	0	3	6.3	18.9
	Possession of Stolen Goods under \$5,000	1	1	6.3	6.3	0	0		0.0
	Fraud -Master code	3	23	6.3	144.9	6	30	6.3	189.0
	Fraud - Steal/Forge/Poss./Use Credit Card	6	21	6.3	132.3	3	13	6.3	81.9
	Fraud - False Pretence < = \$5,000	1	12	6.3	75.6	7	28	6.3	176.4
Fraud - Forgery & Uttering	2	9	6.3	56.7	0	7	6.3	44.1	
Fraud - Account closed	0	0		0.0	1	1	6.3	6.3	
Fraud - Fraud through mails	0	2	6.3	12.6	2	5	6.3	31.5	



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Property Crime Violations	Fraud -Money/property/ security > \$5,000	3	22	6.3	138.6	4	21	6.3	132.3
	Fraud -Money/property/ security <= \$5,000	3	37	6.3	233.1	13	46	6.3	289.8
	Fraud - Transportation	0	1	6.3	6.3	2	4	6.3	25.2
	Fraud - Welfare benefits	0	0		0.0	0	2	6.3	12.6
	Fraud - Other	8	36	6.3	226.8	4	31	6.3	195.3
	Personation with Intent (fraud)	0	4	6.3	25.2	2	3	6.3	18.9
	False Pretence -other	0	1	6.3	6.3	1	1	6.3	6.3
	Fraud - False Pretence > \$5,000	0	5	6.3	31.5	0	0		0.0
	Identity Theft	0	1	6.3	6.3	0	1	6.3	6.3
	Identity Fraud	0	2	6.3	12.6	0	6	6.3	37.8
	Mischief - master code	21	107	6.3	674.1	20	100	6.3	630.0
	Mischief [Graffiti - Non Gang Related]	0	1	6.3	6.3	0	6	6.3	37.8
	Mischief with Data	0	0		0.0	0	1	6.3	6.3
	Interfere with lawful use, enjoyment of property	3	10	6.3	63.0	1	12	6.3	75.6
	Property Damage	0	21	6.3	132.3	5	26	6.3	163.8
	Total	144	700	6.3	4,410.0	145	767	6.3	4,832.1
	Other Criminal Code Violations (Excluding traffic)	Possess Firearm while prohibited	0	0		0.0	0	1	7.3
Other Criminal Code * Sec.78 - Sec.96		2	5	7.3	36.5	0	0		0.0
Offensive Weapons-Possession of Weapons		3	8	7.3	58.4	3	6	7.3	43.8
Offensive Weapons-Carry concealed		0	0		0.0	1	1	7.3	7.3
Offensive Weapons-Prohibited		0	1	7.3	7.3	1	2	7.3	14.6
Offensive Weapons-Other Offensive Weapons		1	2	7.3	14.6	0	1	7.3	7.3
Offensive Weapons-False Statements		0	0		0.0	0	1	7.3	7.3
Offensive Weapons-Other Weapons Offences		1	1	7.3	7.3	1	3	7.3	21.9
Bail Violations -Master code		1	2	7.3	14.6	0	2	7.3	14.6
Bail Violations - Fail To Comply		13	45	7.3	328.5	13	38	7.3	277.4
Bail Violations - Others		1	1	7.3	7.3	2	5	7.3	36.5
Bail Violations - Recognizance		0	4	7.3	29.2	2	4	7.3	29.2
Counterfeit Money -Master code		0	2	7.3	14.6	1	1	7.3	7.3
Counterfeit Money - Others		1	5	7.3	36.5	0	2	7.3	14.6



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		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours	
Other Criminal Code Violations (Excluding traffic)	Disturb the Peace	6	37	7.3	270.1	9	52	7.3	379.6	
	Indecent acts -Master code	0	1	7.3	7.3	0	3	7.3	21.9	
	Indecent acts -Other	0	5	7.3	36.5	1	2	7.3	14.6	
	Indecent acts -exposure to person under 14	0	1	7.3	7.3	0	0		0.0	
	Nudity -public/private property	0	0		0.0	0	1	7.3	7.3	
	Child Pornography -Other	0	1	7.3	7.3	0	1	7.3	7.3	
	Public Morals	0	1	7.3	7.3	1	2	7.3	14.6	
	Obstruct Public Peace Officer	1	3	7.3	21.9	1	2	7.3	14.6	
	Trespass at Night	0	0		0.0	0	1	7.3	7.3	
	Breach of Probation	20	47	7.3	343.1	11	36	7.3	262.8	
	Breach of Probation -In relation to children	0	1	7.3	7.3	0	0		0.0	
	Utter Threats to Property / Animals	0	2	7.3	14.6	0	0		0.0	
	Offensive Weapons-Careless use of firearms	0	0		0.0	0	1	7.3	7.3	
	Disobey court order/Misconduct executing process	1	4	7.3	29.2	0	4	7.3	29.2	
	Obstruct Justice/Fabricate Evidence	0	1	7.3	7.3	0	0		0.0	
	Public mischief - mislead peace officer	0	2	7.3	14.6	0	3	7.3	21.9	
	Possession of Burglary Tools	0	0		0.0	0	1	7.3	7.3	
	Total	51	182	7.3	1,328.6	47	176	7.3	1,284.8	
	Drug Possession	Possession Cocaine	1	6	6.9	41.4	2	7	6.9	48.3
		Possession Other Controlled Drugs and Substance Act	1	3	6.9	20.7	0	3	6.9	20.7
Possession - Methamphetamine (Crystal Meth)		1	1	6.9	6.9	0	0		0.0	
Possession - Methylenedioxyamphetamine (Ecstasy)		0	1	6.9	6.9	0	0		0.0	
Possession ũ Opioid (other than heroin)		0	1	6.9	6.9	0	1	6.9	6.9	
Possession illicit or >30g dried cannabis (or equiv) - adult		0	1	6.9	6.9	0	0		0.0	
DRUG Operation - Master Code		0	0		0.0	0	1	6.9	6.9	
Drug related occurrence		2	27	6.9	186.3	9	32	6.9	220.8	
Total	5	40	6.9	276.0	11	44	6.9	303.6		
Drugs	Trafficking Heroin	0	1	80.6	80.6	0	0		0.0	



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		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Drugs	Trafficking Cocaine	0	10	80.6	806.0	1	8	80.6	644.8
	Trafficking Other Controlled Drugs and Substance Act	0	2	80.6	161.2	2	9	80.6	725.4
	Trafficking - Methamphetamine (Crystal Meth)	0	0		0.0	0	1	80.6	80.6
	Trafficking ù Opioid (other than heroin)	0	1	80.6	80.6	0	0		0.0
	Other Cannabis Act	0	0		0.0	0	1	80.6	80.6
	Total	0	14	80.6	1,128.4	3	19	80.6	1,531.4
Statutes & Acts	Landlord/Tenant	27	129	3.5	451.5	18	72	3.5	252.0
	Mental Health Act	55	284	3.5	994.0	75	308	3.5	1,078.0
	Mental Health Act - No contact with Police	6	29	3.5	101.5	10	26	3.5	91.0
	Mental Health Act - Attempt Suicide	2	16	3.5	56.0	5	21	3.5	73.5
	Mental Health Act - Threat of Suicide	13	47	3.5	164.5	14	54	3.5	189.0
	Mental Health Act - Voluntary Transport	7	14	3.5	49.0	5	22	3.5	77.0
	Mental Health Act - Placed on Form	8	22	3.5	77.0	7	31	3.5	108.5
	Mental Health Act - Apprehension	4	32	3.5	112.0	9	35	3.5	122.5
	Custody Dispute	1	2	3.5	7.0	0	3	3.5	10.5
	Trespass To Property Act	35	150	3.5	525.0	26	115	3.5	402.5
	Family Law Act -Custody/ Access order	0	0		0.0	1	1	3.5	3.5
	Total	158	725	3.5	2,537.5	170	688	3.5	2,408.0
	Operational	Animal -Master code	1	7	3.8	26.6	1	2	3.8
Animal - Left in Vehicle		5	40	3.8	152.0	2	24	3.8	91.2
Animal Bite		1	11	3.8	41.8	0	7	3.8	26.6
Animal Stray		4	18	3.8	68.4	5	19	3.8	72.2
Animal Injured		1	8	3.8	30.4	1	9	3.8	34.2
Animal - Other		3	21	3.8	79.8	2	7	3.8	26.6
Animal - Dog Owners Liability Act		0	8	3.8	30.4	2	6	3.8	22.8
Alarm -Master code		0	1	3.8	3.8	0	0		0.0
Alarm -Others		0	0		0.0	0	1	3.8	3.8
False Alarm - Warning Issued		0	1	3.8	3.8	0	0		0.0
Domestic Disturbance		85	365	3.8	1,387.0	73	321	3.8	1,219.8
Suspicious Person		102	509	3.8	1,934.2	114	508	3.8	1,930.4
Homeless Person		0	1	3.8	3.8	2	8	3.8	30.4
Phone -Master code		0	5	3.8	19.0	2	3	3.8	11.4



Calls For Service (CFS) Billing Summary Report

Orangeville October to December - 2024

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2024				2023			
		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Phone -Nuisance - No Charges Laid	4	34	3.8	129.2	14	47	3.8	178.6
	Phone -Obscene - No Charges Laid	0	1	3.8	3.8	0	1	3.8	3.8
	Phone -Threatening - No Charges Laid	0	3	3.8	11.4	2	6	3.8	22.8
	Phone -Other - No Charges Laid	1	2	3.8	7.6	1	2	3.8	7.6
	Text- related Incident (Texting)	0	0		0.0	1	2	3.8	7.6
	False Fire Alarm - Building	1	1	3.8	3.8	0	1	3.8	3.8
	Fire -master code	0	0		0.0	0	1	3.8	3.8
	Fire - Building	4	10	3.8	38.0	2	6	3.8	22.8
	Fire - Vehicle	0	1	3.8	3.8	0	0		0.0
	Fire - Other	3	11	3.8	41.8	1	11	3.8	41.8
	Insecure Condition -Master code	4	14	3.8	53.2	3	10	3.8	38.0
	Insecure Condition - Building	2	5	3.8	19.0	0	1	3.8	3.8
	Missing Person -Master code	3	4	3.8	15.2	0	4	3.8	15.2
	Missing Person under 12	2	2	3.8	7.6	0	2	3.8	7.6
	Missing Person 12 & older	9	27	3.8	102.6	5	18	3.8	68.4
	Missing Person Located Under 12	0	4	3.8	15.2	2	3	3.8	11.4
	Missing Person Located 12 & older	16	41	3.8	155.8	7	32	3.8	121.6
	Noise Complaint -Master code	23	129	3.8	490.2	36	149	3.8	566.2
	Noise Complaint - Vehicle	0	3	3.8	11.4	0	2	3.8	7.6
	Noise Complaint - Residence	1	4	3.8	15.2	1	6	3.8	22.8
	Noise Complaint - Business	0	1	3.8	3.8	0	0		0.0
	Noise Complaint - Animal	4	16	3.8	60.8	3	18	3.8	68.4
	Noise Complaint - Others	1	2	3.8	7.6	0	2	3.8	7.6
	Accident - non-MVC -Master code	1	2	3.8	7.6	1	2	3.8	7.6
	Found Property -Master code	24	100	3.8	380.0	15	75	3.8	285.0
	Found - Computer, parts & accessories	0	4	3.8	15.2	0	0		0.0
	Found - Vehicle Accessories	0	2	3.8	7.6	0	0		0.0
	Found-Personal Accessories	4	16	3.8	60.8	1	3	3.8	11.4
	Found-Household Property	2	3	3.8	11.4	0	4	3.8	15.2
	Found-Musical Instruments	0	1	3.8	3.8	0	0		0.0
Found-Sporting Goods, Hobby Equip.	0	2	3.8	7.6	0	0		0.0	
Found-Bicycles	1	1	3.8	3.8	0	0		0.0	
Found - Gun	0	1	3.8	3.8	0	1	3.8	3.8	



Calls For Service (CFS) Billing Summary Report

Orangeville October to December - 2024

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2024				2023			
		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Found-Others	6	25	3.8	95.0	0	1	3.8	3.8
	Lost Property -Master code	22	85	3.8	323.0	17	60	3.8	228.0
	Lost License Plate	1	4	3.8	15.2	1	2	3.8	7.6
	Lost - Computer, parts & accessories	0	4	3.8	15.2	0	0		0.0
	Lost - Vehicle Accessories	0	1	3.8	3.8	0	0		0.0
	Lost-Personal Accessories	1	17	3.8	64.6	1	3	3.8	11.4
	Lost-Household Property	0	2	3.8	7.6	0	3	3.8	11.4
	Lost-Radio,TV,Sound-Reprod. Equip.	0	1	3.8	3.8	0	0		0.0
	Lost-Machinery & Tools	1	3	3.8	11.4	0	0		0.0
	Lost-Others	6	17	3.8	64.6	1	4	3.8	15.2
	Sudden Death - Accidental	0	0		0.0	0	1	3.8	3.8
	Sudden Death - Suicide	0	4	3.8	15.2	2	4	3.8	15.2
	Sudden Death - Natural Causes	6	22	3.8	83.6	5	17	3.8	64.6
	Sudden Death - Others	1	4	3.8	15.2	1	2	3.8	7.6
	Sudden Death - Apparent Overdose-Overdose	1	2	3.8	7.6	0	2	3.8	7.6
	Suspicious Vehicle	41	155	3.8	589.0	35	132	3.8	501.6
	Trouble with Youth	42	166	3.8	630.8	34	131	3.8	497.8
	Medical Assistance -Master code	0	0		0.0	0	1	3.8	3.8
	Medical Assistance -Other	2	9	3.8	34.2	0	5	3.8	19.0
	Vehicle Recovered -Master code	0	0		0.0	1	1	3.8	3.8
	Vehicle Recovered - Automobile	1	6	3.8	22.8	1	7	3.8	26.6
	Vehicle Recovered - Trucks	0	4	3.8	15.2	0	1	3.8	3.8
	Vehicle Recovered - Motorcycles	0	1	3.8	3.8	0	0		0.0
	Unwanted Persons	53	224	3.8	851.2	53	232	3.8	881.6
	Neighbour Dispute	45	178	3.8	676.4	27	151	3.8	573.8
	By-Law -Master code	3	16	3.8	60.8	1	6	3.8	22.8
	Noise By-Law	0	1	3.8	3.8	0	3	3.8	11.4
	Dogs By-Law	0	2	3.8	7.6	0	1	3.8	3.8
	Smoking By-Law	1	1	3.8	3.8	0	0		0.0
	Other Municipal By-Laws	8	38	3.8	144.4	9	39	3.8	148.2
	Fireworks By-Law	0	2	3.8	7.6	0	0		0.0
	Traffic By-Law	7	20	3.8	76.0	6	12	3.8	45.6
	Overdose/Suspected Overdose	0	1	3.8	3.8	0	0		0.0
Overdose/Suspected Overdose - Opioid Related	0	1	3.8	3.8	0	1	3.8	3.8	



Calls For Service (CFS) Billing Summary Report

Orangeville October to December - 2024

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2024				2023			
		October to December	Year to Date	Time Standard	Year To Date Weighted Hours	October to December	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Assist Fire Department	8	18	3.8	68.4	6	22	3.8	83.6
	Assist Public	90	332	3.8	1,261.6	165	567	3.8	2,154.6
	Distressed/Overdue Motorist	0	5	3.8	19.0	1	6	3.8	22.8
	Compassionate Message	0	0		0.0	1	1	3.8	3.8
	Family Dispute	34	165	3.8	627.0	41	174	3.8	661.2
	Suspicious Package	1	4	3.8	15.2	0	0		0.0
	Protest - Demonstration	1	1	3.8	3.8	0	1	3.8	3.8
	Total	694	2,983	3.8	11,335.4	708	2,917	3.8	11,084.6
Operational2	False Holdup Alarm-Accidental Trip	12	33	1.5	49.5	6	29	1.5	43.5
	False Alarm -Others	38	152	1.5	228.0	68	256	1.5	384.0
	Keep the Peace	57	224	1.5	336.0	53	169	1.5	253.5
	911 call / 911 hang up	14	68	1.5	102.0	21	75	1.5	112.5
	911 hang up - Pocket Dial	0	0		0.0	1	1	1.5	1.5
	911 call - Dropped Cell	12	73	1.5	109.5	18	93	1.5	139.5
	Total	133	550	1.5	825.0	167	623	1.5	934.5
Traffic	MVC (MOTOR VEHICLE COLLISION) -Master code	3	8	3.8	30.4	0	5	3.8	19.0
	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	5	17	3.8	64.6	3	12	3.8	45.6
	MVC - Prop. Dam. Non Reportable	15	80	3.8	304.0	34	127	3.8	482.6
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	76	290	3.8	1,102.0	66	248	3.8	942.4
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	21	68	3.8	258.4	26	64	3.8	243.2
	MVC - Pers. Inj. Failed To Remain (MOTOR VEHICLE COLLISION)	3	6	3.8	22.8	0	1	3.8	3.8
	MVC - Others (MOTOR VEHICLE COLLISION)	5	8	3.8	30.4	0	0		0.0
	Road Rage	0	0		0.0	0	1	3.8	3.8
	Total	128	477	3.8	1,812.6	129	458	3.8	1,740.4
Total	1,365	5,956		28,042.5	1,441	5,968		28,369.8	

Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2024 billing period.

Report Content Last Updated:
2024/12/28

Report generated by:
Moore, Vicki

Report generated on:
2-Jan-25 10:02:40 AM
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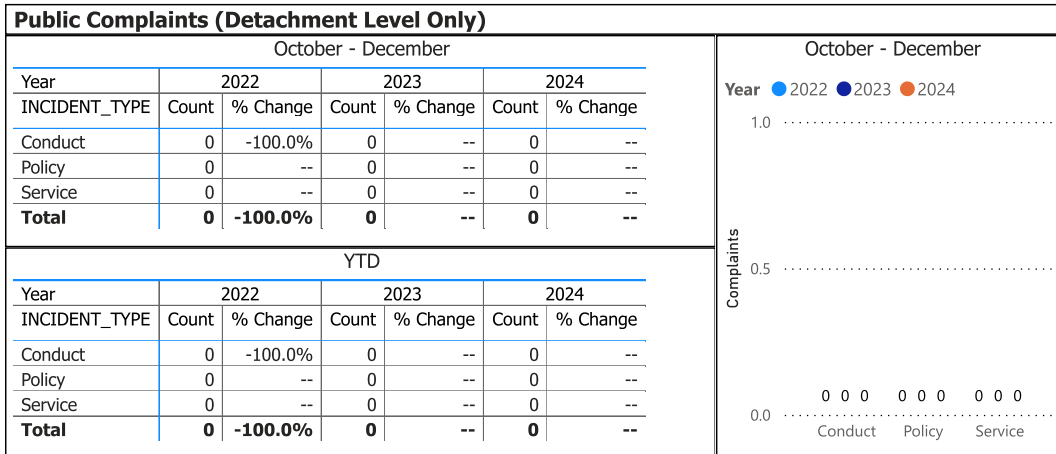
Calls For Service (CFS) Billing Summary Report

Orangeville
October to December - 2024

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.

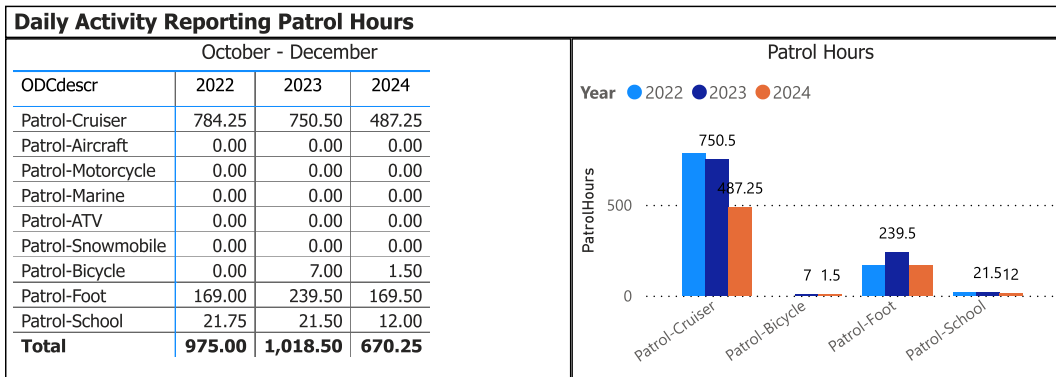
**OPP Detachment Board Report
Records Management System
October - December 2024**



Data source: RMS Data Feed
Ontario Provincial Police, Professional Standards Bureau Commander Reports - File Manager System

Data source date:
31-Dec-2024

Daily Activity Reporting



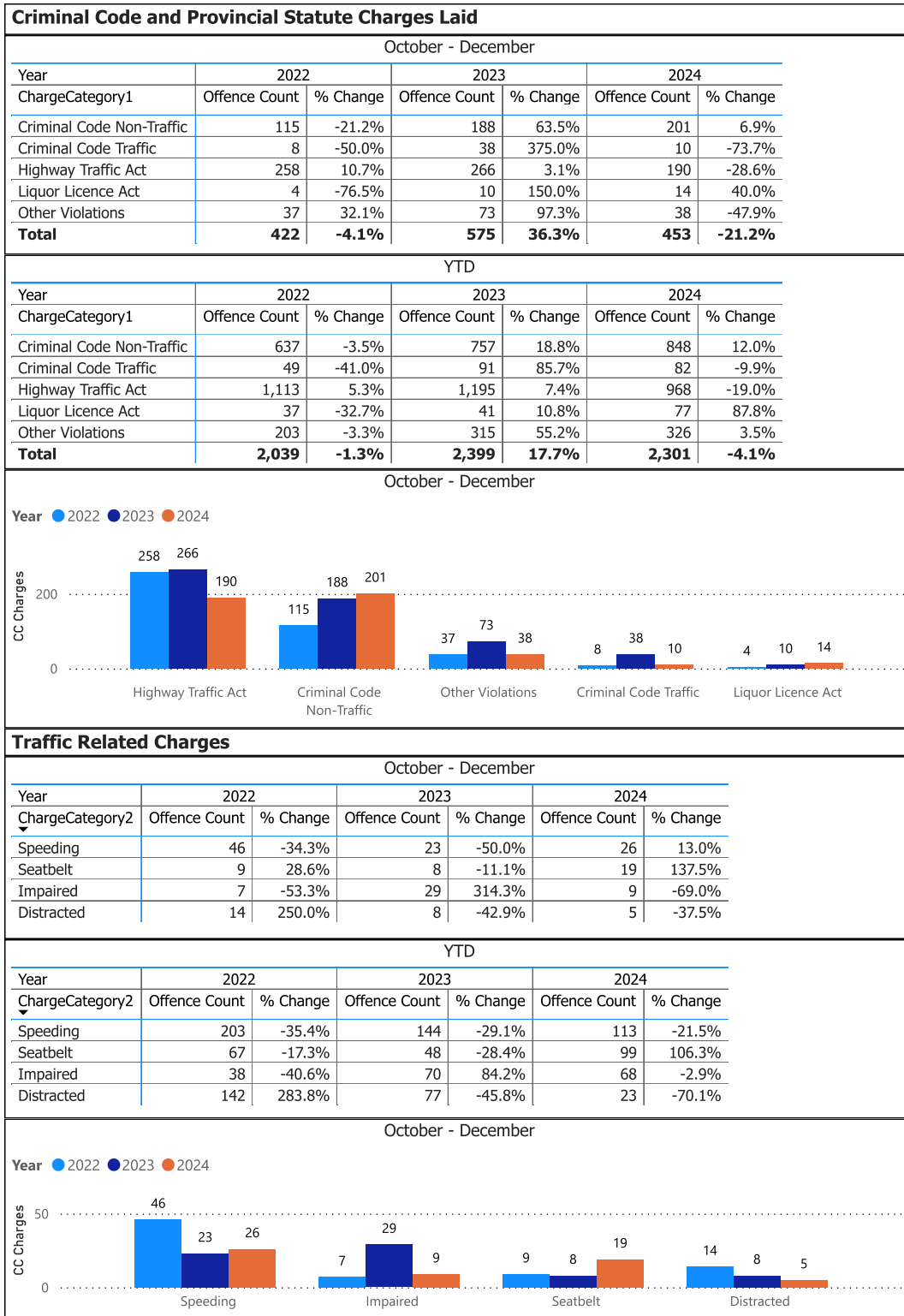
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31-Dec-2024

Detachment: 1N - DUFFERIN
Location code(s): 1N10 - ORANGEVILLE

Data source date:
31-Dec-2024

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**OPP Detachment Board Report
Records Management System
October - December 2024**



Detachment: 1N - DUFFERIN

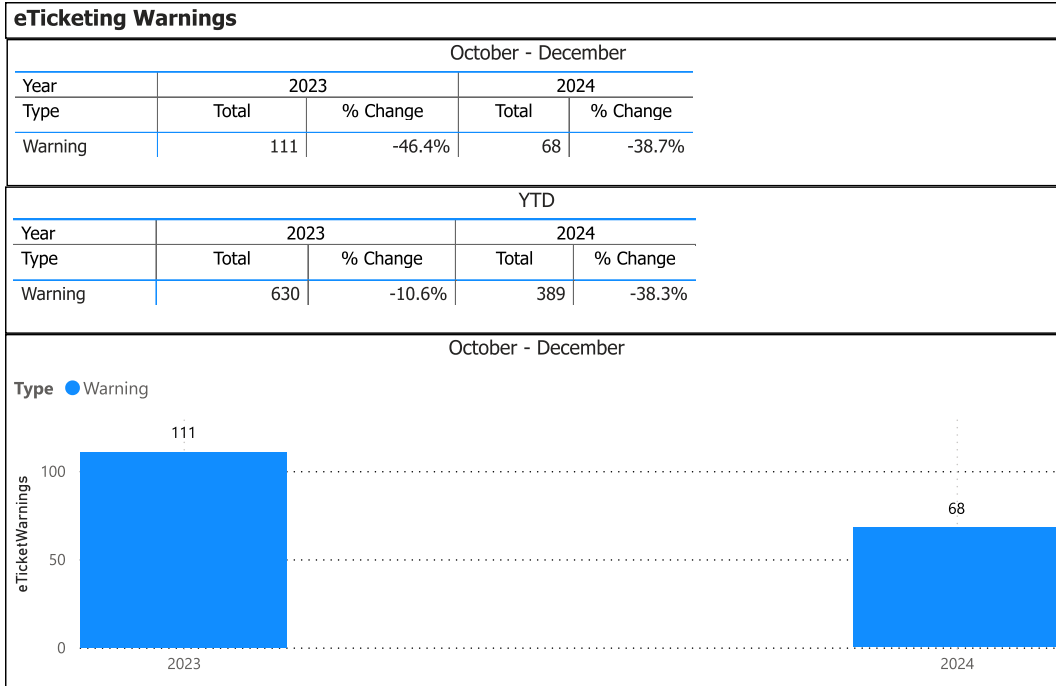
Location code(s): 1N10 - ORANGEVILLE

Area(s): 1008 - Orangeville

Data source date:
31-Dec-24

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**OPP Detachment Board Report
Records Management System
October - December 2024**



Note: The eTicketing system was not fully implemented until the end of 2022, therefore data is only available beginning in 2023. % Change in 2023 may appear higher in this report due to the incomplete 2022 data.

Detachment: 1N - DUFFERIN
Location code(s): 1N10 - ORANGEVILLE

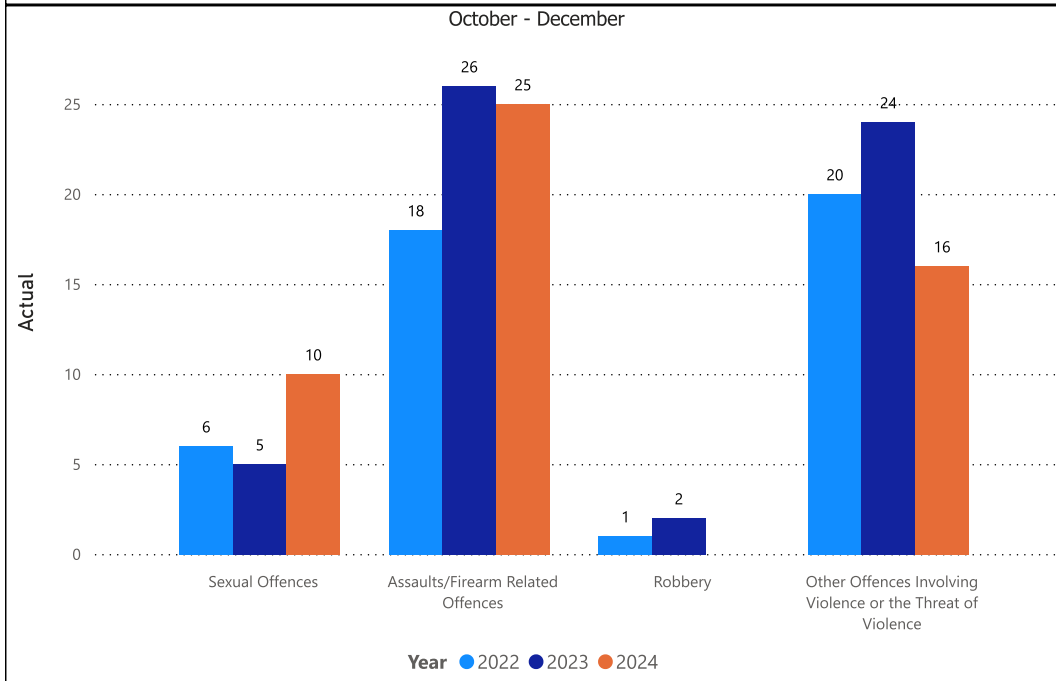
Area(s): 1008 - Orangeville
Data source date:
31-Dec-24

Report Generated on:
02-Jan-2025 9:51:21 AM

**OPP Detachment Board Report
Records Management System
October - December 2024**

Violent Crime						
October-December						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	6	-40.0%	5	-16.7%	10	100.0%
Assaults/Firearm Related Offences	18	20.0%	26	44.4%	25	-3.8%
Offences Resulting in the Deprivation of Freedom	0	--	0	--	0	--
Robbery	1	0.0%	2	100.0%	0	-100.0%
Other Offences Involving Violence or the Threat of Violence	20	25.0%	24	20.0%	16	-33.3%
Offences in Relation to Sexual Services	0	--	0	--	0	--
Total	45	7.1%	57	26.7%	51	-10.5%

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	-100.0%	0	--	0	--
Sexual Offences	26	-16.1%	23	-11.5%	34	47.8%
Assaults/Firearm Related Offences	94	54.1%	132	40.4%	129	-2.3%
Offences Resulting in the Deprivation of Freedom	2	--	4	100.0%	2	-50.0%
Robbery	10	42.9%	5	-50.0%	5	0.0%
Other Offences Involving Violence or the Threat of Violence	90	42.9%	76	-15.6%	99	30.3%
Offences in Relation to Sexual Services	0	--	0	--	0	--
Total	222	36.2%	240	8.1%	269	12.1%



Detachment: 1N - DUFFERIN

Location code(s): 1N10 - ORANGEVILLE

Area(s): 1008 - Orangeville

Data source date:

31-Dec-2024

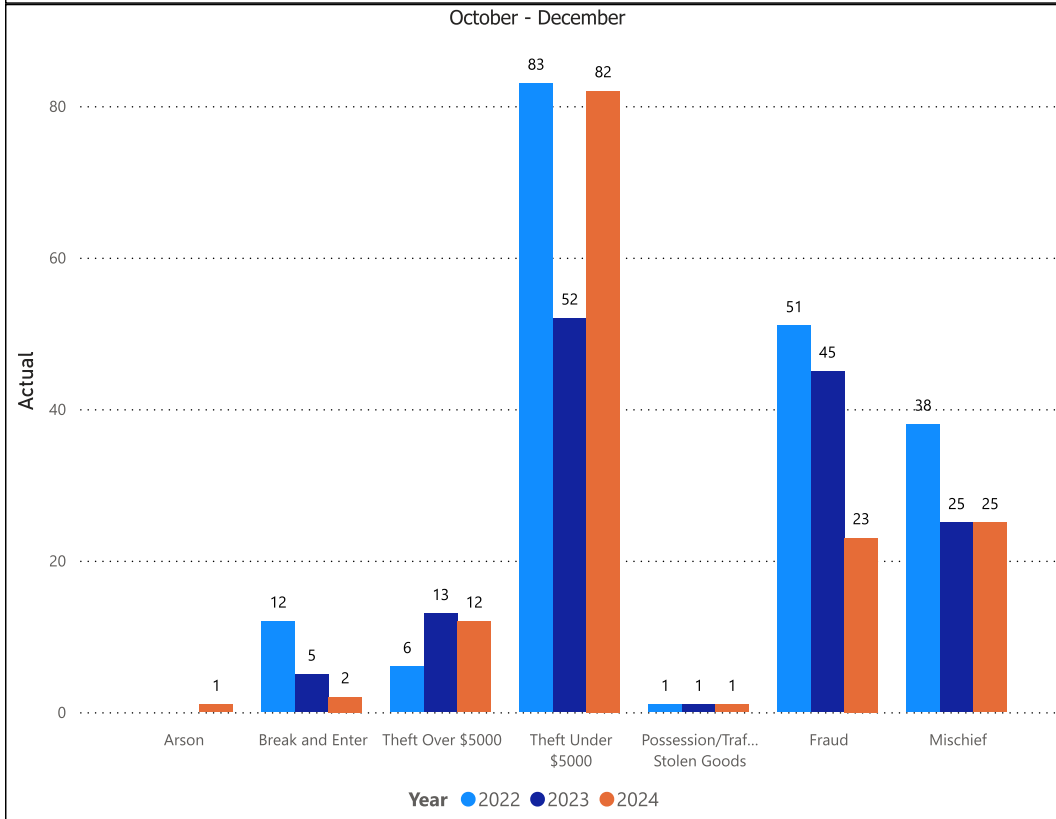
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02-Jan-2025 9:47:57 AM

**OPP Detachment Board Report
Records Management System
October - December 2024**

Property Crime						
October - December						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	0	--	0	--	1	--
Break and Enter	12	200.0%	5	-58.3%	2	-60.0%
Theft Over \$5000	6	-57.1%	13	116.7%	12	-7.7%
Theft Under \$5000	83	13.7%	52	-37.3%	82	57.7%
Possession/Trafficking Stolen Goods	1	-75.0%	1	0.0%	1	0.0%
Fraud	51	82.1%	45	-11.8%	23	-48.9%
Mischief	38	35.7%	25	-34.2%	25	0.0%
Total	191	26.5%	141	-26.2%	146	3.5%

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	1	--	0	-100.0%	2	--
Break and Enter	27	22.7%	48	77.8%	24	-50.0%
Theft Over \$5000	34	-27.7%	49	44.1%	51	4.1%
Theft Under \$5000	297	-12.1%	323	8.8%	310	-4.0%
Possession/Trafficking Stolen Goods	8	-11.1%	3	-62.5%	3	0.0%
Fraud	161	24.8%	181	12.4%	165	-8.8%
Mischief	127	-5.9%	133	4.7%	127	-4.5%
Total	655	-3.7%	737	12.5%	682	-7.5%



Detachment: 1N - DUFFERIN

Location code(s): 1N10 - ORANGEVILLE

Area(s): 1008 - Orangeville

Data source date:

31-Dec-2024

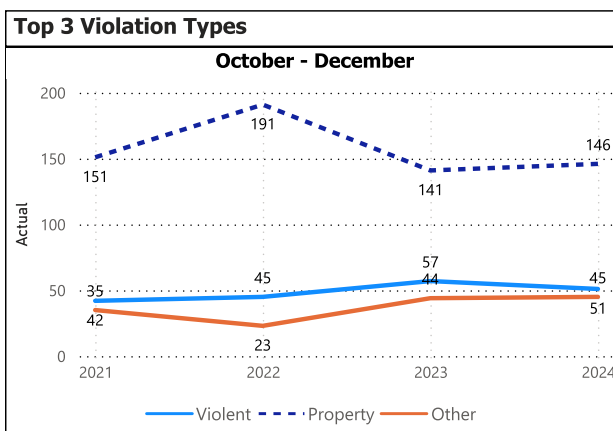
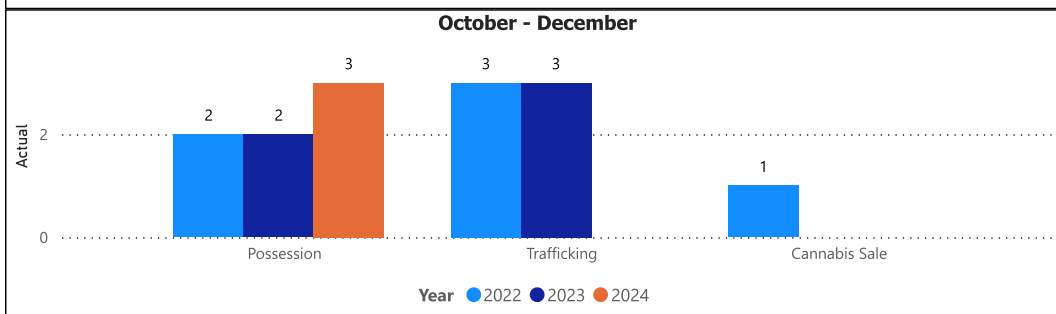
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**OPP Detachment Board Report
Records Management System
October - December 2024**

Drug Crime						
October - December						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	2	0.0%	2	0.0%	3	50.0%
Trafficking	3	50.0%	3	0.0%	0	-100.0%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	1	--	0	-100.0%	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	0	--	0	--
Other Cannabis Violations	0	--	0	--	0	--
Total	6	50.0%	5	-16.7%	3	-40.0%

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	10	-37.5%	11	10.0%	12	9.1%
Trafficking	18	63.6%	18	0.0%	14	-22.2%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	2	--	0	-100.0%	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	0	--	0	--
Other Cannabis Violations	0	--	1	--	0	-100.0%
Total	30	11.1%	30	0.0%	26	-13.3%



Top 5 Violation Groups					
October - December					
ViolationGrp	2021	2022	2023	2024	Total
Theft Under \$5000	73	83	52	82	290
Fraud	28	51	45	23	147
Mischief	28	38	25	25	116
Failure to Comply	19	12	25	30	86
Assaults/Firearm Related Offences	15	18	26	25	84

Detachment: 1N - DUFFERIN
Location code(s): 1N10 - ORANGEVILLE

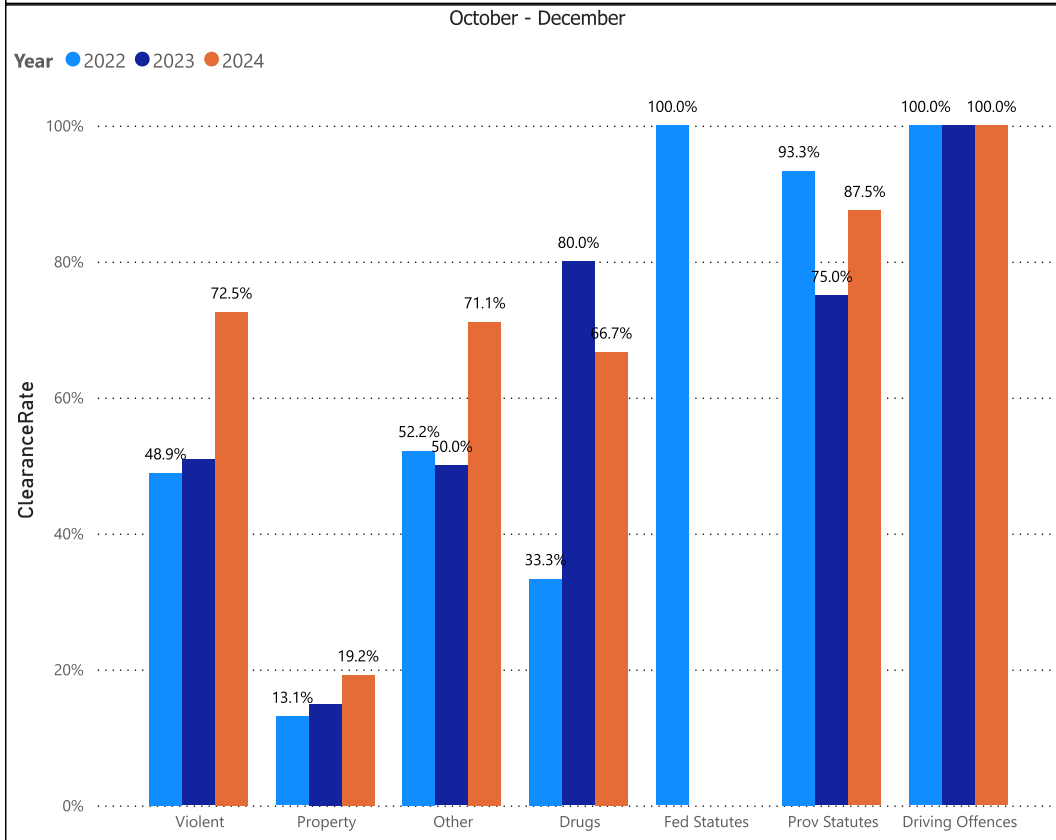
Area(s): 1008 - Orangeville
Data source date:
31-Dec-2024

Report Generated on:
02-Jan-2025 9:47:57 AM

**OPP Detachment Board Report
Records Management System
October - December 2024**

Clearance Rate						
October - December						
Year	2022		2023		2024	
	%	% Change	%	% Change	%	% Change
Violent	48.9%	-24.0%	50.9%	4.1%	72.5%	42.6%
Property	13.1%	-45.1%	14.9%	13.8%	19.2%	28.8%
Other	52.2%	-8.7%	50.0%	-4.2%	71.1%	42.2%
Drugs	33.3%	-33.3%	80.0%	140.0%	66.7%	-16.7%
Fed Statutes	100.0%	0.0%	0.0%	-100.0%		--
Prov Statutes	93.3%	14.1%	75.0%	-19.6%	87.5%	16.7%
Driving Offences	100.0%	9.1%	100.0%	0.0%	100.0%	0.0%

YTD						
Year	2022		2023		2024	
	%	% Change	%	% Change	%	% Change
Violation_rollup						
Violent	51.4%	-17.9%	67.9%	32.3%	63.9%	-5.9%
Property	15.3%	-15.6%	17.1%	12.0%	14.8%	-13.4%
Other	56.6%	-8.8%	55.7%	-1.5%	64.7%	16.2%
Drugs	63.3%	-10.0%	63.3%	0.0%	76.9%	21.5%
Fed Statutes	100.0%	0.0%	0.0%	-100.0%		--
Prov Statutes	86.6%	1.5%	88.9%	2.7%	90.8%	2.2%
Driving Offences	93.3%	-1.6%	89.6%	-4.0%	94.2%	5.2%



Detachment: 1N - DUFFERIN

Location code(s): 1N10 - ORANGEVILLE

Area(s): 1008 - Orangeville

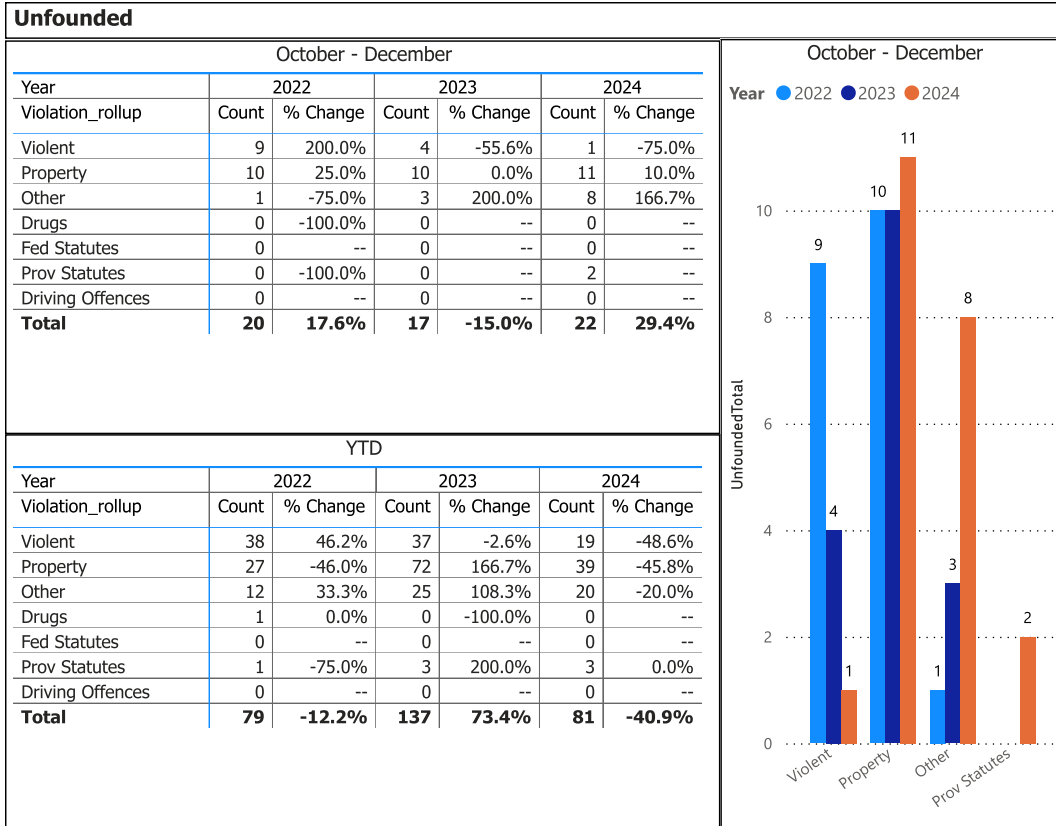
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**OPP Detachment Board Report
Records Management System
October - December 2024**



Detachment: 1N - DUFFERIN

Location code(s): 1N10 - ORANGEVILLE

Area(s): 1008 - Orangeville

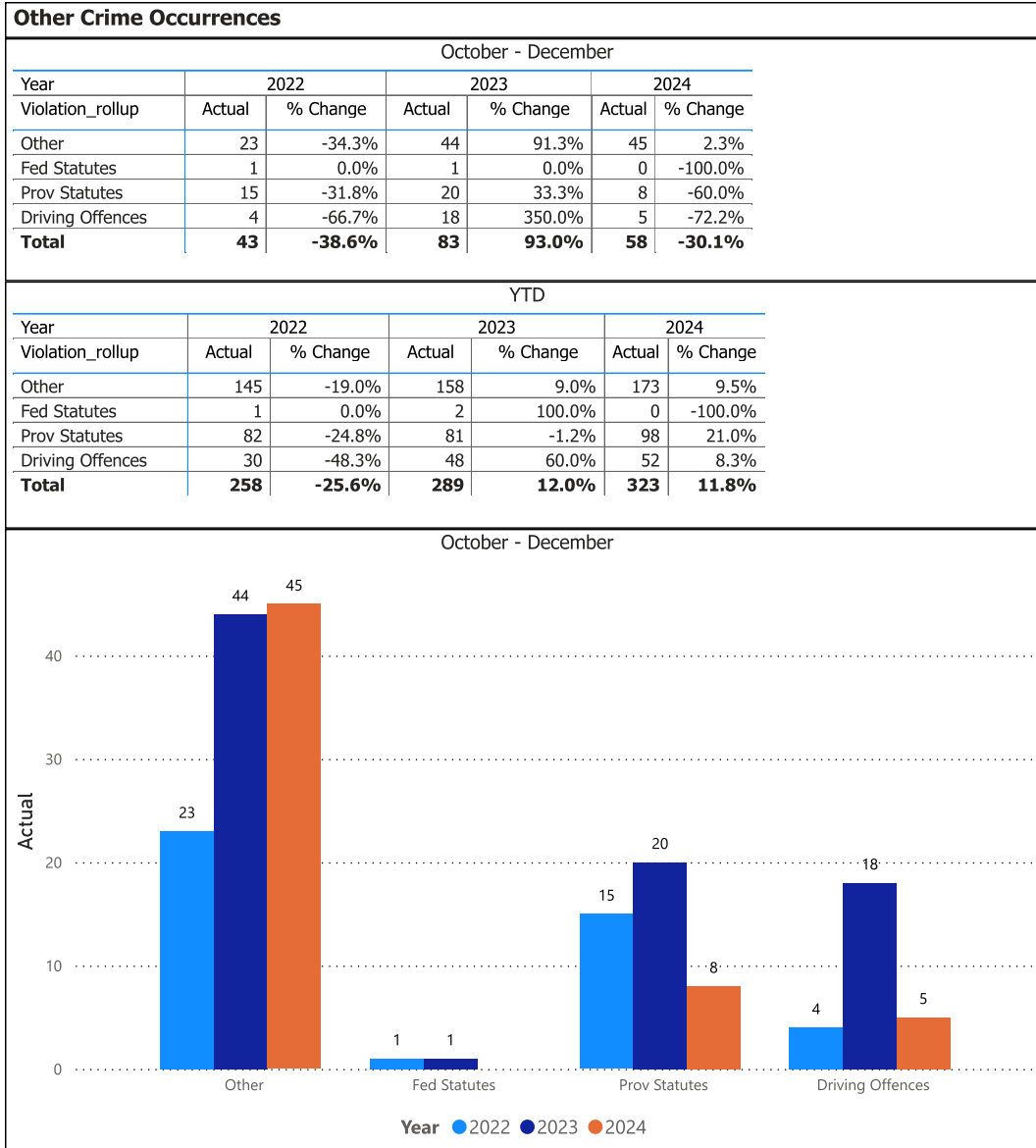
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**OPP Detachment Board Report
Records Management System
October - December 2024**



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Data source date:
31-Dec-2024

Report Generated on:
02-Jan-2025 9:47:57 AM

OPP Detachment Board Report Records Management System October - December 2024

Youth Charges by Disposition Type			
October - December			
Disposition_Type	2022	2023	2024
Bail	0	0	0
Conviction	2	1	0
Diversion	1	0	0
NonConviction	4	11	0
NotAccepted	1	0	0
POATicket	1	0	0
Total	9	12	0

YTD			
Disposition_Type	2022	2023	2024
Bail	0	0	0
Conviction	12	4	0
Diversion	3	0	1
NonConviction	32	35	2
NotAccepted	1	0	0
POATicket	2	5	4
Total	50	44	7

Year	Conviction	Diversion	NonConviction	NotAccepted	POATicket
2022	2	1	4	1	1
2023	1	0	11	0	0
2024	0	0	0	0	0

Youth Charges by Disposition and Occurrence Type		
October - December		
Year	2024	Total
OccType		
Total		0

YTD							
Year	2024						Total
OccType	Bail	Conviction	Diversion	NonConviction	NotAccepted	POATicket	
Assault	0	0	0	2	0	0	2
eTicket - Vehicle		0	0	0	0	4	4
Threats		0	1	0	0	0	1
Total	0	0	1	2	0	4	7

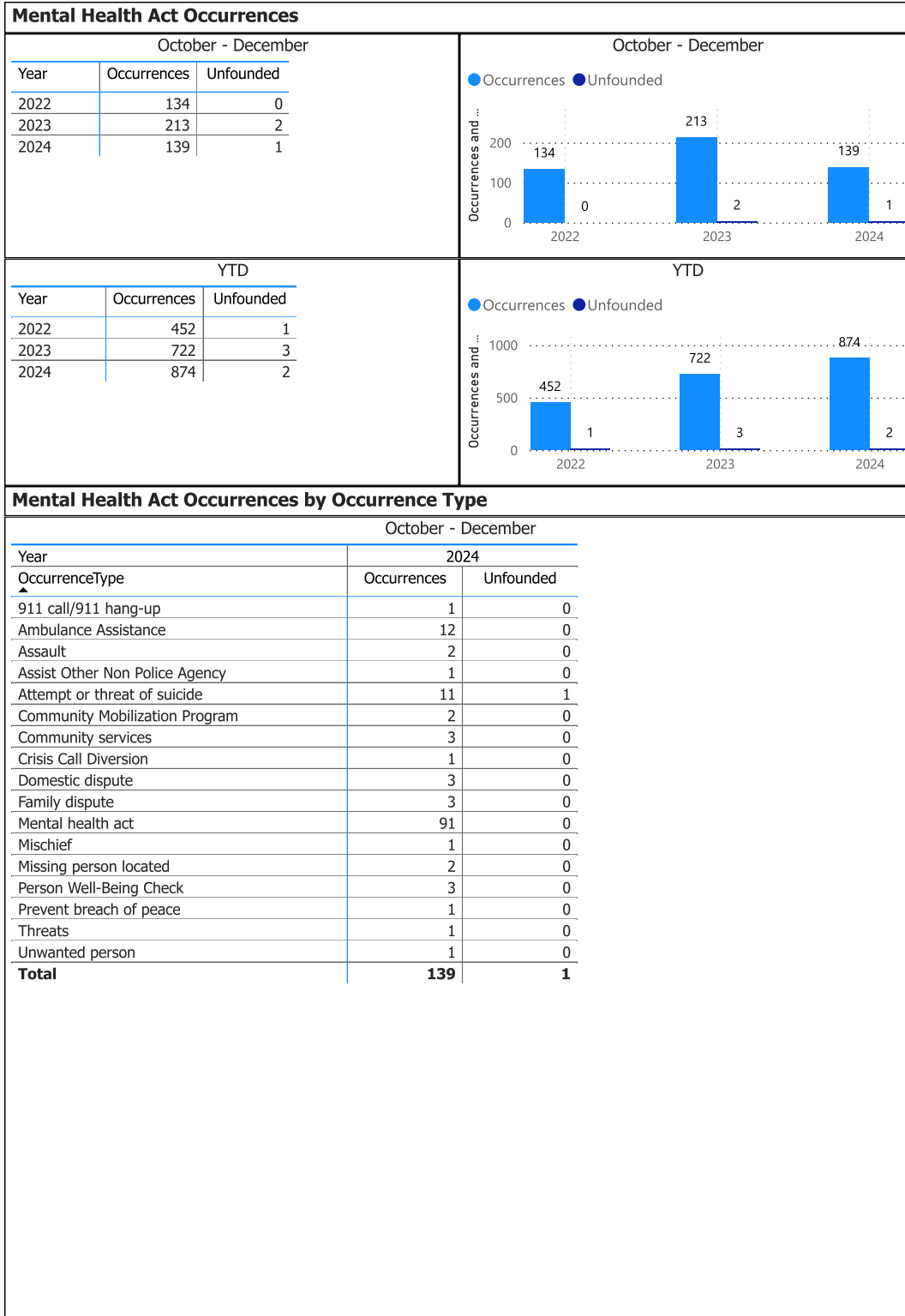
The tables and chart on this page present summarized youth charges by disposition and occurrence type that have been recorded in the OPP Niche RMS application. Of note... the Niche data sourced for this report page only lists youth charges that have had a disposition type entered against them. Therefore, please be aware that the counts of youth charges entries on this report page are under stating the potential sum of youth charges that are in OPP Niche RMS.

Detachment: 1N - DUFFERIN
Location code(s): 1N10 - ORANGEVILLE

Area(s): 1008 - Orangeville
Data source date:
31-Dec-2024

Report Generated on:
02-Jan-2025 9:58:12 AM

**OPP Detachment Board Report
Records Management System
October - December 2024**



Detachment: 1N - DUFFERIN

Location code(s): 1N10 - ORANGEVILLE

Area(s): 1008 - Orangeville

Data source date:

31-Dec-2024

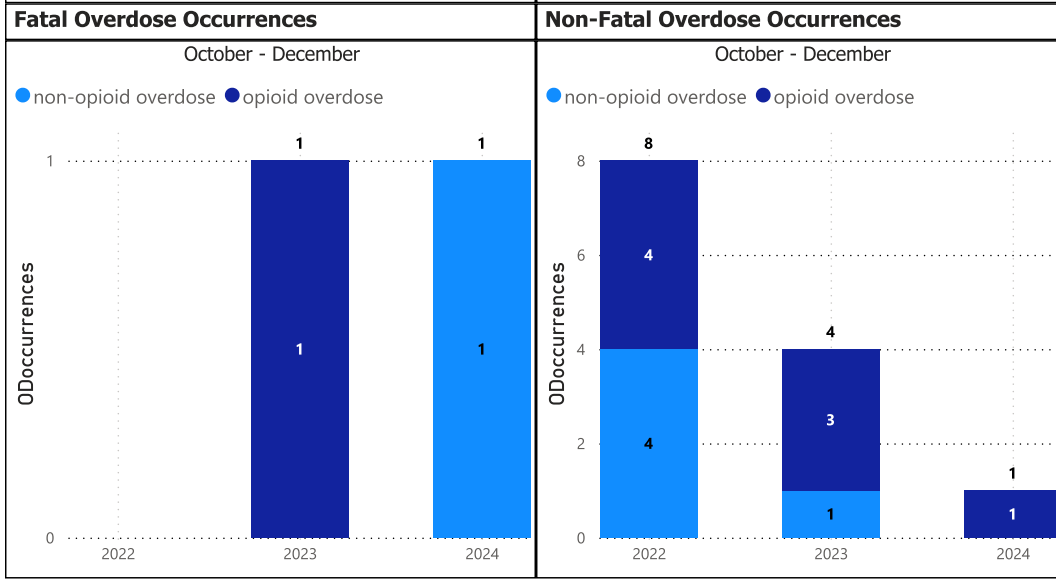
Report Generated on:

02-Jan-2025 9:47:57 AM

**OPP Detachment Board Report
Records Management System
October - December 2024**

Overdose Occurrences			
October - December			
Fatal	2022	2023	2024
<input type="checkbox"/> Fatal	0	1	1
non-opioid overdose	0	0	1
opioid overdose	0	1	0
<input type="checkbox"/> non-Fatal	8	4	1
non-opioid overdose	4	1	0
opioid overdose	4	3	1
Total	8	5	2

YTD			
Fatal	2022	2023	2024
<input type="checkbox"/> Fatal	1	2	3
non-opioid overdose	0	0	1
opioid overdose	1	2	2
<input type="checkbox"/> non-Fatal	21	8	8
non-opioid overdose	13	2	1
opioid overdose	8	6	7
Total	22	10	11

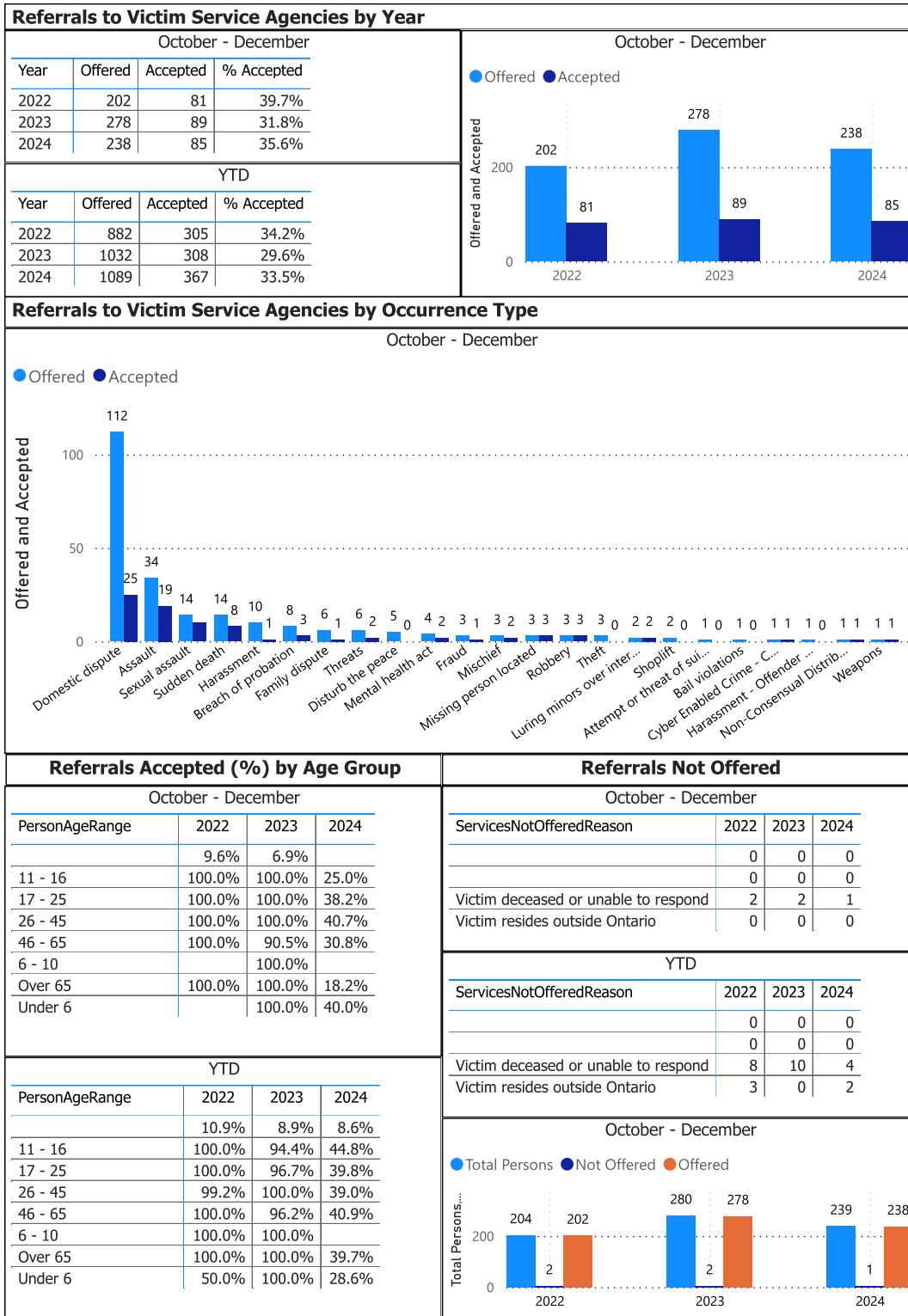


Detachment: 1N - DUFFERIN
Location code(s): 1N10 - ORANGEVILLE

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Data source date:
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OPP Detachment Board Report Records Management System October - December 2024

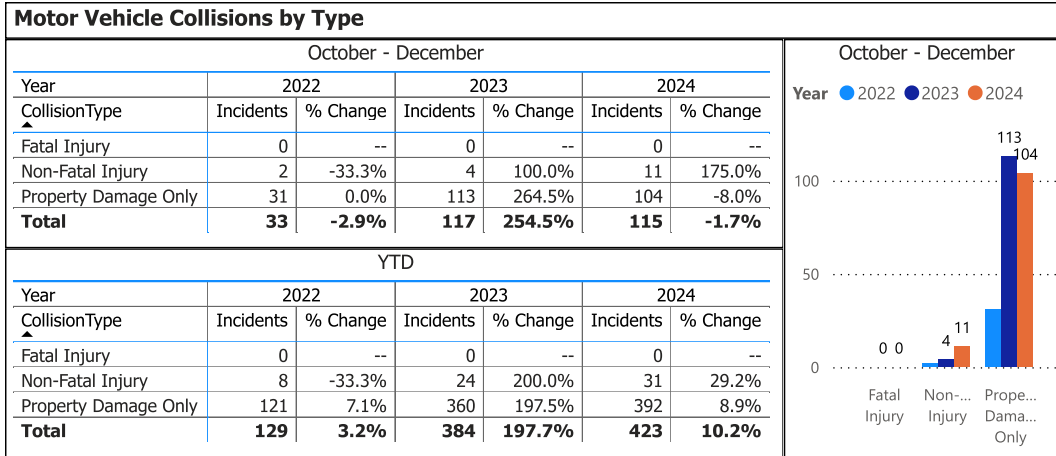


Detachment: 1N - DUFFERIN
Location codes: 1N10 - ORANGEVILLE

Area(s): 1008 - Orangeville
Data source date:
31-Dec-2024

Report Generated on:
02-Jan-2025 9:47:57 AM

**OPP Detachment Board Report
Collision Reporting System
October - December 2024**



Data source (Collision Reporting System) date:
31-Dec-2024

Detachment: 1N - DUFFERIN
Location code(s): 1N10 - ORANGEVILLE

Area(s): 1008 - Orangeville
Data source date:
31-Dec-2024

Report Generated on:
02-Jan-2025 9:47:57 AM

**OPP Detachment Board Report
Collision Reporting System
October - December 2024**

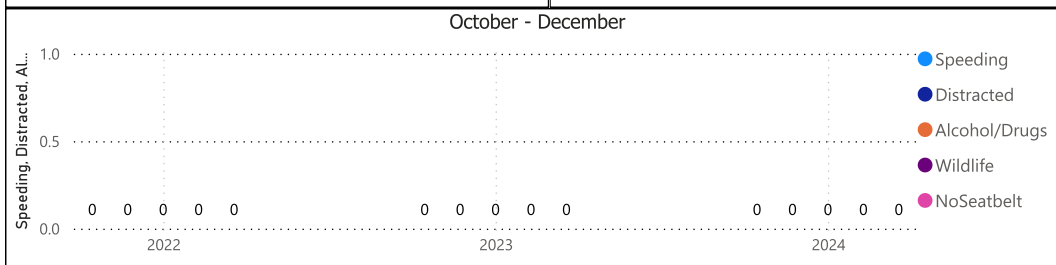
Fatalities in Detachment Area - Incidents									
October - December									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2022	0	0	--	0	0	--	0	0	--
2023	0	0	--	0	0	--	0	0	--
2024	0	0	--	0	0	--	0	0	--

YTD									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2022	0	0	--	0	0	--	0	0	--
2023	0	0	--	0	0	--	0	0	--
2024	0	0	--	0	0	--	0	0	--

Fatalities in Detachment Area - Persons Killed							
October - December							
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle		
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change	
2022	0	--	0	--	0	--	
2023	0	--	0	--	0	--	
2024	0	--	0	--	0	--	

YTD							
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle		
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change	
2022	0	--	0	--	0	--	
2023	0	--	0	--	0	--	
2024	0	--	0	--	0	--	

Primary Causal Factors in Fatal Motor Vehicle Collisions							
October - December				YTD			
	2022	2023	2024		2022	2023	2024
Speeding	0	0	0	Speeding	0	0	0
Speeding % Change	--	--	--	Speeding % Change	--	--	--
Distracted	0	0	0	Distracted	0	0	0
Distracted % Change	--	--	--	Distracted % Change	--	--	--
Alcohol/Drugs	0	0	0	Alcohol/Drugs	0	0	0
Alcohol/Drugs % Change	--	--	--	Alcohol/Drugs % Change	--	--	--
Wildlife	0	0	0	Wildlife	0	0	0
Wildlife % Change	--	--	--	Wildlife % Change	--	--	--
NoSeatbelt	0	0	0	NoSeatbeltYTD	0	0	0
NoSeatbelt YoY%	--	--	--	NoSeatbeltYTD YoY%	--	--	--



Data source (Collision Reporting System) date:
31-Dec-2024

Detachment: 1N - DUFFERIN
Location code(s): 1N10 - ORANGEVILLE

Area(s): 1008 - Orangeville
Data source date:
31-Dec-2024

Report Generated on:
02-Jan-2025 9:47:57 AM

Traffic File Control Register

Report Period: 01-OCT-2024 thru 31-DEC-2024

Report Criteria --> Detachment Code starting with {1n} Report Type equals {*} Incident Type equals {*}

Incident Date	Incident Time	Self-Reported	Location	Jurisdiction	RdHwy Intersection	Incident Type	Primary Cause	Report Type
01-Oct-24	15:00	No	150 First Street, Orangeville (Parking Lot)	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
02-Oct-24	21:45	Yes	FOURTH AVENUE	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
05-Oct-24	15:20	Yes	CENTRE	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
07-Oct-24	12:30	Yes	RIDDELL	ORANGEVILLE	COUNTY ROAD 109	Property Damage Only	Following too closely	Motor Vehicle
06-Oct-24	11:10	Yes	COUNTY ROAD 23	ORANGEVILLE	RIDDELL	Property Damage Only	Following too closely	Motor Vehicle
07-Oct-24	18:20	No	TOWNLINE	ORANGEVILLE	SHERBOURNE	Property Damage Only	Lost control	Motor Vehicle
08-Oct-24	13:45	Yes	FIRST	ORANGEVILLE	FOURTH	Property Damage Only	Other	Motor Vehicle
10-Oct-24	6:09	No	10 10	ORANGEVILLE	BROADWAY	Property Damage Only	Improper lane change	Motor Vehicle
03-Oct-24	14:15	No	RIDDELL	ORANGEVILLE	COUNTY ROAD 109	Property Damage Only	Inattentive driver	Motor Vehicle
09-Oct-24	15:00	Yes	CENTENNIAL	ORANGEVILLE	DAWSON	Property Damage Only	Inattentive driver	Motor Vehicle
10-Oct-24	14:00	Yes	BROADWAY	ORANGEVILLE	BROADWAY	Property Damage Only	Improper lane change	Motor Vehicle
10-Oct-24	14:22	No	BROADWAY	ORANGEVILLE	ADA	Property Damage Only	Disobeyed traffic control	Motor Vehicle
14-Oct-24	11:25	Yes	APPLETON	ORANGEVILLE		Property Damage Only	Lost control	Motor Vehicle
10-Oct-24	14:15	Yes	COUNTY ROAD 16	ORANGEVILLE	BROADWAY	Property Damage Only	Improper lane change	Motor Vehicle
15-Oct-24	9:10	No	CENTRE	ORANGEVILLE	BROADWAY	Property Damage Only	Disobeyed traffic control	Motor Vehicle
15-Oct-24	9:40	Yes	FIFTH	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
15-Oct-24	13:00	Yes	BROADWAY	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
08-Oct-24	18:40	No	10 10	ORANGEVILLE	FIFTH	Non-Fatal Injury	Inattentive driver	Motor Vehicle
15-Oct-24	16:10	Yes	CENTENNIAL	ORANGEVILLE	C LINE	Property Damage Only	Disobeyed traffic control	Motor Vehicle
17-Oct-24	7:20	Yes	FIFTH	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
03-Oct-24	16:00	Yes	BROADWAY	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
19-Oct-24	16:00	Yes	SANDRINGHAM	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
22-Oct-24	12:00	Yes	SHERBOURNE	ORANGEVILLE		Property Damage Only	Other	Motor Vehicle
19-Oct-24	10:30	Yes	BROADWAY	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
24-Oct-24	8:30	Yes	10 10	ORANGEVILLE	BUENA VISTA	Property Damage Only	Following too closely	Motor Vehicle
24-Oct-24	13:45	Yes	THIRD	ORANGEVILLE	SECOND	Property Damage Only	Failed to yield right of way	Motor Vehicle
25-Oct-24	12:39	No	CENTENNIAL	ORANGEVILLE	C LINE	Property Damage Only	Improper turn	Motor Vehicle
20-Oct-24	20:37	No	CENTRE	ORANGEVILLE	BROADWAY	Other	Pedestrian	Motor Vehicle
26-Oct-24	0:33	No	GLENGARRY	ORANGEVILLE	SHERWOOD	Property Damage Only	Ability Impaired - Alcohol	Motor Vehicle
27-Oct-24	7:00	No	HILLSIDE	ORANGEVILLE		Non-Fatal Injury	Speed -- excessive	Motor Vehicle
25-Oct-24	16:30	Yes	FOURTH	ORANGEVILLE		Property Damage Only	Improper passing	Motor Vehicle
26-Oct-24	10:05	Yes	RIDDELL	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
29-Oct-24	12:45	Yes	FOURTH	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
31-Oct-24	12:00	Yes	HANSEN	ORANGEVILLE	FIRST	Property Damage Only	Disobeyed traffic control	Motor Vehicle
31-Oct-24	9:15	Yes	FIRST	ORANGEVILLE	10	Property Damage Only	Unknown	Motor Vehicle
02-Nov-24	14:00	Yes	SECOND	ORANGEVILLE	FOURTH AVE.	Property Damage Only	Unknown	Motor Vehicle

01-Nov-24	20:08	No	C LINE	ORANGEVILLE	COTTONWOOD	Non-Fatal Injury	Failed to yield right of way	Motor Vehicle
01-Nov-24	20:58	No	COUNTY ROAD 16	ORANGEVILLE	COUNTY ROAD 109	Non-Fatal Injury	Ability Impaired âAlcohol	Motor Vehicle
03-Nov-24	12:53	No	BLIND	ORANGEVILLE	HANSEN	Property Damage Only	Failed to yield right of way	Motor Vehicle
29-Oct-24	12:25	No	10 10	ORANGEVILLE	FIFTH	Property Damage Only	Failed to yield right of way	Motor Vehicle
06-Nov-24	20:30	Yes	ALDER	ORANGEVILLE		Property Damage Only	Other	Motor Vehicle
07-Nov-24	8:35	Yes	RIDDELL	ORANGEVILLE	CENTENNIAL	Property Damage Only	Improper lane change	Motor Vehicle
08-Nov-24	11:47	No	ELIZABETH	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
07-Nov-24	14:00	Yes	FIRST	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
08-Nov-24	13:30	Yes	BROADWAY	ORANGEVILLE	SECOND	Property Damage Only	Other	Motor Vehicle
09-Nov-24	16:05	No	TOWNLIN	ORANGEVILLE		Property Damage Only	Lost control	Motor Vehicle
07-Nov-24	6:17	No	BLIND	ORANGEVILLE	BROADWAY	Property Damage Only	Improper turn	Motor Vehicle
09-Nov-24	13:22	No	HANSEN	ORANGEVILLE	FIRST	Non-Fatal Injury	Other	Motor Vehicle
12-Nov-24	8:40	No	THIRD	ORANGEVILLE	SECOND AVE	Non-Fatal Injury	Pedestrian	Motor Vehicle
10-Nov-24	10:30	Yes	FIRST	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
13-Nov-24	9:38	No	SECOND	ORANGEVILLE	FIRST	Property Damage Only	Improper passing	Motor Vehicle
04-Nov-24	12:30	Yes	FIRST	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
25-Oct-24	18:42	Yes	MANOR	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
13-Nov-24	16:34	No	10 10	ORANGEVILLE	FIRST	Property Damage Only	Failed to yield right of way	Motor Vehicle
11-Nov-24	15:27	No	HANSEN	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
14-Nov-24	17:00	Yes	FIRST	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
04-Nov-24	15:03	No	RIDDELL	ORANGEVILLE	ALDER	Non-Fatal Injury	Inattentive driver	Motor Vehicle
17-Nov-24	10:43	No	DAWSON	ORANGEVILLE	BROADWAY	Property Damage Only	Inattentive driver	Motor Vehicle
14-Nov-24	10:38	No	10 10	ORANGEVILLE	FOURTH	Property Damage Only	Improper turn	Motor Vehicle
18-Nov-24	12:30	Yes	ST ANDREW	ORANGEVILLE	MEADOW	Property Damage Only	Improper turn	Motor Vehicle
19-Nov-24	14:10	Yes	FIRST	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
17-Nov-24	19:20	Yes	DREW BROWN	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
18-Nov-24	14:26	No	COUNTY ROAD 109	ORANGEVILLE	RIDDELL	Non-Fatal Injury	Following too closely	Motor Vehicle
21-Nov-24	14:16	No	BROADWAY	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
21-Nov-24	18:10	No	CENTENNIAL	ORANGEVILLE	RIDDELL	Non-Fatal Injury	Pedestrian	Motor Vehicle
22-Nov-24	9:38	Yes	RIDDELL	ORANGEVILLE	CENTENNIAL	Property Damage Only	Disobeyed traffic control	Motor Vehicle
21-Nov-24	17:20	Yes	RIDDELL	ORANGEVILLE	ALDER	Property Damage Only	Following too closely	Motor Vehicle
23-Nov-24	8:47	No	10 10	ORANGEVILLE	BROADWAY	Property Damage Only	Inattentive driver	Motor Vehicle
24-Nov-24	19:55	No	MADISON	ORANGEVILLE	LAWRENCE	Property Damage Only	Inattentive driver	Motor Vehicle
24-Nov-24	22:14	No	10 BROADWAY	ORANGEVILLE	10	Property Damage Only	Ability Impaired Drugs	Motor Vehicle
22-Nov-24	16:00	Yes	BROADWAY	ORANGEVILLE	BLIND	Property Damage Only	Following too closely	Motor Vehicle
25-Nov-24	7:45	Yes	FIRST	ORANGEVILLE		Property Damage Only	Other	Motor Vehicle
27-Nov-24	12:00	Yes	FIRST	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
27-Nov-24	7:51	No	JOHN	ORANGEVILLE	TOWNLIN	Property Damage Only	Lost control	Motor Vehicle
27-Nov-24	18:00	Yes	RIDDELL	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
28-Nov-24	11:00	Yes	10 10	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
20-Nov-24	20:24	No	BROADWAY	ORANGEVILLE	BROADWAY	Other	Pedestrian	Motor Vehicle
29-Nov-24	23:19	No	38 SHERBOURNE	ORANGEVILLE		Property Damage Only	Lost control	Motor Vehicle
30-Nov-24	14:28	No	RIDDELL	ORANGEVILLE	CENTENNIAL	Non-Fatal Injury	Inattentive driver	Motor Vehicle
02-Dec-24	18:00	Yes	CENTENNIAL	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
03-Dec-24	20:00	No	HANSEN	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle

03-Dec-24	17:00	No	HANSEN	ORANGEVILLE		Property Damage Only	Other	Motor Vehicle
01-Dec-24	15:28	Yes	THIRD	ORANGEVILLE		Property Damage Only	Mechanical failure	Motor Vehicle
06-Dec-24	4:00	No	BROADWAY	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
07-Dec-24	12:30	Yes	10 10	ORANGEVILLE	FIFTH	Property Damage Only	Improper turn	Motor Vehicle
08-Dec-24	13:45	Yes	RIDDELL	ORANGEVILLE		Property Damage Only	Other	Motor Vehicle
10-Dec-24	6:10	Yes	HWY 9	ORANGEVILLE		Property Damage Only	Following too closely	Motor Vehicle
30-Nov-24	15:30	Yes	FIRST	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
04-Dec-24	7:00	Yes	BROADWAY	ORANGEVILLE	JOHN	Property Damage Only	Improper lane change	Motor Vehicle
10-Dec-24	23:00	Yes	BURBANK	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
02-Dec-24	8:00	No	FIRST	ORANGEVILLE	HANSEN	Property Damage Only	Improper turn	Motor Vehicle
10-Dec-24	20:50	Yes	MARSHALL	ORANGEVILLE	ROLLING HILLS	Property Damage Only	Speed -- excessive	Motor Vehicle
12-Dec-24	14:00	Yes	BROADWAY	ORANGEVILLE	BYTHIA	Property Damage Only	Following too closely	Motor Vehicle
13-Dec-24	10:01	Yes	BROADWAY	ORANGEVILLE		Property Damage Only	Other	Motor Vehicle
13-Dec-24	11:50	No	C LINE	ORANGEVILLE	CENTENNIAL	Property Damage Only	Other	Motor Vehicle
13-Dec-24	11:40	Yes	BROADWAY	ORANGEVILLE	MILL	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
13-Dec-24	15:02	No	Broadway	ORANGEVILLE		Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
12-Dec-24	13:00	Yes	SECOND	ORANGEVILLE	SECOND	Property Damage Only	Improper passing	Motor Vehicle
13-Dec-24	12:30	Yes	SHERBOURNE	ORANGEVILLE	BROADWAY	Property Damage Only	Failed to yield right of way	Motor Vehicle
13-Dec-24	21:11	No	BROADWAY	ORANGEVILLE	FIRST	Property Damage Only	Improper turn	Motor Vehicle
13-Dec-24	23:08	No	C LINE	ORANGEVILLE	CENTENNIAL	Other	Inattentive driver	Motor Vehicle
13-Dec-24	9:11	No	DAWSON	ORANGEVILLE	CENTENNIAL	Property Damage Only	Inattentive driver	Motor Vehicle
14-Dec-24	12:07	No	FIFTH	ORANGEVILLE	Highway 10	Property Damage Only	Inattentive driver	Motor Vehicle
14-Dec-24	13:20	Yes	BROADWAY	ORANGEVILLE	CENTRE	Property Damage Only	Improper lane change	Motor Vehicle
15-Dec-24	17:48	No	BROADWAY	ORANGEVILLE	SHERBOURNE	Non-Fatal Injury	Improper turn	Motor Vehicle
12-Dec-24	16:07	No	GREEN ST	ORANGEVILLE		Property Damage Only	Lost control	Motor Vehicle
13-Dec-24	15:30	Yes	FOURTH	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
14-Dec-24	10:00	Yes	HANSEN	ORANGEVILLE	MICHAEL	Property Damage Only	Failed to yield right of way	Motor Vehicle
15-Dec-24	10:00	Yes	FOURTH	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
27-Nov-24	9:30	Yes	FIRST	ORANGEVILLE	5TH AVENUE	Property Damage Only	Unknown	Motor Vehicle
16-Dec-24	19:30	Yes	RIDDELL	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
16-Dec-24	10:38	No	ROLLING HILLS DR	ORANGEVILLE	JOSHUA	Property Damage Only	Other	Motor Vehicle
16-Dec-24	12:15	Yes	COMMERCE	ORANGEVILLE		Property Damage Only	Other	Motor Vehicle
19-Dec-24	14:00	Yes	HANSEN	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
22-Dec-24	10:50	No	WELLINGTON	ORANGEVILLE	Front St	Non-Fatal Injury	Mechanical failure	Motor Vehicle
22-Dec-24	17:54	No	BROADWAY	ORANGEVILLE	SHERBOURNE	Property Damage Only	Ability Impaired - Alcohol	Motor Vehicle
21-Dec-24	13:30	Yes	10 10	ORANGEVILLE	BROADWAY	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
22-Dec-24	20:00	Yes	FIRST	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
22-Dec-24	20:00	Yes	FIRST AV	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
23-Dec-24	10:00	Yes	FIRST	ORANGEVILLE	HANSEN	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
23-Dec-24	16:00	Yes	BROADWAY	ORANGEVILLE	CENTRE	Property Damage Only	Following too closely	Motor Vehicle
23-Dec-24	19:40	Yes	10 10	ORANGEVILLE	Fourth Ave	Property Damage Only	Following too closely	Motor Vehicle
15-Dec-24	15:11	No	HANSEN	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
17-Dec-24	20:32	No	RIDDELL	ORANGEVILLE		Non-Fatal Injury	Fail to Share	Motor Vehicle

26-Dec-24	10:25	No	CENTENNIAL	ORANGEVILLE	RIDDELL	Property Damage Only	Improper passing	Motor Vehicle
26-Dec-24	15:05	No	FOURTH	ORANGEVILLE	10	Property Damage Only	Failed to yield right of way	Motor Vehicle
26-Dec-24	16:13	No	COUNTY ROAD 23	ORANGEVILLE	C LINE	Property Damage Only	Following too closely	Motor Vehicle
21-Dec-24	1:30	Yes	BURBANK	ORANGEVILLE	CENTURY	Property Damage Only	Lost control	Motor Vehicle
24-Dec-24	17:40	Yes	BYTHIA	ORANGEVILLE		Property Damage Only	Other	Motor Vehicle
24-Dec-24	13:30	Yes	FOURTH	ORANGEVILLE	FIRST	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
27-Dec-24	12:00	Yes	ROLLING HILLS	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
28-Dec-24	12:00	Yes	FOURTH	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
26-Dec-24	19:00	Yes	ALDER ST	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
29-Dec-24	18:50	Yes	RIDDELL	ORANGEVILLE	COUNTY ROAD 109	Property Damage Only	Following too closely	Motor Vehicle
24-Dec-24	16:00	Yes	ORANGEVILLE MALL PARKING LOT at	ORANGEVILLE	105 FIRST ST	Property Damage Only	Unknown	Motor Vehicle
31-Dec-24	12:07	No	10 10	ORANGEVILLE	5TH AVENUE	Property Damage Only	Improper turn	Motor Vehicle
31-Dec-24	10:40	No	RIDDELL	ORANGEVILLE	SPENCER	Property Damage Only	Disobeyed traffic control	Motor Vehicle
31-Dec-24	13:43	No	FIFTH	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle

ACTION PLAN: Town of Orangeville

Foot Patrol Hours

2024 – YTD: 438
Oct: 48
Nov: 27
Dec: 60

R.I.D.E. Hours

2024 – YTD: 372
Oct: 23
Nov: 29
Dec: 56

Trouble with Youth Occurrences

2024 – YTD: 63
Oct: 20
Nov: 19
Dec: 06

Mental Health Occurrences

2024 – YTD: 333
Oct: 61
Nov: 36
Dec: 48

Arrests – Impaired by Alcohol

2024 – YTD: 17
Oct: 01
Nov: 02
Dec: 00

Arrests – Impaired by Drug

2024 – YTD: 01
Oct: 00
Nov: 01
Dec: 00

R.I.D.E. Grant Vehicles Checked

2024 – YTD:	00
Oct:	00
Nov:	00
Dec:	00

Distracted Driving Charges

2024 – YTD:	18
Oct:	00
Nov:	00
Dec:	00

ROADWAYS , WATERWAYS AND TRAILS:

Traffic safety will continue to be a priority for Dufferin Detachment in 2023-2025. Ongoing traffic initiatives targeting the big four: speeding, seat belt use, distracting driving and impaired driving.

Traffic Initiatives

Thanksgiving Long Weekend Oct 11-Oct 14
Festive Ride Nov 24-Jan 01

AUXILIARY UNIT:

<u>Unit Hours</u>	<u>October</u>	<u>November</u>	<u>December</u>
Administration	37.75	19.50	10.00
Training	20.00	13.00	17.00
Special Detail	4.50	09.25	00.00
Cruiser Patrol	10.50	00.00	00.00
ATV Patrol	0.00	00.00	00.00
Community Policing	21.00	84.25	46.00
TOTAL	93.75	126.00	73.00

DUFFERIN OPP INVESTIGATE A COLLISION ON HIGHWAY 10

(MONO, ON) -The Dufferin County Detachment of the Ontario Provincial Police (OPP) is investigating a serious motor vehicle collision in the Town of Mono.

On October 3, 2024, at approximately 8:00 p.m., Dufferin County OPP officers and emergency crews responded to a serious two-vehicle collision, involving a motorcycle and an SUV on Highway 10, in the Town of Mono. The driver of the motorcycle, a 27-year-old man from Cookstown, was transported to a Toronto hospital with life-altering injuries.

Highway 10 was closed, for several hours, while the OPP Technical Collision Investigators assisted with the investigation.

The investigation is ongoing. Anyone who may have witnessed or has video/dash camera footage of the collision, and has not yet spoken with police, is asked to contact the Dufferin County OPP Detachment at 1-888-310-1122.

- 30-

Media Contact

PC Amy Pitton

Dufferin OPP Detachment

519-943-3838

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SOUTHGATE RESIDENT CHARGED WITH IMPAIRED OPERATION RELATED OFFENCES AS THE RESULT OF A TRAFFIC COMPLAINT ON HIGHWAY 10

(DUFFERIN COUNTY) - Members of the Dufferin Detachment of the Ontario Provincial Police (OPP) work extremely hard to keep the roads safe in Dufferin County. Officers have removed and charged a Southgate resident with impaired operation related offences as the result of a traffic complaint.

On October 6, 2024, just before 6:30 p.m., Dufferin OPP officers responded to a traffic complaint in the area of Highway 10 in the Town of Mono. Officers located the vehicle and were quickly led to an impaired driving investigation.

Recordo BARRETT, 66-year-old male, from Dundalk has been charged with:

- Operation while impaired - blood alcohol concentration (80 plus)
- Operation while impaired - alcohol and drugs
- Possess more than one licence

The accused is scheduled to appear at the Ontario Court of Justice in Orangeville to answer to the charges. Their driver's licence was suspended, and the vehicle was impounded.

Dufferin OPP continues to conduct traffic enforcement daily as drivers who are impaired by alcohol or drugs and who drive at excessive speeds continue to pose a threat to Ontario roads. We are committed to the safety of our community.

The Dufferin OPP reminds motorists to plan ahead when consuming alcohol or drugs. Use a designated driver, cab, rideshare, public transit or stay overnight. Any amount of alcohol or drugs can impact your ability to make sound judgements. In a split second you could ruin your future, injure, or kill others, and tear a hole in the heart of everyone who loves you.

Members of the Dufferin OPP are committed to public safety, delivering proactive and innovative policing in partnership with our communities. Officers value your contribution to building safe communities. If you have information about suspected unlawful activity, please contact the OPP at 1-888-310-1122 or Crime Stoppers to remain anonymous at 1-800-822-8477 (TIPS) or www.crimestopperssdm.com.

FROM: Dufferin Detachment

DATE: October 8, 2024

DUFFERIN OPP IS INVESTIGATING AN ARMED ROBBERY IN AMARANTH

(AMARANTH, ON) - The Dufferin Detachment of the Ontario Provincial Police (OPP) is requesting the public's assistance regarding an armed robbery that occurred at a local gas station in the Township of Amaranth.

On October 7, 2024, at approximately 11:40 p.m., officers from the Dufferin OPP Detachment responded to a report of a robbery at a gas station on County Road 109.

At approximately 11:30 p.m., an individual entered the gas station armed with a firearm.

The individual discharged the firearm during the robbery and a victim sustained a life-threatening injury. The victim was transported by Air Ornge to a Toronto area trauma centre, where they remain in life-threatening condition.

The individual was wearing a three-quarter length winter jacket with a fur hood, black pants, black shoes, and a blue medical mask.

The investigation is ongoing by the Dufferin OPP Crime Unit under the direction of the Criminal Investigation Branch.

A firearm was involved in this incident. If you see this individual, do not engage or approach. Call 9-1-1 immediately to advise police.

Residents will continue to see an increased police presence in the area of County Road 109 between 7th Line and 17th Line.

The OPP is asking anyone in the area to check, save and secure any potential video evidence from devices at their homes or business between October 7, 2024, at 11:15 p.m. and October 8, 2024, at 12:00 a.m. Anyone with information regarding this investigation is asked to contact the OPP at 1-888-310-1122. You can also provide information anonymously by contacting Crime Stoppers at 1-800-222-TIPS (8477). When you contact Crime Stoppers, you stay anonymous, you never have to testify, and you could receive a cash reward of up to \$2,000 upon an arrest.

-30-

FROM: Dufferin Detachment

DATE: October 11, 2024

-UPDATE #1-

DUFFERIN OPP IS INVESTIGATING AN ARMED ROBBERY IN AMARANTH

Investigation Deemed a Homicide, Deceased Identified

(AMARANTH, ON) - The Dufferin Detachment of the Ontario Provincial Police (OPP) has elevated an armed robbery that occurred at a local gas station in the Town of Amaranth to a homicide investigation.

On October 7, 2024, at approximately 11:40 p.m., officers from the Dufferin OPP Detachment responded to a report of an armed robbery at a gas station on County Road 109. The individual discharged a firearm during the robbery and a victim sustained a life-threatening injury. The victim was transported by Air Ornge to a Toronto area trauma centre.

The victim has been identified as Mehakdeep Singh, a 25-year-old from Amaranth. On October 10, 2024, Mehakdeep succumbed to his injuries and was pronounced deceased.

The individual responsible was wearing a dark-coloured, three-quarter length winter jacket with a fur hood, black pants, black shoes, and a blue medical mask.

The investigation is ongoing by the Dufferin OPP Crime Unit under the direction of the Criminal Investigation Branch, with assistance from the OPP Emergency Response Unit, OPP Canine Unit, in conjunction with the Office of the Chief Coroner and the Ontario Forensic Pathology Service.

A firearm was involved in this incident. If you see this individual, do not engage or approach. Call 9-1-1 immediately to advise police.

The OPP is asking anyone in the area to check, save and secure any potential video evidence from devices at their homes or business between October 7, 2024, at 11:15 p.m. and October 8, 2024, at 12:00 a.m. Anyone with information regarding this investigation is asked to contact the OPP at 1-888-310-1122. You can also provide information anonymously by contacting Crime Stoppers at 1-800-222-TIPS (8477). When you contact Crime Stoppers, you stay anonymous, you never have to testify, and you could receive a cash reward of up to \$2,000 upon an arrest.

Videos of the individual entering and leaving the gas station are on the OPP Central Region socials: [Facebook @OPPCentralRegion](#), [Instagram @OPP_CentralRegion](#), and [X @OPP_CR](#).

FROM: Dufferin Detachment

DATE: October 16, 2024

72 CARTONS OF UNMARKED CIGARETTES SEIZED IN DUFFERIN COUNTY

(SHELBURNE, ON) - As a result of a RIDE (Reduce Impaired Driving Everywhere) program conducted, officers from the Dufferin Detachment of the Ontario Provincial Police (OPP) charged a male with being in possession of a large quantity of unmarked cigarettes.

On Thursday, October 10, 2024, at approximately 12:30 p.m., members of the Dufferin Detachment of the OPP conducted a RIDE spot check on Victoria Street in the Town of Shelburne. A male party entered the spot check and police were led to an investigation pertaining to items within his motor vehicle.

Alexander SHERMAN, a 39-year-old from Mississauga has been charged with:

- Adult Possess unmarked cigarettes for sale
- Adult Possess unmarked cigarettes

As a result of the investigation the following was recovered:

- 72 cartons (14, 8817 cigarettes)

The accused individual is scheduled to appear before the Ontario Court of Justice in Orangeville to answer to the charges.

Anyone with information regarding this investigation of any other criminal activity is asked to contact Dufferin OPP at 1-888-310-1122 or Crime Stoppers to remain anonymous at 1-800-222-TIPS (8477). You can also submit your information online at <https://ontariocrimestoppers.ca/>.

DUFFERIN OPP THANKSGIVING LONG WEEKEND WRAP-UP

(DUFFERIN COUNTY, ON) - Members of the Dufferin Detachment of the Ontario Provincial Police (OPP) worked tirelessly to ensure the safety of our residents and visitors in Dufferin County over this past Thanksgiving long weekend.

Between October 11 -October 14, 2024, members of the Dufferin OPP laid 280 total traffic related charges, which consisted of the following:

- Speeding charges - 159
- Stunt/Racing - 10
- Distracted Driving- 2
- Impaired driving charges - 6
- Seatbelt charges - 17
- Other - 86

The Dufferin OPP would like to thank the majority of motorists who obey laws and assist in keeping our roads safe.

If you suspect that someone is operating a motor vehicle, boat or off-road vehicle while under the influence of alcohol or drugs, do not hesitate to call 9-1-1. Highway, trail, and waterway safety is a shared responsibility. By working together, the OPP and members of the public can ensure everyone's safety.

FOCUS

	SPEEDING CHARGES	SEATBELT CHARGES	DISTRACTED DRIVING CHARGES	IMPAIRED DRIVING CHARGES	STUNT/ RACING CHARGES	LLCA CHARGES (Liquor Licence Control Act - Traffic-Related)	CCA CHARGES (Cannabis Control Act - Traffic-Related)	CAIA CHARGES (Compulsory Automobile Insurance Act)	ORVA CHARGES (Off Road Vehicles Act)	CSA CHARGES (Canada Shipping Act)	OTHER CRIMINAL CODE TRAFFIC CHARGES	OTHER PROVINCIAL TRAFFIC CHARGES	TOTAL CHARGES	TOTAL WARNINGS	SUSPENSIONS
CENTRAL REGION															
1A00: CENTRAL REGION HEADQUARTERS	0	1	0	0	0	0	1	1	0	0	0	3	6	6	0
1C00: BRACEBRIDGE	30	3	0	4	3	0	0	2	1	0	3	14	60	22	2
1E00: HALIBURTON HIGHLANDS	20	10	0	0	0	1	0	5	0	0	0	2	38	15	0
1F00: NORTHUMBERLAND (Cobourg)	123	0	2	0	2	0	0	12	1	0	0	40	180	126	2
1G00: HUNTSVILLE	24	0	0	0	0	0	1	0	0	0	0	7	32	26	0
1H00: HURONIA WEST	170	15	3	4	18	4	1	41	0	0	5	212	473	9	1
1I00: PETERBOROUGH COUNTY	97	1	0	0	1	0	1	7	0	0	0	23	130	11	0
1J00: CITY OF KAWARTHA LAKES	88	1	0	0	1	1	0	6	0	0	0	30	127	32	0
1K00: SOUTHERN GEORGIAN BAY	34	1	2	1	0	0	1	0	0	0	4	9	52	30	0
1L00: NOTTAWASAGA	51	4	1	2	0	0	2	8	0	0	0	44	112	37	0
1M00: ORILLIA	47	3	1	2	2	0	0	4	0	0	2	32	93	43	0
1N00: DUFFERIN	159	17	2	6	10	1	2	22	4	0	0	57	280	71	0
1O00: COLLINGWOOD	16	2	1	2	1	0	0	2	0	0	0	12	36	29	3
1P00: CHIPPEWAS OF RAMA FN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1S00: CALEDON	49	70	8	0	1	1	0	12	0	0	0	110	251	14	1
	908	128	20	21	39	8	9	122	6	0	14	595	1,870	471	9

DEER CROSSING AHEAD: DRIVE SMART, STAY SAFE!

(DUFFERIN COUNTY) - Members of the Dufferin Detachment of the Ontario Provincial Police (OPP) would like to remind all motorists traveling through Dufferin County to remain extremely vigilant in areas known for deer activity. As deer are more active, especially during dawn and dusk, it's crucial to be aware of your surroundings to prevent collisions.

Please keep the following tips in mind:

- **Stay Alert:** Be vigilant, especially in areas known for deer activity, particularly during dawn and dusk.
- **Observe Warning Signs:** Pay attention to deer crossing signs and reduce speed in those areas.
- **Use High Beams:** When safe, use high beams at night to increase visibility and help spot deer from a distance.
- **Scan the Road:** Continuously check for deer on the road or approaching from the sides. Look for movement near the roadside.
- **Reduce Speed:** Slow down in areas with a higher likelihood of deer crossings, especially during mating season (October to December).
- **Keep a Safe Following Distance:** Maintain a safe distance from the vehicle in front of you to allow for quick reactions if a deer appears.
- **Brake, Don't Swerve:** If a deer suddenly appears, it's usually safer to brake firmly rather than swerve, which could lead to a more severe collision.
- **Report Collisions:** If you hit a deer, pull over safely and report the incident to the local authorities.
- **Educate Passengers:** Make sure everyone in the vehicle understands the importance of staying alert and avoiding distractions.
- **Be Cautious of Groups:** If you see one deer, be aware that others may follow. They often travel in groups.
- **Use your horn:** A quick, sharp honk might scare the deer away.

Deer Collision Hot Spots in Dufferin County:

As you travel through Dufferin County, be extra cautious in these known deer collision hot spots:

- **County Road 18 (Airport Rd) Mulmur:** Between 5th sideroad and the Mulmur-Nottawasaga Townline.
- **County Road 124 Melancthon:** Between Highway 10 and County Road 17.
- **Highway 9 at County Road 18 (Airport Road) Mono:** Particularly in Mono Mills, and along Airport Road, both north and south.
- **Highway 10 Mono:** From County Road 8 to Highway 89.

In these areas, remain vigilant and reduce your speed, especially during dawn and dusk when deer are most active. Your awareness can help prevent accidents and ensure the safety of both motorists and wildlife.

Members of the Dufferin OPP are committed to public safety, delivering proactive and innovative policing in partnership with our communities. Officers value your contribution to building safe communities. If you suspect someone is driving while under the influence of drugs or alcohol call 9-1-1. If you have information about suspected unlawful activity, please contact the OPP at 1-888-310-1122 or Crime Stoppers to remain anonymous at 1-800-222-8477 (TIPS) or www.crimestopperssdm.com.

- 30 -

Media Contact

PC Andrew Fines

Dufferin OPP Detachment

519-278-0159

andrew.fines@opp.ca

Follow Us

#DufferinOPP

FROM/DE: Dufferin Detachment

DATE: November 4, 2024

DUFFERIN COUNTY'S CONTROLLED DEER HUNT KICKS OFF

The controlled deer hunt in Dufferin County is underway from November 4-8, 2024. Please be aware of increased hunter activity and the sound of gunshots during this time. Remember to respect the land and always obtain permission before hunting on private property. The Ontario Provincial Police wish everyone a safe and enjoyable week. Stay safe Dufferin!

1. **Stay Informed:** Know the dates and areas where the controlled hunt is taking place (November 4-8, 2024, in Dufferin County).
2. **Be Respectful:** Always respect private land and ensure you have permission before hunting on someone else's property.
3. **Safety First:** Follow all safety regulations, wear appropriate gear, and be aware of your surroundings. Communicate your hunting plans with someone.
4. **Expect Increased Activity:** Be prepared for more hunters and the sound of gunshots. Stay alert while outdoors.
5. **Follow Regulations:** Adhere to local hunting regulations and guidelines to ensure a safe and successful hunt.
6. **Report Issues:** If you observe unsafe behavior or violations, report it to local authorities.
7. **Enjoy the Experience:** Embrace the opportunity to connect with nature and contribute to wildlife management efforts.

Members of the Dufferin OPP are committed to public safety, delivering proactive and innovative policing in partnership with our communities. Officers value your contribution to building safe communities. If you suspect someone is driving while under the influence of drugs or alcohol call 9-1-1. If you have information about suspected unlawful activity, please contact the OPP at 1-888-310-1122 or Crime Stoppers to remain anonymous at 1-800-222-8477 (TIPS) or www.crimestoppersdm.com.

- 30 -

Media Contact

PC Andrew Fines

FROM/DE: Dufferin Detachment

DATE: November 4, 2024

DUFFERIN OPP IS REQUESTING THE PUBLICS ASSISTANCE TO IDENTIFY PERSONS OF INTEREST IN A HOME INVASION

(ORANGEVILLE, ON) - Officers from the Dufferin Detachment of the Ontario Provincial Police (OPP) are investigating a home invasion and robbery in Orangeville.

On November 3, 2024, shortly before 5:00 a.m., officers were dispatched to a residence on Bailey Drive in the Town of Orangeville for a home invasion in progress. Suspects fled the scene prior to police arrival.

The preliminary investigation revealed that unknown suspects forcefully entered the residence. Once inside they demanded valuables from the victim.

Police are encouraging residents to review their camera footage or dash cam for any suspicious activity between 11:00-2:00 p.m., on Saturday November 2, 2024, and 4:30-5:10 a.m., on Sunday November 3, 2024.

The following streets are of particular interest:

Bailey Drive

Blind Line

Scott Drive

Lisa Marie Drive

Rebecca Drive

Faith Drive

The investigation is ongoing by the Dufferin OPP Major Crime Unit with the assistance from the OPP Forensic Identification Unit (FIS). If you have any information in relation to this incident, please contact the Dufferin Major Crime Unit at 1-888-310-1122. You can also provide information anonymously by contacting Crime Stoppers at 1-800-222-TIPS (8477) or online at www.crimestoppersdm.com. When you contact Crime Stoppers you stay anonymous, and you never have to testify.

From: OPP News Portal <newsportal@opp.ca>

Sent: 27-Nov-24 11:00 AM

Subject: SLIPPING INTO SAFETY-YOUR ULTIMATE GOAL TO NAVIGATING ICY ROADS IN DUFFERIN COUNTY

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments in unexpected emails.

FROM/DE: Dufferin Detachment

DATE: November 27, 2024

SLIPPING INTO SAFETY-YOUR ULTIMATE GOAL TO NAVIGATING ICY ROADS IN DUFFERIN COUNTY

(DUFFERIN COUNTY) - Members of the Dufferin Detachment of the Ontario Provincial Police (OPP) would like to remind residents and visitors of Dufferin County that it's always better to arrive a little late than not at all. While the OPP is committed to keeping our roads safe, your safety begins with you. Drive smart, drive safe, and enjoy a worry-free winter season.

Winter Driving Tips for Dufferin County

Check Your Tires:

Ensure your vehicle has winter tires. These tires provide better traction on snow and ice, which can be especially important in Dufferin County's often unpredictable winter conditions.

Keep Your Distance:

During winter months, leave plenty of space between you and the car ahead. Snow and ice can extend braking distances, so give yourself extra room to stop.

Watch for Black Ice:

Black ice is a common hazard on Dufferin's rural roads, especially early in the morning and after dark. It can form quickly and be hard to see, so always drive cautiously, even on roads that look clear.

Know Your Roadways:

Dufferin County has a mix of urban and rural roads. Be extra cautious on rural, less-travelled routes, where snow can accumulate quickly, and plowing may not be as frequent. Keep a shovel, ice scraper, and even a blanket in your car just in case!

Slow Down on Steep Hills:

Dufferin County has some hilly areas, particularly near the escarpment. These areas can become icy, so reduce your speed on inclines and declines, and avoid sudden braking or acceleration.

Be Prepared for Snowstorms:

Dufferin County can experience heavy snowfalls, especially in the winter months. Before heading out, check the weather and road conditions on the **Ontario 511** website or app. If you are unsure, it's better to stay home than risk getting stuck in a snowstorm.

Keep Your Gas Tank Full:

If you are heading out into rural areas, ensure your gas tank is topped up. Winter temperatures can be cold enough to cause fuel lines to freeze, and you don't want to run out of fuel during a snowstorm.

Use Your Headlights:

Snowy, cloudy, and overcast days can significantly reduce visibility. Even if it's daytime, always have your headlights on when driving in winter conditions. It's safer for you, and it helps other drivers see you more easily.

Don't Use Cruise Control:

Cruise control is not your friend on slippery roads. It can cause your vehicle to accelerate too quickly if traction is lost, leading to a potential loss of control.

Clear Your Vehicle Completely:

Before hitting the road, take the time to clear all snow and ice from your vehicle - including your roof, headlights, and taillights. Not only is this important for your safety, but it's also the law in Ontario.

Keep Emergency Supplies in Your Car:

Always have the basics on hand: a first aid kit, blankets, non-perishable snacks, water, a flashlight, and extra warm clothing. You never know when winter conditions might cause delays or emergencies.

Listen to Local Alerts:

Dufferin County often posts weather and road condition alerts on its social media channels and local radio. Stay informed about conditions in your area to avoid any surprises on the road.

Stay safe this winter, and remember, driving slower and more cautiously could save you from a slippery situation. Winter in Dufferin County can be beautiful, but it also requires extra care behind the wheel.

Members of the Dufferin OPP are committed to public safety, delivering proactive and innovative policing in partnership with our communities. Officers value your contribution to building safe communities. If you suspect someone is driving while under the influence of drugs or alcohol call 9-1-1. If you have information about suspected unlawful activity, please contact the OPP at 1-888-310-1122 or Crime Stoppers to remain anonymous at 1-800-222-8477 (TIPS) or www.crimestoppersdm.com.

- 30 -

Media Contact

PC Andrew Fines

Dufferin OPP Detachment

519-278-0159

andrew.fines@opp.ca

Follow Us

#DufferinOPP

X @OPP_CR

Facebook @OPPCentralRegion

Instagram @OPP_CentralRegion

FROM: Dufferin Detachment

DATE: November 19th, 2024

SANTA IS COMING TO DUFFERIN OPP

Invitation to our community

(DUFFERIN, COUNTY) - On Thursday, December 5 and Tuesday, December 10, 2024, from 4:00 p.m. - 7:00 p.m., members of the Dufferin Detachment of the Ontario Provincial Police are hosting a community event located at 390 C Line in the Town of Orangeville.

HO HO HO, Dufferin OPP welcomes the residents in our community to drop by with their little ones for an opportunity to take photos with Santa Claus.

Dufferin OPP is asking that those attending bring either a non-perishable food item OR a new unwrapped Children's Toy in support of the Orangeville Food Bank and Dufferin Victim Services.

Our guests are welcome to park in the front parking lot and enter through the front lobby where they will be greeted by members of the Dufferin OPP.

Please join us in creating a memorable keepsake for your families this holiday season. BYOC (bring your own camera). Please Register ahead of time using the link below to secure your spot.

[Dufferin OPP Photos with Santa](#)





A festive illustration of Santa Claus in his sleigh, pulled by four reindeer, flying over a snowy town at night. A large full moon is in the sky. The town below has snow-covered roofs and a building labeled 'GENERAL STORE'. The OPP logo is in the bottom left corner.

**A Picture with Santa, oh what a sight!
Bring your camera and friends,
and make it a night.
To the station you'll go, with a smile so wide,
For a photo with Santa, come right inside!**

**A toy for a child, or some food to share,
Will help those in need, and show that you care.
So gather your gifts, and don't be late,
Santa's waiting for you, it's going to be great!**

December 5th and 10th • 4:00-7:00 p.m. • 390 C Line, Orangeville
REGISTER YOUR SPOT USING THE LINK PROVIDED





Ontario Provincial Police
Police provinciale de l'Ontario

Media Release/ Communiqué

FROM/DE: Corporate Communications

DATE: November 1, 2024

OPP RELEASES 2023 ANNUAL REPORT

*500 Officers Hired, More than 2 Million Calls Received,
Response to a Traffic Event Every 4 Minutes*

(Orillia, ON) – The Ontario Provincial Police (OPP) is pleased to release its 2023 Annual Report. The new enhanced electronic report has interactive content with links to additional information and previous years' statistics for added context and includes embedded videos and podcasts. The Annual Report can be viewed on the [OPP's website at opp.ca](https://www.opp.ca).

This report aligns with the OPP's 2023-2025 Strategic Plan that provides direction and guides the OPP's actions through its priorities of *People, Work and Communities* reaffirming its vision of *Safe Communities... A Secure Ontario*.

Did you know that in 2023, the organization hired and trained more than 500 new recruits and experienced officers? This was an increase of almost 40 per cent from 2022. Through call-takers to dispatchers to officers on the frontline, the OPP received more than 2 million calls for service last year. In 2023, OPP officers were dispatched to a traffic event every four minutes.

In an effort to keep Ontario roadways safe in 2023, OPP officers initiated a traffic stop every 80 seconds representing an increase of 26 per cent over 2022. Unfortunately, drivers continued to choose to drive while impaired. OPP officers issued more than 11,000 impaired charges in an ongoing effort to protect the safety of all motorists.

Additionally, the OPP's Criminal Investigation Branch investigated 160 major crimes including 40 homicides in 2023. The OPP also removed \$15.4 million estimated street value of illicit drugs from the communities we serve through the work of the Organized Crime Enforcement Bureau.

With the incidence of chronic violent offenders given judicial interim release and committing further violent criminal acts thereafter, the importance of bail reform was made clear. Following OPP appearances before several Standing Committees calling for meaningful legislative change, several bail reform initiatives were introduced in 2023, including Bill C-48. This Bill makes targeted changes to the Criminal Code's bail regime to address serious repeat violent offenders with weapons in an effort to enhance the safety of officers and all citizens of Ontario.

These are just a few of the highlights showcased in the [OPP 2023 Annual Report](#) that illustrate the OPP's commitment to combat crime and enhance community safety within its jurisdictions across Ontario. The [full report can be found here](#).



Ontario Provincial Police
Police provinciale de l'Ontario

Media Release/ Communiqué

Quote:

"I am immensely proud of our organization's achievements over the past year. Our dedication to the safety and well-being of the communities we serve across the province remains unwavering."

– OPP Commissioner Thomas Carrique

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Media Contact:

Staff Sergeant Robert Simpson
Acting Manager Media Relations
Ontario Provincial Police
905-373-2139

Robert.P.Simpson@opp.ca

X: @OPP_News

FB/IN: @OntarioProvincialPolice

Dufferin O.P.P. Detachment Board
Melancthon Township, Town of Mono, Mulmur Township

C/O Township of Melancthon
157101 Highway 10
Melancthon, Ontario
L9V 2E6

December 3, 2024

The Honourable Doug Ford
Premier of Ontario

Sent via email to:

premier@ontario.ca; doug.fordco@pc.ola.org; minister.mah@ontario.ca;
sylvia.jones@ontario.ca; Doug.Downey@ontario.ca; amo@amo.on.ca;

Re: Motion to support efforts to collect unpaid POA fines

Please be advised that the Dufferin O.P.P Detachment Board - Melancthon Township, Town of Mono, Mulmur Township, at its meeting held on November 28, 2024 passed the following Motion:

Motion: That the Police Service Board of Melancthon, Mono and Mulmur supports efforts to better collect, through among other things garnishment of federal and provincial refunds, unpaid POA fines in default owing to municipalities now totalling \$4 billion province wide. In Dufferin County the amount is around \$4 million. These monies would go towards sustainable police funding now and in the future.

“Carried”

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Dufferin O.P.P Detachment Board –
Melancthon Township, Town of Mono, Mulmur Township

Sarah Culshaw

Secretary

Cc: all Dufferin County Police Services Board

**Minutes of the Ontario Association of Police Services Board
Zone 5 Business Meeting
Tuesday, March 12, 2024
Remote Electronic Meeting – Hosted by Guelph Police Service
Joint Meeting – 9:30 am
Board Business Meeting – 10:30 am**

9:30 am Welcome/Shared Business/Ministry Report – Chiefs and Boards

9:35 am Guest Speaker/Presentation – Retired Chief Devon Clunis

Shared Business Meeting – Chiefs and Boards

- Chief of Police, Guelph Police Service, Gord Cobey welcomed Zone 5 members and provided the land acknowledgement
- Warm welcome to guest presenter, Devon Clunis
- Thank you for the wholesome, knowledgeable, and interesting presentation

Ministry Report

- Duane Sprague, Ministry Advisor provided a brief report
- CSPA – April 1, 2024
- Have encountered some challenges throughout the process
- Mandatory Board Training – end of March and/or early April
- Access to Training – end of March – Municipal Board
- After April 1, 2024 – Training for OPP Detachment Boards
- Suggested to hold off on first meeting of the OPP Detachment Board until May
- It was suggested that possibly a Q & A template could be created to share with Boards and/or post on the OAPSB website – Duane will give some thought to this idea and report back

10:30 am OAPSB Zone 5 Board Business Meeting

Business Meeting – Called to order at 10:30 am

Chair – Jim Dietrich

Secretary/Treasurer – Jo-Anne Fields

Attendance - Police Services Board

- | | |
|-------------------|--------------------------|
| • Georgian Bluffs | Sue Carleton, Barry Hatt |
| • Grey Highlands | Lynn Silverton |
| • Guelph | Leslie LaCelle |
| • Hanover | Selwyn Hicks |
| • Orangeville | Ken Krakar |

- Owen Sound
 - Saugeen Shores
 - South Bruce Peninsula
 - South Huron
 - Wellington
 - West Grey
- John Thomson
 - John Divinski
 - Tracey Collins
 - Jim Dietrich, Dave Frayne, Jo-Anne Fields
 - Earl Campbell
 - Kevin Eccles, Dave Fawcett, Bev Cutting
- Duane Sprague, Ministry Advisor

1. Welcome and Introduction

- Chair Jim Dietrich welcomed everyone to the meeting today
- We encourage all Boards to submit a report which can be included in the minutes. This practice enables effective communication within Zone 5

2. Disclosure of Pecuniary Interest or the General Nature Thereof

- None identified

3. Approval of Agenda

Motion - Dave Frayne/Earl Campbell

“That the agenda be approved as circulated.”

Disposition - Carried

4. Approval of Minutes

Motion - Lynn Silverton/Kevin Eccles

“That the minutes of the December 12, 2023 meeting be approved as circulated.”

Disposition - Carried

4.1 Errors or Omissions

- No errors or omissions noted

4.2 Discussion pertaining to the minutes

- No discussion in reference to the minutes of the previous meeting

5. Secretary/Treasurer’s Report

- Treasurer, Jo-Anne Fields prepared financial report for presentation
- Bank balance as at February 20, 2024 was \$7,232.66
- Receipts – 750.00
- Deposit of 2024 membership fees following statement date in the amount of \$3,500.00

- Disbursements – \$4,039.00
Brockton – Detachment Board
- Outstanding – Grey Highlands, Kincardine, North Perth, Orangeville
- Shelburne and Stratford were returned – have followed up
- New Detachment Boards will not be required to pay membership fee for 2024
- Cheque in the amount of \$1,500.00 has been sent to the OAPSB for donation towards the Spring Conference
- Scotiabank Investment as of December 31, 2023 was \$4,427.82
- RBC Investment matured on February 5, 2024 in the amount of \$4,507.83, including interest of \$131.30, which was calculated at 3%
- RBC Investment was re-invested in the amount of \$4,507.83 on February 5, 2024 at 4.00% interest. Anticipated interest generated at maturity on February 5, 2025 will be \$180.31
- Please remember to notify Secretary/Treasurer of any changes to your membership
- Appreciate Boards forwarding their respective report for inclusion in the minutes

Motion - John Thompson/John Divinski

“That the Treasurers report be accepted as presented.”

Disposition - Carried

Motion - John Divinski/Earl Campbell

“That the Treasurer pay the necessary invoices between this and the next meeting.”

Disposition - Carried

6. **Ministry Report – Ministry Advisor**

- Ministry Advisor, Duane Sprague presented the Ministry Report and provided clarification
- Mirror report as presented in the Joint Meeting
- Do Boards continue until Detachment Boards take effect – expectation that existing Boards continue to exist during transition with no legal powers as a Board
- Chair Dietrich thanked Duane for his presentation

7. **Educational Session**

- No education session at this meeting

8. **Correspondence**

- No outstanding correspondence
- All correspondence is shared with Zone 5 membership as received

8.1 **OAPSB – Notice – Call for Director Nominations – Zone 4, 5, 6**

- Please contact Jo-Anne, Secretary/Treasurer if interested in this position

9. Zone Director's Report

- OAPSB Zone 5 Director John Thompson
- In addition to the regular boiler plate items in most board meetings, Chair Weaver in his report to the board emphasized OAPSB's responsibility to assist member boards to achieve compliance as efficiently and effectively as possible. The board's primary focus is on ensuring mandatory training is completed for all board members, which will be an ongoing initiative with continuous updates and improvements.
- As part of that responsibility the OAPSB collaborated with PAO, OACP, and OSOPA to organize the CSPA Summit held on February 27-28.
- He also went on to speak about the collaborative working group on Recruitment and Retention, and the meeting with the Solicitor General to share progress. Further updates are expected in future meetings.
- Executive Director Lisa Darling reported on key achievements and activities in 2023, which aligned with the OAPSB's Action Plan for 2023-2025. Highlights of those achievement included strengthening relationships with various organizations, developing training for municipal boards, attending conferences, and enhancing the Communications Strategy.
- Lisa also highlighted the WSIB Working Group's inaugural meeting and its focus on addressing concerns and issues related to practices, policies, education, legislation, and ownership. Decisions on prioritizing these issues await input from WSIB.
- For 2024, the OAPSB aim is to enhance communications with both members and the public, with a robust communication plan. Forums are planned to support members and provide guidance during these times of change.
- In summary, the meeting emphasized the importance of compliance, training, collaboration, and effective communication to support the OAPSB's goals, initiatives, and its members.
- Chair Dietrich thanked John and Lisa for presenting the report

10. New Business

- Election of Officers
- At the direction of the OAPSB Zone 5 Board Executive, it is recommended that the Election of Officers be postponed until the June OAPSB Zone 5 meeting

Motion - Kevin Eccles/Dave Frayne

"That the individuals currently holding the positions of Chair, Vice Chair, Director, and Secretary/Treasurer remain in place until after the in-force date of the Community Safety and Policing Act, 2019 (CSPA).

AND That nominations for these positions will be held at the regular meeting of the OAPSB Zone 5 in June."

Disposition - Carried

- Proposed the following amendment to the Ontario Association of Police Services Board – Zone 5 – By-Law No 01-15 – Article 6 – Zone Officers – Nominations and Elections Section 2 – (f)
- Section 2 – Nominations and Election

- (f) Appointment of Zone Secretary/Treasurer

Motion - John Thomson/Lynn Silverton

“That at the time of Elections, the Zone Secretary/Treasurer shall be appointed by a vote of a simple majority of the Zone membership and shall NOT be required to be a secretary to a Board that is a member of the Zone.”

Disposition - Carried

Chair Dietrich noted that the Zone 5 Secretary/Treasurer should be reimbursed for conferences, training, mileage, accommodations, and expenses surrounding Zone 5

Motion - Earl Campbell/Ken Krakar

“That the Zone 5 Secretary/Treasurer be reimbursed by Zone 5 for conferences, training, mileage, accommodations, and for expenses surrounding the OAPSB Zone 5.”

Disposition - Carried

11. Key Zone Updates and Q & A Period

- We encourage Boards to share a written report for inclusion in the minutes
- Any items of significance can be shared at the meeting
- Orangeville is very close to finalizing its revised April 1, 2024 CSPA compliant OPP detachment board governance framework, including overview doc, bylaws and over 20 policies
- Upon approval, Orangeville will be happy to share with other Boards and will be posted on their website and circulated to the OAPSB

12. Future Agenda Items

- Please contact the Secretary-Treasurer if you have items that you would like to include on upcoming Agenda

12.1 Next Meeting Date

- The next meeting of the OAPSB Zone 5 will be held in person on **Wednesday, June 19, 2024 at 9:30 am**
- Meeting will be hosted by the Guelph Police Service – venue to be shared later
- Due to a conflict, the June meeting date needed to be changed
- Additional Meeting Dates for 2024 will be determined by the OACP and shared when available

13. Adjournment

Motion - Barry Hatt/Sue Carleton

“That the meeting adjourns at 11:59 am.”

Disposition - Carried

Chair – Jim Dietrich

Date

Sec./Treasurer – Jo-Anne Fields

Date

O.A.P.S.B. Zone 5 Board Membership Directory

Revised November 06, 2024

O.A.P.S.B. Contact: Holly Doty
Ontario Association of Police Services Board
180 Simcoe Street
London, ON N6B 1H9
1.800.831.7727
519.636.7707 (Mobile)
admin@oapsb.ca

Zone Chair: Jim Dietrich
519.280.0682 (Mobile)
jdietrich@hay.net

Vice Chair: Ian McSweeney
416.459.7025 (Mobile)
imcsweeney@orangeville.ca

Zone Secretary/Treasurer: Jo-Anne Fields
Box 1216, 75 Queen St.
Hensall, Ontario N0M 1X0
519.494.9466 (Mobile)
j.fields7575@gmail.com

Zone Director: John Thomson
Owen Sound Police Services Board
600 6th Avenue West,
Owen Sound ON
N4K 5E7
519.376.8442 (Home)
226.668.0379 (Mobile)
Jthoms1639@rogers.com

Ministry Representative: Duane Sprague, Police Services Advisor
Police Services Liaison Unit
Policing Inspections, Investigation, Audit and Compliance Management Branch

Inspectorate of Policing
 Ministry of the Solicitor General
 25 Grosvenor Street, 15th floor, Toronto, ON M7A 2H3
 416.573.8309
Duane.Sprague@Ontario.ca

Alternative Ministry Rep: David Tilley, Police Services Advisor
David.Tilley@ontario.ca

Jetti Sahota, Police Services Advisor
Jeeti.Sahota@ontario.ca

<p>Dufferin OPP Detachment #1 Board Orangeville</p>	<p>Mary Lou Archer – Executive Assistant - marcher@orangeville.ca</p> <p>Todd Taylor – Chair ttaylor@orangeville.ca</p>	<p>Todd Taylor – Chair – Deputy Mayor ttaylor@orangeville.ca Ian McSweeney – Vice Chair – Community imcsweeney@orangeville.ca Lisa Post – Mayor lpost@orangeville.ca Warren Maycock – Communitywmaycock@orangeville.ca Grant Armstrong – Community garmstrong@orangeville.ca Jacquelin Weatherbee – Provincial jacquelin.corrado@gmail.com</p>
<p>Dufferin OPP Detachment #2 Board Shelburne 203 Main Street East Shelburne, Ontario L9V 3K7</p>	<p>Nicole Hill nhillsecretary@gmail.com 519.938.7347</p>	<p>7 Membership Board Wade Mills - Mayor wmills@shelburne.ca Shane Hall – Deputy shall@shelburne.ca Walter Benotto – Councillor wbenotto@shelburne.ca Jeff Deason – Chair - jdeason@live.com Tina Hinsperger – Community Rep tina.hinsperger@gmail.com Ryan Marinelli – Vice-Chair rmarinelli@oxfordproperties.com Althea Alli - Provincial Rep</p>

<p>Dufferin OPP Detachment #3 Board Amaranth East Garafraxa Grand Valley</p>	<p>Bradley Haines bhaines@townofgrandvalley.ca</p>	<p>Andrew Stirk - astirk@amaranth.ca Walter Koldziechuk - walterkolodziechuk@gmail.com Julian Vines – jvambler@gmail.com John Stirk - jstirk@eastgarafraxa.ca James Jonker – jjonker@townofgrandvalley.ca Josh Hoskin – josh@hoskinfamily.com Amie Zukowski - amie@greenwoodconst.ca</p>
<p>Dufferin OPP Detachment #4 Board Melancthon Township</p>		
<p>Grey Bruce OPP Detachment Board Chatsworth Georgian Bluffs Grey Highlands Meaforth Northern Bruce Peninsula South Bruce Peninsula Southgate Ojibway Nation of Saugeen First Nation Chippewas of Nawash Unceded First Nation</p>		
<p>Guelph Police Services Board P. O. Box 31038 Willow West Postal Outlet Guelph, Ontario N1H 8K1</p>	<p>Leslie LaCelle 519.824.1212 ext. 7213 board@guelphpolice.ca llacelle@guelphpolice.ca</p>	<p>5 Membership Board Cam Guthrie - cguthrie@guelphpolice.ca - Mayor Peter McSherry – pmcsherry@guelphpolice.ca – Chair – Provincial Jane Armstrong – jarmstrong@guelphpolice.ca – Vice Chair – Provincial Phil Allt – pallt@guelphpolice.ca – Councillor Ajay Sharma – asharma@guelphpolice.ca – Municipal</p>

<p>Hanover Police Services Board 203 10th Street Hanover, Ontario N4N 1N8</p>	<p>Catherine McKay 519.506.2017 cmckay@wightman.ca</p>	<p>5 Membership Board Sue Paterson – spaterson@hanover.ca Peter McEwen - pmcewen2323@gmail.com – Vice Chair Charlie Pickard - cjpickard@wightman.ca Selwyn Hicks - shicks@hickslaw.ca - Chair Dave Hocking - dhocking@hanover.ca</p>
<p>Huron OPP Detachment Board Ashfield-Colborne-Wawanosh Bluewater North Huron Central Huron South Huron Huron East Goderich Morris Turnberry Howick</p>	<p>Steven Doherty 519.482.3997 ext. 1232 sdoherty@centralhuron.com</p>	<p>Marg Anderson - manderson@centralhuron.com Anita van Hittersum - avanhittersum@northhuron.ca Greg Lamport - glamport@municipalityofbluewater.ca Jim Dietrich - jdietrich@southhuron.ca - Chair Trevor Bazinet - tbazinet@goderich.ca John Steffler - john.steffler@huroneast.com Dave Frayne – frayne@hay.net – Provincial Jasmine Clarke - jasmine.clark@torontomu.ca Jennette Walker - jennettewalker@hay.net Jared Petteplace - jaredpetteplace@me.com</p>
<p>Owen Sound Police Services Board 922 2nd Ave. West Owen Sound, Ontario N4K 4M7</p>	<p>Owen Sound Police Services Board Kayla Wardell owensoundpsb@gmail.com 519.379.5524</p>	<p>5 Membership Board John Thomson - Community Rep – Chair jthoms1639@rogers.com Ian Boddy (Mayor) - Member iboddy@owensound.ca Suneet Kukreja - Council skukreja@owensound.ca Brian O’leary - Provincial Olearyb@rogers.com</p>

<p>Perth County OPP Police Services Board North Perth West Perth Perth East</p>	<p>Dan Hobson dhobson@westperth.com 519.348.8429</p>	<p>Todd Kasenberg - toddkasenberg@northperth.ca Matthew Livingstone - milivingstone26@gmail.com Jerry Smith - milverton@pertheast.ca Juanita Kerr - juanita.kerr4@gmail.com Steve Herold - sherold@westperth.com Becky Belfour - loubec87@icloud.com Daniel Hobson - dhobson@westperth.com Janny Pape - jpape@northperth.ca Ashley Carter - acarter@pertheast.ca</p>
<p>Saugeen Shores Police Services Board P.O. Box 1269, 1240 Mackenzie Road Port Elgin, ON N0H 2C0</p>	<p>Tracey Guy traceyguy@hotmail.com 519.708.2008 ssps_board@outlook.com</p>	<p>5 Member Board Pat O'Connor (Provincial appointee) Diane Huber (Deputy Mayor – Council appointee) Chair John Divinski (Councillor – Council appointee) John Woodley (Community Member appointed by Council) – Vice Chair Greg Thede (Provincial appointee)</p>
<p>South Bruce OPP Detachment Board Arran-Elderslie Brockton Kincardine Huron-Kinloss South Bruce</p>	<p>Jennifer Lawrie Jlawrie@kincardine.ca 519.396.3468</p> <p>Christine Fraser-McDonald cfraser@arran-elderslie.ca 519.363.3039</p>	<p>Moiken Penner Tim Elphick Don Murray Rory Cavanagh – rcavanagh@kincardine.ca Nigel Van Dyk</p>
<p>Stratford Police Services Board P. O. Box 818 1 Wellington Street Stratford, Ontario N5A 6W1</p>	<p>Casey Riehl criehl@stratford.ca 519.271.0250, Ext. 5242</p> <p>Lindsay Van Gestel 519.271.0250 Ext. 5236 lvangestel@stratford.ca</p>	<p>5 Membership Board Mayor Martin Ritsma - mritsma@stratford.ca Councillor Harjinder Nijjar - hnijjar@stratford.ca Tim Doherty – timdoherty14@gmail.com Dave Gaffney – dggaffney698@gmail.com Steve Cousins - steve_cousins@cascades.com</p>

<p>Waterloo Regional Police Services Board 200 Maple Grove Rd. Cambridge, Ontario N3H 5M1</p>	<p>Meghan Martin Meghan.martin@wrps.on.ca board@wrps.on.ca</p>	<p>7 Membership Board Karen Redman – Chair – kredman@regionofwaterloo.ca Tony Giovinazzo – Member - tony.giovinazzo@wrps.on.ca Ian McLean – Chair - Ian.McLean@wrps.on.ca Sandy Shantz – Member – sshantz@regionofwaterloo.ca Karen Quigley-Hobbs – hobbskaren4@icloud.com Doug Craig – dougcraig@regionofwaterloo.ca Jim Schmidt jimschmidt2727@gmail.com</p>
<p>Wellington County OPP Detachment Board Centre Wellington Erin Guelph/Eramosa Mapleton Mino Puslinch Wellington North</p>	<p>Jennifer Adams – jennifera@wellington.ca 519.837.2600 x 2520 Scott Wilson – Secretary</p>	<p>Allan Alls (Vice-Chair) – Community Andy Lennox – Warden Earl Campbell (Chair) - Council Chris White – Council - chrisw@wellington.ca</p>
<p>West Grey Police Services Board 402813 Grey Rd. 4 R. R. # 2 Durham, Ontario NOG 1R0</p>	<p>Heather Webb <hwebb@westgrey.com </hwebb@westgrey.com 519.369.2200 ext 226 519.369.5962 (fax)</p>	<p>5 Membership Board Kevin Eccles - mayor@westgrey.com Joyce Nuhn - joycenuhn@westgrey.com Dave Fawcett - dave@teamfawcett.ca Bev Cutting - bplant4635@gmail.com</p>

AGENDA

Ontario Association of Police Services Board – Zone 5 Business Meeting

Tuesday, December 10, 2024

Hosted by Guelph Police Services Board

Guelph Police Service HQ, 15 Wyndham Street South, Guelph, ON

Snacks – 9:00 am Business Meeting – 9:30 am

OAPSB - ZONE 5

9:30 am Welcome/Shared Business/Ministry Report – Chiefs and Boards

9:35 am Guest Speaker/Presentation – To be announced

10:05 am OAPSB Zone 5 Business Meeting

1. Welcome and Introduction
 2. Disclosure of Pecuniary Interest or the General Nature Thereof
 3. Approval of Agenda dated December 10, 2024 as circulated/amended (Motion)
 4. Approval of the Minutes dated March 12, 2024 – Discussion/Omissions arising (Motion)
 5. Secretary/Treasurer’s Report – Prepared by Jo-Anne Fields
 - 5.1 Motion – To approve the Treasurers report (Motion)
 - 5.2 Motion – That the Treasurer pay invoices between this and the next meeting (Motion)
 - 5.3 Spring Conference – Does Zone 5 membership wish to financially support? (Motion)
 - 5.4 Membership Fees for 2024 – Do we want to remain at \$250.00/Board (Motion)
 6. Ministry Report: Q & A (Information)
 - 6.1 Training
 - 6.2 Provincial Appointments
 7. Educational Session: Updates from the Office of the Inspector General (Information)
 - 7.1 Presenter – Morgan Terry, Senior Program Manager, Office of the Inspector General
 8. Correspondence (Information)
 9. Zone Director’s Report – John Thomson (Information)
 10. New Business (Discussion)
 11. Key Zone Updates and Question and Answer Period (Discussion)
 12. Future agenda items
 - 12.1 Next Meeting – Tuesday, March 11, 2025 – Virtual Meeting (Information)
 13. Adjournment (Motion)
-

OAPSB Zone 5 Financial Report - December 10, 2024

Prepared by: Jo-Anne Fields, Secretary/Treasurer

Bank Balance as at February 20, 2024	\$7,232.66
Receipts	
Membership Fees	4,000.00
Total Receipts	\$4,000.00
Disbursements	
#137 J. Fields - Petty Cash	89.08 March - No
#138 OAPSB Spring Conference	1,500.00 Donation
#139 Jo-Anne Fields	1,072.26 Conference
#140 Jo-Anne Fields	250.75 Conference
RBC	79.31 Bank Fees -
Total Disbursements	\$2,991.40
Bank Balance as at November 20, 2024	\$8,241.26
Petty Cash	
Photocopies/Paper	56.00 Feb - Nov
Total Petty Cash	\$56.00
Scotiabank Investment Balance as at Sept. 30, 2024	\$ 4,559.36
RBC Investment - No portfolio statement - initial	\$ 4,507.83

OAPSB Zone 5 - Projected Financial Snapshot - 2025

Revenue

Memberships – 16 Boards x \$250.00	\$	4,000.00
RBC Interest Income	\$	180.31

Total Proposed Revenue	\$	4,180.31
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Expenses

Meeting – Meal and Snack - 2 x \$900.00/meeting	\$	1,800.00
Misc Meeting Expenses – Petty Cash - Average \$100.00/meeting	\$	400.00
Bank Fees - \$8.25/month x 12	\$	99.00
OAPSB Spring Conference - Donation	\$	1,500.00
OAPSB Spring Conference/Room Expenses - Secretary/Treasurer		\$1,500.00
Zoom Video Communication	\$	250.00
Chair – Honorarium	\$	1,000.00
Secretary – Honorarium	\$	3,000.00

Total Proposed Expenditures	\$	9,549.00
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Proposed Net Loss	-\$	3,618.69
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OAPSB Zone 5 Bank Account – As at November 20, 2024	\$	8,241.26
Scotiabank - GIC Investment - As at September 30, 2024	\$	4,559.36
RBC - GIC Investment	\$	4,507.83

Note - Shortfall in revenue will be covered off by the bank account

Prepared by Jo-Anne Fields, OAPSB Zone 5, Secretary/Treasurer - December 10, 2024

OAPSB Zone 5 - Projected Financial Snapshot - 2025



WEST GREY POLICE SERVICES BOARD

December 9, 2024

Premier Doug Ford
Legislative Building
Queen's Park
Toronto, ON M7A 1A1
Via email: premier@ontario.ca

Dear Honorable Doug Ford,

Re: Resolution-Provincial Announcement re Funding of OPP Costs

Please be advised that the West Grey Police Services Board, at its meeting of December 9, 2024 passed the following resolution:

Moved by: B. Cutting
Seconded by: J. Nuhn

WHEREAS the Ontario Government has announced they will be providing financial relief to municipalities to offset the increased costs of police services provided by the OPP;

AND WHEREAS the significant salary increases awarded to OPP Officers in their recently ratified contract for 2023 to 2026 have set a benchmark for others to attain and provide the incentive for other police associations to bargain for;

AND WHEREAS there should be no distinction between police services across the province, OPP or Municipal as they all face the same challenges and dangers as they strive to keep their communities safe;

AND WHEREAS Municipal Police Services and their local OPP Detachments have worked together positively and effectively to assist each other when required;

AND WHEREAS Municipal Police Services are experiencing the same pressures to meet contractual agreements as the OPP regarding salaries;

AND WHEREAS equitable funding related to grants and not just wage increases should also be made available to Municipal Police Services;

AND WHEREAS funds should be made available by the Province to Municipal Police Services for the costs associated with implementation and compliance to the new Community Safety and Policing Act, 2019;

NOW THEREFORE BE IT RESOLVED THAT the West Grey Police Services Board calls on the Ontario Government to implement sustainable funding for Municipal Police Services to assist in their annual budgeting process;

AND FURTHER THAT staff be directed to circulate this resolution to Premier Doug Ford, Michael Kerzner, Solicitor General, Peter Bethlenfalvy Minister of Finance, Association of Municipalities of Ontario, Ontario Association of Police Service Boards and local OAPSB Zone 5, West Grey Council and our local MP, Alex Ruff, and Rick Byers, MPP.

Carried.

Yours Truly,



Dave Fawcett, Vice Chair

West Grey Police Services Board

Cc: The Honourable Michael Kerzner, Solicitor General
The Honourable Peter Bethlenfalvy, Minister of Finance
The Association of Municipalities of Ontario
Ontario Association of Police Service Boards
OAPSB Zone 5
Municipality of West Grey
Grey-Bruce MPP, Rick Byers
Grey-Bruce-Owen Sound MP, Alex Ruff



Zone Committee Agenda

December 16th

This meeting is designed to collect information about each zone. Find areas where we all align and best practices to build consistency from zone to zone.

The goal is to both assist zones with their local advocacy and education as well as provide zone level platforms for Association business and initiatives.

Questions for each committee member to answer at the meeting

What are your yearly fee for your zones?

What are your dues used for?

Would your zone support centralized collection of fees and then funds distributed to zones to manage?

Do you have members other than board members assisting the zone with administrative responsibilities?

How are your agendas put together?

Is there input from your membership?

Average number of members at each meeting?

Ratio of OPP, FN and Municipal boards?

How engaged is your membership at meetings and between meetings

How many meetings do you have per year

Do you have virtual or in person meetings or both?

How many meetings do you have a year?

Do you have joint meetings with the OACP?

If you do have joint meetings, Does your zone contribute financially.

What key issues continue to come up with your zone?

Do you have zone policies or bylaws?

Inspectorate of Policing: Information and Updates

OACP / OAPSB Zone Meetings

Fall - Winter 2024

Inspector General's Mandate

- The ***Community Safety and Policing Act, 2019 (CSPA)*** establishes the position of IG to provide **CSPA compliance oversight and enforcement of legal obligations**, and outlines the IG's duties, authorities and powers in Part VII of the CSPA.
- On April 1, 2024, the CSPA came into force and the Inspectorate of Policing began to support the implementation of the IG's statutory mandate and authorities, which include:
 - **Independently assess and monitor** legislated policing entities;
 - **Provide advice and support** to legislated policing entities on governance and operational matters by sharing evidence-based research and data related to performance;
 - **Monitor and conduct inspections** of legislated policing entities to ensure compliance with the CSPA and its regulations;
 - **Investigate public complaints** concerning the delivery of policing services and the conduct of police board members;
 - **Issue Directions** to ensure compliance with the CSPA and its regulations – and, if necessary – **impose Measures**, if there is a failure to comply; and,
 - **Publicly report** on the activities of the IG, including publishing inspection results, as well as an Annual Report.

Inspector General's Authorities

- The IG possesses **new authorities** under the CSPA to engage in **compliance enforcement of regulated entities' legal obligations**:
 - **Issue Directions** to legislated entities to ensure compliance with the CSPA and its regulations;
 - **Impose Measures** where IG Directions are not complied with, including **suspending** a chief of police, or one or more members of a police service board, or the whole board; **removing** a chief of police, or one or more members of a police service board, or the whole board; **appointing** an administrator to administer the police service; and, **dissolving** the police service board and **disbanding** the police service; and,
 - **Impose Measures** with respect to findings of board member misconduct, including **reprimanding** a board member, **suspending** a board member, or **removing** a board member.
 - **Order** another police board or the OPP Commissioner to provide policing in an area if the IG finds that adequate and effective policing is not being provided, or an emergency exists.
- The Minister **cannot direct the IG** with respect to their functions under the CSPA, ensuring that the delivery of the IG's legislated duties, and decision-making, is done at arm's-length from government and without political interference.

Early Insights into Our Operations

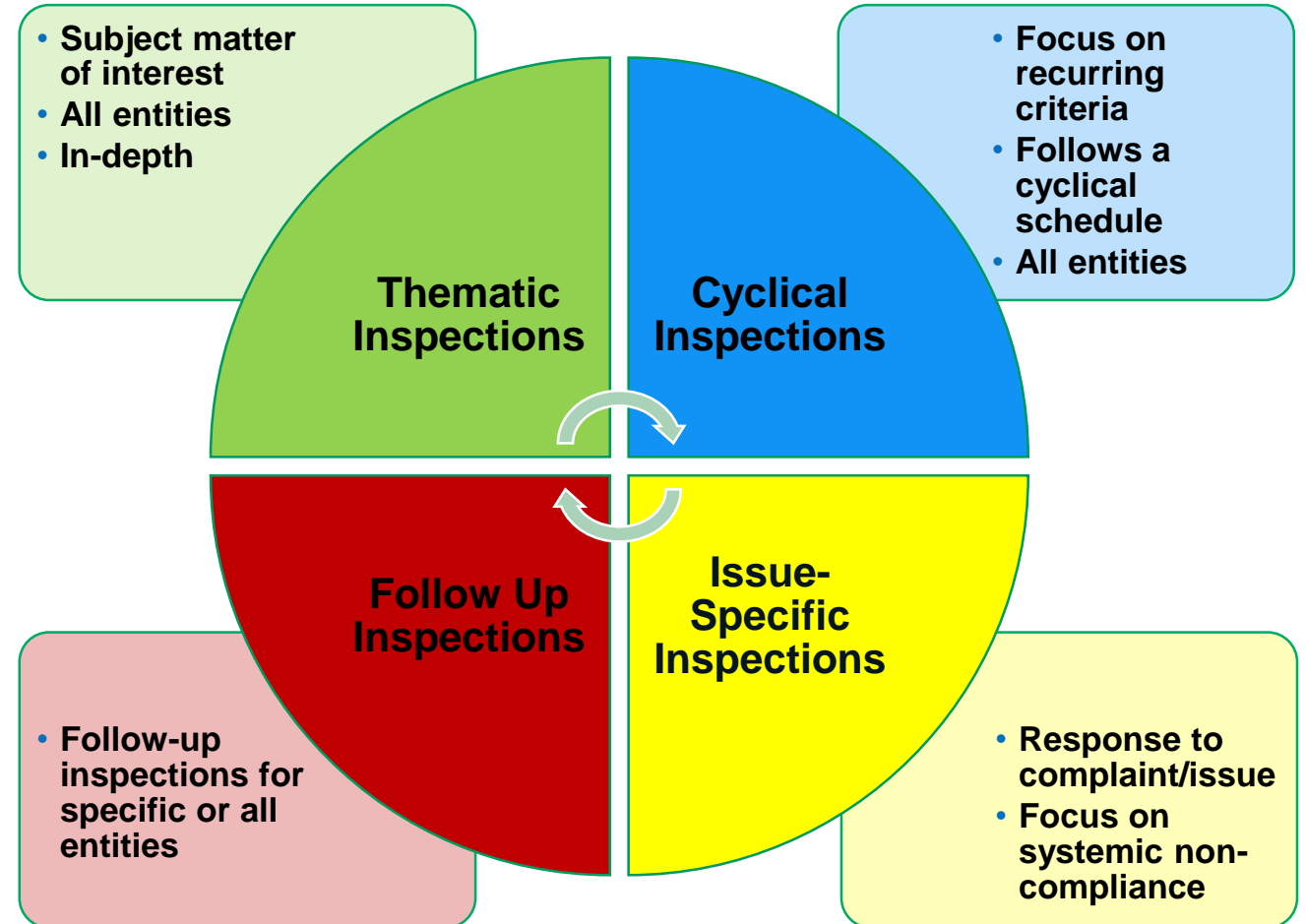
- **Since April 1, 2024***, we have received **468 complaints** in the following categories**:
 - Complaints regarding the delivery of adequate and effective policing in specific communities (33.76%);
 - Police service board member conduct (5.76%);
 - Board policy and/or chief's procedure complaints (4.48%);
 - Matters related to incidents prior to the CSPA coming into force (8.12%);
 - Disclosures of misconduct (.85%); and,
 - Officer conduct issues (require referral to LECA) (34.61%).
- **Complaints received may be subject to different processes** or outcomes, including:
 - Subject to IOP investigations or inspections;
 - Did not meet our mandate and screened out as no jurisdiction;
 - Referred to LECA under section 155 of the CSPA; or
 - Refusals under section 106(2) or 107(2) of the CSPA.
- We are **navigating our new role and challenges**, including:
 - The IG's arm's-length status;
 - Engaging other oversight bodies to ensure clarity on mandates and scope in areas of potential overlap;
 - Refining operational processes to reflect lessons learned in real time; and
 - Managing growing workload with available resources.

*Complaints received are from April 1 to December 5th, 2024.

**Percentages do not add to 100 as many complaints are multifaceted and fall into more than one category.

Inspections Overview

- CSPA provides the IG with the authority to conduct **inspections to ensure compliance** with the Act and regulations.
- Inspection topics are identified through our **Subject Matter Prioritization (SMP) Framework**.
- Inspections are an **objective assessment**, which is open, fair, and credible, and intended to **identify compliance issues** that must be addressed and **improvement opportunities**.
- **Inspections Findings Reports** will inform the IG's determination of compliance, non-compliance or risk of non-compliance and next steps.
- Remedial actions will be set out in a **Direction Order** for public posting.



Potential Inspection Topics

Assessing the delivery of adequate and effective policing

Public Value: promoting improvements in governance and service delivery to ensure locally responsive policing that is reasonable based on community needs, etc.

Public Interest: ensuring mechanisms and practices for accountability, transparency and community engagement are in place.

Example: Police dispatch and response times

Example: Strategic and Policy Direction by Boards

Example: Requirements for Board meetings and materials, conflicts of interest, etc

Engagement and Collaboration

- We are **engaging with the OACP and OAPSB** on the development of key IOP initiatives and to support identifying and addressing issues collaboratively, including through:
 - Regular engagement and **information sharing with the OACP Board** of Directors;
 - Engagement with the OAPSB, including sharing information on board responsibilities at the **OAPSB Annual Conference**;
 - **Development of our data collection approach**: with the support of the OACP and OAPSB, we have developed our **Police Services Information Form** and the **Police Service Board Information Form** to gather standardized baseline information about police organizations and begin to create a **data pathway** from police services and boards to the IOP; and,
 - Discussions with OACP and OAPSB regarding the CSPA and regulations to **identify issues and opportunities for IG advice** and information.

IG Memo and Advisory Bulletins

- On August 1, we released **the first IG Memo** and information regarding certain IG duties and authorities. The Memo included five Advisory Bulletins, which represent the **IG's advice provided pursuant CSPA s. 102(4)** and are intended to be a resource for the sector by offering the IG's general interpretation of various provisions of the CPSA. Topics covered include:
 1. **How Policing is Delivered:** IG advice on how to apply CSPA requirements to address local service delivery and assistance between police organizations, including what should be submitted to the IG in relation to policing agreements (CSPA s. 14) and temporary and emergency assistance requests (s. 19).
 2. **Right to Disclose Misconduct:** information on the new ability for members of a police service to report misconduct relating to their own police service or employer, including procedural requirements and the role of the IG in relation to this subject (CSPA s.185).
 3. **Conflicts of Interest Regulation:** information and tools to support compliance with requirements set out in the Regulation for managing conflicts of interest, including a flow chart outlining key decision points and notification requirements, as well as the corresponding Ministry of the Solicitor General-approved forms.
 4. **Board Member Code of Conduct Regulation:** information on key requirements for board members with respect to handling potential misconduct and conflicts of interest, including when the IG must be notified.
 5. **Forwarding Complaints to the IG:** outlines a procedure that can be used by chiefs of police, boards, board members and other persons and entities listed in CSPA s. 108 to forward matters to the IG where the complaints fall within the IG's mandate under CSPA ss.106 and 107.

Questions?



Zone 5 Responses Dec 16/24

Zone Committee Agenda

December 16th

This meeting is designed to collect information about each zone. Find areas where we all align and best practices to build consistency from zone to zone.

The goal is to both assist zones with their local advocacy and education as well as provide zone level platforms for Association business and initiatives.

Questions for each committee member to answer at the meeting

What are your yearly fee for your zones? **\$250**

What are your dues used for? **Conference fees, meeting refreshments, photocopying etc**

Would your zone support centralized collection of fees and then funds distributed to zones to manage? **No – too bureaucratic**

Do you have members other than board members assisting the zone with administrative responsibilities? **Yes our EA is not a board member**

How are your agendas put together? **By EA and executive**

Is there input from your membership? **Yes based on proactive contact with EA and review of draft agenda sent in advance of meetings**

Average number of members at each meeting? **About 60 – 50/50 police service and board members**

Ratio of Zone Member OPP, FN and Municipal boards? **Unsure of exact since transition – does OAPSB have this info – as at Nov/24:**

- 1. Dufferin OPP Detachment #1 Board** Orangeville
- 2. Dufferin OPP Detachment #2 Board** Shelburne
- 3. Dufferin OPP Detachment #3 Board** Amaranth, East Garafraxa, Grand Valley
- 4. Dufferin OPP Detachment #4 Board** Melancthon Township
- 5. Grey Bruce OPP Detachment Board** Chatsworth, Georgian Bluffs, Grey Highlands, Meaforth, Northern Bruce Peninsula, South Bruce Peninsula, Southgate, Ojibway Nation of Saugeen First Nation, Chippewas of Nawash Unceded First Nation
- 6. Guelph Police Service Board**

7. Hanover Police Service Board
8. Huron OPP Detachment Board Ashfield-Colborne-Wawanosh, Bluewater, North Huron, Central Huron, South Huron, Huron East, Goderich, Morris Turnberry, Howick
9. Owen Sound Police Service Board
10. Perth County OPP Police Service Board North Perth, West Perth, Perth East
11. Saugeen Shores Police Service Board
12. South Bruce OPP Detachment Board Arran-Elderslie, Brockton, Kincardine, Huron-Kinloss, South Bruce
13. Stratford Police Service Board
14. Waterloo Regional Police Service Board
15. Wellington County OPP Detachment Board Centre Wellington, Erin, Guelph/Eramosa, Mapleton, Mino, Puslinch, Wellington North
16. West Grey Police Service Board

How engaged is your membership at meetings and between meetings good networking; participation from many members; EA communicates actively with board EAs and EAs from other Zones

How many meetings do you have per year 4

Do you have virtual or in person meetings or both? Both

~~How many meetings do you have a year?~~

Do you have joint meetings with the OACP? Yes – every meeting is joint

If you do have joint meetings, Does your zone contribute financially. Yes – police service provides the location/guest speaker and Zone provides refreshments up to \$900 max per meeting

What key issues continue to come up with your zone? CSPA transitioning, governance, provincial appointments, information/expertise sharing and training

Do you have zone policies or bylaws? ByLaws yes but decades old with periodic updates (not for a while) – no written policies

Ontario Association of Police Services Boards
 PO Box 43058
 London RPO Highland, ON N6J 0A7
 Tel 1-800-831-7727
 E-Mail oapsb@oapsb.ca



Ontario
 Association of
 Police Services
 Boards

INVOICE 117	PO NUMBER	2024-10-21
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BILL TO

MESSAGE

Dufferin O.P.P. Detachment 1
 Mary Lou Archer
 87 Broadway Road
 Orangeville, ON L9W 1K1

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	OPP Detachment Board Membership Annual	2,992.50	2,992.50

SUBTOTAL	2,992.50
SALES TAX	389.03
SHIPPING & HANDLING	0.00
TOTAL	3,381.53

PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED	(0.00)
TOTAL DUE BY 2024-10-21	3,381.53

Thank you for your business!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL OPEN INVOICE
3,381.53	0.00	0.00	0.00	3,381.53

[Submit payment online here](#)



ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS

POLICY MANUAL

Proposed 25 Nov 2019

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GOVERNANCE POLICIES

BOARD FUNCTION

The board's mandate includes a trusteeship role as well as to ensure proper governance and management.

Key responsibilities of the Board include:

1. Providing a link between the corporation and its "members".
2. Developing and maintaining written policies which, at the broadest levels address:
 - a) **Goals:** Organizational outcomes, service levels, priority setting;
 - b) **Financial and Administrative management and oversight:** establishing executive authority, fiduciary responsibility, and other policies as appropriate;
 - c) **Governance:** the manner in which the board organizes itself structurally and the method in which it makes decisions in order to carry out the work of the association, on behalf of the membership; and
 - d) **Board-Executive Director Relationship:** the delegation of responsibility and how its implementation is measured and monitored.
3. Review Executive Director performance in accordance with approved evaluation process and procedure.

GOVERNING STYLE

The board will approach its task in a manner which emphasizes and supports: a long term vision; open and transparent processes and meetings; a diversity of viewpoints; provides strategic leadership; the distinction between board and staff roles; decision making that enhances the future viability of the organization; service to the membership.

In this spirit, the board will:

- Focus on long term goals
- Direct, oversee and inspire the staff through a mission statement, organizational values, long term plans and policies.

- Enforce upon itself and its members behaviour which fosters governance with excellence. This will apply to board member attendance, policy making principles, respect for roles and responsibilities of others, speaking with one voice, self-policing in support of board policies and other actions/behaviours, as appropriate.
- Monitor and regularly discuss the board's own processes and performance in recognition of the fact that the board is responsible for its own performance.
- Initiate policy as appropriate and provide opportunities for staff, outside expert and member input as appropriate in this regard.
- Board members who miss three consecutive Board meetings will not be eligible to run for re-election unless the absence is due to prolonged illness and/or the absence explained in writing and excused by the Board of Directors.

ROLES AND RESPONSIBILITIES

Directors (Board Members)

Role

The role of a Director is to serve as a member of the Board of Directors, as a representative of their electorate.

Individual Responsibilities:

- Prepare for, attend and actively participate in meetings, activities and events.
- Form and articulate, in writing and verbally, proposed motions and positions of advocacy.
- Represent the applicable electorate to the Board, and represent the Board to the applicable electorate.
- Adhere to Board policies regarding procedures, conduct and ethics.
- Participate in committees as assigned.
- Stay informed about committee matters, prepare for meetings, and review and comment on minutes and reports.
- Foster friendly, positive working relationships within the Board, the membership

and stakeholders.

- Maintain confidentiality of board business as appropriate.
- Speak positively of the OAPSB to the membership and public.
- Develop a succession plan for one's own Directorial position.
- Where applicable, lead Zone activities, including membership recruitment and retention, and chair Zone meetings if elected to the position of Zone Chair.

Authority

Collectively, Directors comprise the Board with all its rights, privileges, obligations and liabilities.

Individually Directors are not authorized to make decisions, enact policies or approve positions, on behalf of the Board. Directors do not have individual authority over staff.

Directors have the authority to make decisions, enact policies and/or approve positions on behalf of their electorate as determined by that electorate.

Chair

Role

The role of the Chair is to act as Chair the OAPSB Board of Directors.

Responsibilities

- Chair Board meetings.
- Initiate Board's strategic planning activities.
- Act as official spokesperson for the Board of Directors.
- Act as a Host at OAPSB events, notably the Annual General Meeting.
- Maintain positive relations between OAPSB and key external stakeholders.
- Ensure that OAPSB is appropriately represented on internal and external committees, and at key events.
- Maintain positive relations between the Board, Corporation staff, and OAPSB members.

- Maintain target membership levels.
- Raise revenue through annual memberships, grants, donations and sponsorships.
- Maintain discipline among board members, among representatives on committees and external events, and among members at OAPSB events.
- Lead the Board's annual evaluation of the Executive Director's performance.
- Approve Executive Director invoices and expenses.
- Lead the Board's annual self-assessment.
- Proactively plan for Board succession.
- Act as a signing officer.
- Ensure Board members undergo the On-boarding program and subsequently remain aware of their responsibilities and key governance issues, and follow the code of conduct.
- Bring breaches of the code of conduct by any Director to the Board's attention for remedial action in accordance with Board Member's Code of Conduct and Ethics policy, including removal where deemed warranted.
- Report to the Board of Directors at each Board meeting.
- Report to the membership at the Annual General Meeting.

Authority

The Chair is accountable to the Board of Directors. (S)he shall take direction from the Board of Directors' policies and resolutions, and from resolutions approved at the Annual General Meeting.

The Chair is empowered to chair board meetings with all the commonly accepted powers of that position (e.g., ruling, recognizing).

The Chair is empowered to make any decision on behalf of the Board which falls within or is consistent with Board policies on Governance Process and on the Board-Executive Director relationship.

The Chair's authority does not extend to making Board policies. Should the Chair make decisions regarding OAPSB positions, new or existing, (s)he shall immediately report same to the Board at the next meeting(s).

First Vice Chair

Role

The role of the First Vice Chair is to act on behalf of the Chair in his/her absence.

Responsibilities

- In the absence of the Chair, or otherwise at his/her request, assume the Chair's responsibilities as warranted by the situation.
- Carry out responsibilities as delegated by the Chair from time to time.

Authority and Accountabilities

The First Vice Chair's authorities and accountabilities are limited to those of the Chair, and only when acting as Chair.

When acting as Chair, the First Vice Chair shall limit their authority and decisions to those time-sensitive and necessary in accordance with the circumstances and timing of the temporary appointment.

Note: The First Vice Chair is not the Chair-designate for the upcoming year.

Second Vice Chair

Role

The role of the Second Vice Chair is to act on behalf of the Chair in his/her absence and the absence of the First Vice Chair.

Responsibilities

In the absence of the Chair and the First Vice Chair, or otherwise at his/her request, assume the Chair's responsibilities as warranted by the situation.

Carry out responsibilities as delegated by the Chair from time to time.

Authority

The Second Vice Chair's authorities are limited to those of the Chair, and only when acting as Chair.

When acting as Chair, the Second Vice Chair shall limit their authority and decisions to those time-sensitive and necessary in accordance with the circumstances and timing of the temporary appointment.

Note: The Second Vice Chair is not the First Vice Chair-designate for the upcoming year.

Treasurer

Role

The role of the Treasurer is to lead the Board's fiduciary oversight activities.

Responsibilities

- Oversee the development and observation of the organization's financial policies.
- Provide financial variance reports as required by the Board (e.g. quarterly or monthly), based on financial statements prepared by the bookkeeper.
- Investigate significant variances in revenues and expenses.
- Keep the Board regularly informed of key financial events, trends, concerns, and assessment of fiscal health.
- Report the results of the annual audit to the membership at the Annual General Meeting.
- Call the motion at Annual General Meeting to appoint the Auditor.
- Review and approve Board and Committee member expenses.
- Act as a signing officer.

Authority

The Treasurer is the approving authority for Board and Committee member expenses, in accordance with Board policies and resolutions.

BOARD MEETING PROCEDURES

1. All points of order or procedure for which rules have not been provided in this policy shall be decided by the Chair in accordance as far as is reasonably practicable, with the rules of parliamentary procedure as contained in Bourinot's Rules of Order.

Meetings

2. As soon as possible after the hour of the meeting, and where a quorum is present, including those persons present by phone or video-call, the Chair shall call the meeting to order. A quorum shall be a majority of Directors appointed to the Board.

3. If a quorum for either a regular or special Board meeting is not present within thirty (30) minutes of the time fixed for the commencement of the meeting, the meeting shall stand adjourned until the next regular meeting of the Board, and the secretary shall record the names of those present.

4. If the Chair or Vice-Chair are not in attendance within thirty (30) minutes of the appointed meeting start time, then those members in attendance shall, by resolution called by the recording secretary, appoint one of themselves to act as Acting Chair for that meeting or until the arrival of the Chair or Vice-Chair.

5. Members of the Association may attend meetings.

6. The Chair, or in the absence of the Chair the Acting Chair, may cancel a regular meeting of the Board, where he or she deems it is not warranted.

Conflict of Interest Disclosure

7. Where a Director, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Director shall:

- a. (a) prior to any consideration of the matter at the meeting, disclose the interest and general nature thereof;
- a. (b) not take part in the discussion of, or vote on any question in respect of the matter; and
- a. (c) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

8. If during the meeting a matter arises in which a Director determines they have a conflict, that member shall immediately declare such conflict and refrain from taking part in the discussion of, or vote on any question in respect of the matter, or attempt in any way to influence the voting

on any such question.

Conduct of Directors

9. No Director shall:
 - a. (a) use offensive words or unparliamentary language in meetings of the Board or against any other person present;
 - a. (b) speak on any subject other than the subject in debate;
 - a. (c) criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
 - a. (d) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender identity, gender expression, sexual orientation, age, colour, marital status, family status or disability;
 - a. (e) disobey the rules as set out in this policy or a decision of the Chair on questions of order or procedure as set out in this policy or resolution of the Board, or upon the interpretation of the rules of the Board.
10. If a Director persists in disobedience after having been called to order by the Chair, the Chair shall order them to leave the meeting of the Board.
11. Directors shall conduct themselves in accordance with the Code of Conduct and any other Board policy that may be approved.

Rules of Debate

12. Every Director, before speaking to a question or motion shall first receive recognition from the Chair.
13. When a Director wishes to speak to any question, motion or item, they shall in an orderly fashion attempt to obtain the Chair's attention to indicate that such Director wishes to speak, and the Chair shall keep a list of those members who have so indicated a desire to speak. The Chair shall then recognize the Directors who wish to speak in the order in which their intentions have come to the Chair's attention and appear on the list.
14. When a Director is speaking, no other Director shall pass information between any Director or the Chair, or interrupt that Director except to raise a point of order.
15. A Director may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Director who is speaking.
16. No Director shall speak more than twice to the same question or motion without leave of the Chair, except to explain a part of his or her speech, which the Director feels may have been misunderstood, but in no instance, shall the Director be permitted to introduce any new matter. Notwithstanding, a reply may be made by the Director who has presented a motion to the Board,

following the conclusion of the speeches of the other members.

17. No Director shall speak to the same question or motion, or in reply, for more than ten minutes, without leave of the Chair.

18. After a question is put by the Chair, no Director shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

19. If a Director considers that a ruling by the Chair is not in order, an appeal may be made. When challenged, the Chair may give a brief explanation of the ruling and ask the Directors "Is the ruling of the Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Board under this Section is final.

20. The Chair may suspend Bourinot's Rules of Order or these rules of debate, at any time, for the purposes of encouraging more lively debate in order to build consensus around a particular topic.

Motions

21. No Member shall introduce any item to the Board for its consideration unless:

- a. (a) The item relates to a matter on the Agenda for that Meeting; or
- a. (b) The matter is of an urgent nature; or
- a. (c) Leave is granted on a two-thirds majority vote.

22. A motion shall be moved and seconded before being discussed or being put to a vote.

23. After a motion has been moved and seconded, it may be withdrawn by the mover at any time before a vote is taken.

24. A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions;

- a. (d) to adjourn;
- a. (e) to amend;
- a. (f) to refer;
- a. (g) to suspend the rules of procedure;
- a. (h) to table the question;
- a. (i) to vote on the question.

25. A motion to adjourn the meeting may be made at any time except;

- a. (j) when a Member is speaking or during the taking of a vote;
 - a. (k) when the question has been called;
 - a. (l) when a Member has already indicated to the Chair that he or she desires to speak on the question.
26. When a motion to adjourn the meeting is denied, the motion to adjourn cannot be made again until the Board has conducted further proceedings.
27. A motion to amend:
- a. (a) shall be relevant to the question to be decided;
 - a. (b) shall not be received if it in essence constitutes a rejection of the main questions; and
 - a. (c) only one motion to amend such amendment shall be permitted, and any further amendment shall be made to the main question.
28. No question shall be considered more than once at a meeting of the Board.

Voting on Motions

29. A motion shall be deemed to have been carried when a majority of the Directors present and voting have expressed their agreement with the question.
30. When the Chair is satisfied that a question contains distinct proposals, he or she may divide the question or upon the request of a Director, in which case the vote upon each proposal shall be taken separately.
31. When a recorded vote is requested to be taken by a Director the Chair shall call for those Directors in favour to raise their hand at which time their names shall be recorded in favour of the motion. Following completion of the recording, the Chair shall call for those Directors opposed to all raise their hand, at which time their names shall be recorded voting in opposition.
32. On any question on which there is a tie vote, including the Chair's vote, the motion shall be deemed to have been lost, except regarding procedural rulings of the Chair (article 19).

Action Register

33. The Action Register shall contain tasks assigned by the Board to either the Executive Director or a Board committee. All such tasks shall be assigned via motions.
34. The Action Register shall contain each task's motion, motion date, the person/body responsible for the task, the scheduled reporting meeting and task status. The Action Register shall be maintained by the secretary, who shall coordinate scheduling of reports related to assigned tasks,

and distribute an updated version with each Board agenda.

35. Once items are complete, they shall be removed from the Action Register

Closed Meetings

36. A meeting of the Board, or part thereof, may also be closed to the membership if the subject matter being considered relates to:

- a. (d) personal matters about an identifiable individual, including Directors, members, employees and consultants;
- a. (e) labour relations or employee negotiations;
- a. (f) litigation or potential litigation, including matters before administrative tribunals, affecting the board or its agents;
- a. (g) advice that may be subject to solicitor-client privilege, including communications necessary for that purpose;
- a. (h) advice for the purpose of educating or training of the Directors.

37. No persons other than Directors and those persons authorized by the Board from time to time as contained in Board Policy, or otherwise authorized by the Chair, shall attend closed meetings of the Board, and all other persons shall vacate the meetings if requested to do so by the Chair.

38. Matters discussed in closed meetings shall not be discussed outside of such meetings, except at the discretion of the Chair.

COMMITTEE PRINCIPLES

The OAPSB Board of Directors uses a “committee of the whole” approach to governance. There are no standing committees. Ad hoc committees are formed for specific purposes and timeframes when circumstances dictate.

The board may establish committees to help carry out its responsibilities.

1. Board committees are to help the board do its job. Committees will assist the board chiefly by preparing policy alternatives and implications for board deliberation.
2. Board committees shall not speak or act for the board except when formally given such authority for specific and time-limited purposes.

3. When a board committee is used to monitor organizational performance in a given area, the same committee will not be used to help the board create policy in that same area.
4. Board committees shall not exercise authority over staff. The Executive Director supports the work of the board, and its committees as assigned by the board.

BOARD MEMBER'S CODE OF CONDUCT AND ETHICS

1. Board members must represent the interests of the membership free of conflict of interest. This accountability supersedes any conflicting loyalty such as to advocate for interest groups or other outside organizations. This accountability supersedes the personal interest of any Board member acting as a consumer of the organization's services.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility. This includes:
 - No direct or indirect self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access.
 - Use of their positions as Board members to obtain for themselves, family members or business associates, direct or indirect employment or contracts with the organization.
 - Board members will not be considered for employment within the organization.
3. Board members may not attempt to exercise individual authority over the organization.
 - a) Board members' interaction with the Executive Director or with staff must recognize that authority rests with the Board and not with any individual board member or group of board members unless explicitly set out by the full board.
 - b) The Chair of the Association is the spokesperson for the Board. Board members' interaction with the press should be limited to referral to the Chair who will speak on behalf of the Board and only reflect that which is consistent with approved Board position and/or set forth in board policies.
 - c) Board members will make use of the approved Board process to provide input to the performance of staff.

4. As a condition of board membership, each Director is required to sign the following Code of Conduct. A copy of a signed Code of Conduct will be kept at the OAPSB office and each Director will receive a copy of the signed Code of Conduct for their files.

OAPSB Board of Directors' Code of Conduct

The principles underpinning OAPSB's Code of Conduct for Directors are: integrity, objectivity, competence, fairness, confidentiality, professionalism and diligence.

1. Board members shall discharge their duties loyally, faithfully and impartially.
2. Board members shall attend and actively participate in all board meetings.
3. Board members shall not interfere with management staffs' operational decisions and responsibilities or with the day-to-day operation of the association.
4. Board members shall keep confidential any information disclosed or discussed at a meeting of the board.
5. No board member shall purport to speak on behalf of the board unless he or she is authorized by the board to do so.
6. Board members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the Human Rights Code and the Charter of Rights and Freedoms (Canada).
7. Board members are selected to represent the full membership in an open and transparent manner and shall not use their office to advance their personal interests or the interests of any single faction of the OAPSB's membership or organization/business with whom or with which they are associated.
8. Board members shall not use their office to obtain employment with the association for themselves or their family members. For the purpose this subsection, "family member" means the parent, spouse or child of the person.
9. Board members shall refrain from engaging in conduct that would discredit or compromise the integrity of the board, failure to do so will result in sanctions or removal from the Board.
10. Board members shall uphold the letter and spirit of the Code of Conduct and shall discharge their duties in a manner that will inspire OAPSB members' confidence in the abilities and integrity of the board.
11. The Board is a team. The place to debate Board decisions is in the boardroom during Board meetings when the item is up for discussion. After the matter is voted on, all Directors are expected to get behind that decision and champion its implementation, regardless of their residual views.
12. Directors are expected to be ambassadors of the OAPSB by actively: recruiting OAPSB members, participating at OAPSB events, promoting OAPSB event sponsorships, and participating at OAPSB zone meetings. Lobbying members

contrary to Board decisions, for whatever reason, or presenting OAPSB in a negative light, will not be tolerated.

13. The Board annually evaluates the Executive Director. If a Director has a concern about something staff are doing, or are not doing, they are to first contact the Executive Director to confirm the accuracy of their concern and attempt to informally resolve the matter. If the concern persists, the Director is to request that the Chair put the matter on the next Board meeting agenda, for resolution. At no time is any Director to make disparaging remarks about staff to anyone, including the Chair, except during an in-camera Board meeting where staff performance is on the agenda. Such comments would be highly unprofessional and reflect badly on the entire OAPSB Board, and will not be tolerated – particularly if such comments turn out to be unfounded, frivolous or vexatious.

14. If the board determines that a board member has breached the Code of Conduct, the board shall record that determination in its minutes and may:
 - (a) require the member to appear before the board and be reprimanded;
 - (b) remove the member from the Board including the option of disqualifying the member from any further opportunity to participate on the Board.

I acknowledge that I have read and understand this Code of Conduct. I will uphold the principles and abide by the provisions within this code and understand and agree to respect any decisions made pursuant to Section 11 of the Code of Conduct relating to breaches of its provisions.

Director's Signature

Date

EXPENSE POLICY

Board members and staff shall be reimbursed reasonable expenses for attendance at Board of Directors' meetings and committee meetings as an OAPSB representative.

Reimbursement of Board member and Executive Director expenses requires approval by either the Chair or other Officer, as appropriate. Reimbursement of expenses incurred by other staff members requires Executive Director approval. Individuals cannot approve their own expense claims.

- **OAPSB Event Registration Fees:** OAPSB shall register and cover registration fees for Directors, rather than their home boards. This does not apply to Zone meetings or events.

- **Accommodation:** After Board meetings, at the hotel as determined by the Board. Board members who wish to stay elsewhere, at a higher cost, shall make their own accommodation arrangements and may be reimbursed the equivalent accommodation cost of the approved OAPSB facility for one night. Receipt required. Board members who can reasonably travel on the day of the meeting shall do so to reduce Board member expenses.
- **Meals/Sundry:** Board members shall be reimbursed up to \$60.00 per calendar day for meals and sundry. Receipt(s) not required.
- **Air/Train/Bus:** All reasonable travel expenses shall be reimbursed by the Association. Members are encouraged to take advantage of travel discounts that may be available through early booking. Receipt(s) required.
- **Automobile:** Members travelling by car shall be paid .52 cents per kilometer traveled, effective April 23, 2008. The total reimbursement for automobile shall not be more than the amount that would normally be payable for air travel.
- **Taxi:** All expenses reimbursed. Receipt(s) required.
- **Parking:** All expenses reimbursed. Receipt(s) required.
- Board members shall use the approved Business Expense Claim Form available from the Board office.
- Board members are asked to please try to ensure that the HST number is on all receipts.

Special circumstances requiring reimbursement over and above and the entitlements stated above shall require approval of the Board of Directors. All receipts must be received for full reimbursement. The last day to submit eligible expenses for the previous year is January 31st.

ON-BOARDING

The OAPSB Board of Directors aspires to exemplify good governance to its members, by leading by example. That example starts with On-boarding. The aim of On-boarding is to ensure Directors have a thorough understanding of:

- The OAPSB Governance System, including the roles of the four OAPSB components and how they are interconnected: Membership as Owners, Board of Directors, Corporation, and Membership as Clients
- Director's key reference material:

- OAPSB Letters Patent (i.e. the Organization’s legal status and mandate)
 - OAPSB By-law
 - OAPSB policies
 - OAPSB Strategic Plan
 - OAPSB Calendar of Events
 - OAPSB budget
 - Board agendas and minutes
- Highlights of important expectations of Directors
 - The Code of Conduct

Directors are required to complete the On-boarding program prior to voting in OAPSB Board meetings, and to indicate completion by signing the following statement:

“I confirm that I have read and understand the OAPSB On-boarding Program and the associated on-line documents. I have asked any questions I had of the Chair and/or staff, and I am satisfied with the responses. I understand and fully accept my responsibilities, obligations and limitations as an OAPSB Director, and am committed to working within the OAPSB governance system. I am ready to fully discharge my duties as an OAPSB Director.”

While all Directors are responsible for maintaining their own knowledge of OAPSB issues, as leader of the Board, the Board Chair is ultimately responsible to ensure that Board members undergo the On-boarding program and subsequently remain aware of their responsibilities and key governance issues, and follow the code of conduct. It is the Chair’s responsibility to bring breaches of the code of conduct by any Director to the Board’s attention for remedial action in accordance with Board Member’s Code of Conduct and Ethics policy, including removal where deemed warranted.

BOARD EVALUATION

The purposes of Board evaluation are:

1. To continuously improve the overall effectiveness of the Board
2. To enhance communication and a sense of team among Directors.

This evaluation is not for external reporting or to evaluate individual. Rather, it is a self-assessment by Board members of how they are working as a team. The Board assessment is anonymous; individual input to the evaluation will not be identified.

It is the Chair’s responsibility to ensure that each Director complete the following assessment annually and provide it to staff, prior to the last Board meeting before the

Annual General Meeting. Staff will summarize the anonymous results and report them at that Board meeting.

The evaluation questions shall be:

	Board Evaluation Item	Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
1	Directors have a good understanding of the Board’s role.					
2	There is a clear understanding of the roles of the Board and of the Executive Director.					
3	The Board creates, revises and issues written policies in the areas where it should.					
4	The Board sets strategic direction for the Executive Director.					
5	The Board creates adequate performance goals to hold the Executive Director accountable.					
6	The Board has effective relations with the Executive Director.					
7	Board reports contain the correct amount and type of information to allow Directors to prepare for the meetings and collectively make informed decisions.					
8	The Board spends enough time at meetings on strategic and planning issues.					
9	Directors receive adequate financial information in a useful format.					
10	Directors are comfortable asking questions about financial matters during Board meetings.					
11	Board discussions are relevant to the role of the Board.					
12	Board meetings are chaired in a manner that creates full participation and the development of necessary consensus.					
13	Board members do not violate the confidentiality of in-camera discussions.					
14	Records of meetings are clear and accurate.					
15	All Board members prepare adequately for meetings.					
16	The length of Board meetings is appropriate to accomplishing the Board’s tasks.					
17	The Chair conducts meetings in an effective manner.					
18	The Chair facilitates interactive team decision-making.					
19	The Chair abides by the rules as set in policy.					
20	The Chair ensures that the follow up and action items are monitored and reported upon.					
21	The Chair ensures that Board members receive on-boarding as outlined in the Policy Manual.					
22	Directors speak with one voice.					
23	Directors are active, positive ambassadors of OAPSB.					
24	The Chair ensures that the Board enforces its conflict of interest and code of conduct policies.					
25	The Board carries out its role effectively.					

Additional Comments:

BOARD-CORPORATION LINKAGE

DELEGATION TO THE EXECUTIVE DIRECTOR

The Board's job is to establish outcomes and limitations policies, leaving implementation, management, administration in achieving those outcomes, within those limitations, to the Executive Director.

Limitations policies set out the Executive Director's authority to act within acceptable boundaries of prudence and ethics.

All board authority delegated to staff is delegated through the Executive Director.

1. The Executive Director is authorized to make all decisions, take all actions and develop all activities which are true to the board's goals, directions, business plan and policies.
2. The official spokesperson for the OAPSB Corporation is the Executive Director, as part of his/her advocacy role. The Executive Director will ensure that Corporation's messages are aligned with the messages of the Board of Director's spokesperson (the Chair).
3. The Board will respect the Executive Director's choices so long as the delegation continues, but may by policy "undelegate" such authority.
4. No individual board member, officer or committee has authority over the Executive Director. Information may be requested, but if such request, in the Executive Director's judgement, requires a material amount of staff time that will effect other priorities, the Executive Director may suggest alternatives or suggest the request be referred to the Board for possible reallocation of priorities and timing.
5. The Executive Director may not perform, allow or cause to be performed any act which is contrary to explicit board policy.
6. The Executive Director shall report to the Chair and the Board in writing any external paid work (i.e., work he or she is performing in a personal capacity and not as a representative of OAPSB) involving member boards within 15 days of agreeing to undertake such work. Such written notice shall note any potential conflicts of interest.
7. Should the Executive Director violate a board policy, s/he shall immediately inform the board, who will discuss the nature of the violation and determine if corrective or disciplinary action is warranted.

As the Board’s single official link to the operating organization, the Executive Director is accountable for all organizational performance and exercises all authority delegated to the organization by the Board. Executive Director performance will be considered to be synonymous with overall organizational performance. Consequently, the Executive Director’s performance shall be evaluated on an annual basis, according to approved Board policy and procedure, which will include the establishment of set goals and performance measures.

The Executive Director shall not be the cause of, or knowingly allow any violation of commonly accepted business practices and professional ethics within the Not-for-Profit or Association sectors.

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

Process Notes: The Board as a whole is responsible for the annual evaluation of the Executive Director, while the Chair is responsible to ensure that the Board fulfills this obligation. Using the form below, the evaluation addresses performance from AGM to AGM. It is informed by the Executive Director’s reports at Board meetings as well as the Board’s response to those reports.

The Board-approved evaluation shall be provided to the Executive Director prior to the AGM which concludes the reporting period, and the entire Board and the Executive Director shall discuss the results prior to that AGM. The evaluation shall not comprise any goals not established at the beginning of the reporting period (with the exception of any goals established by mutual agreement during the reporting period), nor shall it comprise any evaluation factors not identified in this form. The Board may revise this from by way of motion for any subsequent reporting period. Annual and multi-year goals shall be established/confirmed at the first Board meeting after the AGM. Multi-year goals shall still be evaluated annually.

Accordingly, there should be no surprises.

Section 1: Achievement of Goals from last review period.			
Description of Goal & Evaluation Metrics	Exceeded Expectations	Met Expectations	Needs Improvement
Goal 1:			
Goal 2:			
Goal 3:			

Section 1: Achievement of Goals from last review period.			
Description of Goal & Evaluation Metrics	Exceeded Expectations	Met Expectations	Needs Improvement
Goal 4:			
Comments regarding Goal Achievement			

Section 2: Leadership					
Please rate the Executive Directors mastery of modeling core values and mission, vision, continuous improvement, empowering others, and community leadership.	Exceptional	Good	Improvement Needed	Unacceptable	Don't Know
Modeling Core Values:					
<ul style="list-style-type: none"> Clearly articulates and models the organization's values and mission to the staff, board, members, provincial government and other stakeholders 					
<ul style="list-style-type: none"> Leads staff in maintaining a climate of excellence, accountability and respect 					
Vision:					
<ul style="list-style-type: none"> Shares his/her vision for OAPSB and inspires visionary thinking and action in others consistent with the mission 					
Continuous Improvement:					
<ul style="list-style-type: none"> Seeks, evaluates and acts upon opportunities for innovation to change, grow and improve the organization 					
<ul style="list-style-type: none"> Actively seeks opportunities for self-improvement and personal growth 					
Empowering Others:					

Section 2: Leadership

Please rate the Executive Directors mastery of modeling core values and mission, vision, continuous improvement, empowering others, and community leadership.	Exceptional	Good	Improvement Needed	Unacceptable	Don't Know
<ul style="list-style-type: none"> Empowers the board and staff through sharing information and authority 					
<ul style="list-style-type: none"> Develops leadership skills in staff through delegation and sharing management and decision-making responsibilities 					
<ul style="list-style-type: none"> Inspires others by recognizing and appreciating individual contributions and excellence across the organization 					
Community Leadership: <ul style="list-style-type: none"> Identifies, develops, and maintains the key relationships among the membership and stakeholders necessary to support an effective organization 					
Comments regarding Leadership					

Section 3: Management Performance

Evaluation of the Executive Directors performance in the following management areas of human resources, financial, philanthropy/fund development and governance:	Exceptional	Good	Needs Improvement	Unacceptable	Don't Know
Human Resources: <ul style="list-style-type: none"> Recruits, develops and retains a capable staff and manages its performance effectively through clear job descriptions, periodic feedback, training, and performance reviews 					
Finance: <ul style="list-style-type: none"> Works with the staff, finance committee and the board to prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets), as appropriate 					

Section 3: Management Performance

Evaluation of the Executive Directors performance in the following management areas of human resources, financial, philanthropy/fund development and governance:	Exceptional	Good	Needs Improvement	Unacceptable	Don't Know
<p>Members Services</p> <ul style="list-style-type: none"> Achieves member needs and satisfaction through effective delivery of member services such as training and networking events and advocacy 					
Comments on Management Performance					

MANAGEMENT LIMITATIONS

TREATMENT OF MEMBERS

With respect to treatment of members, the Executive Director will ensure the organization operates so that all members are treated fairly and in a dignified manner. In the course of providing advice to members, the Executive Director shall:

- Reference the applicable provincial statute or regulation, or OAPSB policy or AGM resolution that applies to their concern
- Not portend to provide legal advice
- Not pass judgement on any member board's issue, either in favour or against the member board's position
- not assist in any investigation of a member board or individual board member by an legislative oversight body or other government authority, beyond providing fact-based responses to investigators' inquires;
- Not provide specialized service in his or her capacity as Executive Director or OAPSB representative to any single member board
- Connect the member board with the applicable provincial authority and/or professional advisory services most suited to helping resolve their issue
- Not speak to the media about any member board's issue, without their permission, until after matter has been resolved
- Treat the resolution of the matter as a learning opportunity for all members

The Executive Director will work to protect confidentiality of information or privileged information.

This will also apply to those stakeholders outside of the actual membership, for whom service and information is provided.

TREATMENT OF STAFF

The Executive Director shall work to ensure conditions are humane, safe, fair and dignified for both paid staff and volunteers of the organization.

The Executive Director shall not allow violation of any legislative standard including The Ontario Human Rights Code, The Employment Standards Act, The Employment and Pay Equity Program of Ontario and the Health and Safety Act.

RESPECT IN THE WORKPLACE - Anti-Harassment and Anti-Violence Policy

Published separately

COMPENSATION AND BENEFITS

Employment, compensation and benefits to employees, consultants, contract workers and volunteers shall be budgeted for, and have regard for the long term fiscal integrity of the organization.

Accordingly, the Executive Director shall not:

1. Change her/his own compensation and benefits as established by the board.
2. Negotiate or establish current compensation and benefits which:
 - a) Deviate materially from the geographic or professional market for the skills employed in like organizations.
 - b) Create obligations over a longer term than revenues can reasonably and accurately be projected, without specific ratification by the board.
3. Establish deferred or long term compensation and benefits which:
 - a) Cause unfunded liabilities to occur, or in any way commit the **Ontario Association of Police Services Boards** to benefits, which incur unpredictable future costs.
 - b) Provide less than some basic level of benefits to all full-time and regular part-time employees, although differential benefits to encourage longevity in key employees are not prohibited.

OFFICE CLOSURE

The office shall be closed during any absence of the Administrator, such as leave or illness.

FINANCIAL PLANNING

With respect to financial accountability and planning, the Executive Director must protect the fiscal integrity of the organization.

Accordingly, s/he shall budget in a manner which:

1. Contains enough detail to enable: an accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent audit trails and disclosure of planning assumptions.
2. Seeks the approval of the Board of Directors for expenditures planned outside of the current fiscal year.
3. Does not deviate materially from board-stated priorities in its allocation among competing budgetary needs.
4. Does not jeopardize the integrity of key service priorities set by the board.

FINANCIAL CONDITION

With respect to the ongoing condition of the Ontario Association of Police Services Boards' financial health, the Executive Director shall not cause or allow the development of fiscal jeopardy.

Accordingly, s/he shall not without approval of the Board of Directors:

1. Shall not authorize any payments exceeding \$10,000.00 unless preauthorized by the Board.
2. Shall not authorize payment of his/her own invoices or expenses.
3. Expend more funds in the fiscal year to date than have been received in cash flow, cash advances, or are provided for in the authorized line of credit.

4. Use any long-term reserves.
5. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.
6. Allow actual allocations to deviate materially from board priorities.
7. Shall not authorize a line of credit.
8. Not use association funds to support any single political party within the Province or Federally, either by direct contribution or through the purchase of tickets for political party events.

INVESTMENT POLICY

Purpose

To establish guidelines, governing the temporary investment of OAPSB funds.

Scope

These policy guidelines are applicable to all funds managed by the OAPSB.

Investment Guidelines

Portfolio Objectives:

The portfolio will consist of temporary cash balances, which may accumulate from time to time until the company shall dispose of such funds. Funds will be invested in such a way as to provide for the highest level of safety of principal and liquidity. Subject to the constraints imposed by the above, funds will be invested in such a way as to maximize the overall return on the portfolio.

Asset Mix:

Investments will always be limited to money market securities with a maturity of twelve months or less. The majority of the funds will be invested in 30, 60, and 90-day money market investments.

Implementation:

Temporary investments need not be held to maturity but may be bought and sold to maximize return whenever deemed appropriate in accordance with overall prudent management of the association's financial position.

Eligible Investments:

Investments may be made in:

- Government obligations (i.e. Treasury Bill Notes, Debentures and/or Bonds) issued directly or indirectly by the Federal government or an agency (Canadian) or any of the provinces that hold appropriate credit ratings.
- Canadian Chartered Bank Securities, being Bearer Discount Notes, Deposit Receipts, Term Notes, Certificates of Deposit, Bankers Acceptances, and short term bonds.

Investment Limits:

The purchase of any securities carrying a credit rating below Single A for bonds or A1/R1 for commercial paper will account for a minimum of 90% of the investments. Investments of appropriate credit quality may be made subject to the following limits:

Application:

This investment policy will be implemented, and monitored by the Secretary-Treasurer of OAPSB in consultation with OAPSB staff and/or the Executive Committee of the Board, as necessary.

ASSET PROTECTION

With respect to proper stewardship of the Ontario Association of Police Services Boards' assets, the Executive Director shall not risk losses beyond those necessary in the normal course of business.

Accordingly, s/he shall:

1. Insure related property, premises and activities against property/liability losses and insure board members and staff against liability losses arising from their Board related duties and activities.
2. Work to protect the Ontario Association of Police Services Boards, its Board of Directors or its staff from claims of liability.
3. Limit any purchases or make economic commitments to a maximum of \$5000 including:
 - a) single purchases of goods or services
 - b) rentals of equipment or premises, considering total contract value, or in the case of month-to-month rentals, one year's rent.
4. Not transfer funds within the budget from one line to another, without Board approval.

5. Ensure that all cheques written on the accounts of the Association have at least two signatures of the Board. Signing officers for the Association will be named by resolution of the Board of Directors on an annual basis.

EXECUTIVE SUCCESSION AND CONTINUITY OF EXECUTIVE SERVICES

In order to protect the Board from loss of Executive Director services, the Executive Director shall try to ensure that one staff member is familiar with board and Executive Director issues and processes, and will establish appropriate records and documentation, which will facilitate continuity of operations.

COMMUNICATION AND COUNSEL TO THE BOARD

With respect to providing information and counsel to the board, the Executive Director shall endeavour to insure the board is well informed.

Accordingly, s/he shall:

1. Inform the board of relevant trends, material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
2. Gather staff and external points of view, issues and options and advice as needed for fully informed board choices.
3. Inform the board on program changes or staff changes related to services offered to members.

RETENTION AND DESTRUCTION OF RECORDS OF THE OAPSB

The purpose of this policy is to regulate the retention and destruction of records of the OAPSB. The records retention policy applies to all records of the OAPSB, whether paper or electronic. It is designed to reduce the volume of active and dormant records

and eliminate inactive record holdings. This policy assumes the Association's records are also maintained in full compliance with all applicable law.

Of paramount consideration is the need to achieve efficiency and economy of space, equipment and staff through the destruction of records that are no longer in use and the systematic transfer of records to dormant storage, which is provided by the Toronto Police Services Board. Every effort will be made to preserve records of a historical or noteworthy value.

The collection and destruction of all records including personal information conforms with the requirements of the Municipal Freedom of Information and Protection of Individual Privacy Act and associated regulations.

It is the responsibility of the Executive Director to ensure that the retention schedules outlined below are followed; that a records inventory is maintained in accordance with this policy; that a record of destroyed files is maintained; that historical and noteworthy records are noted and archived; and that personal information is destroyed.

Retention schedule:

- Financial records shall be retained for 7 years.
- Board minutes shall be kept for 5 years.
- Corporation minutes shall be kept indefinitely.
- All other records shall be kept for 2 years.

ZONES

ESTABLISHMENT OF ZONES

Pursuant to By-law No. 1, the membership of the Association shall be organized into the following geographical Zones:

- Zone 1 (north-west)
- Zone 1A (north)
- Zone 2 (east)
- Zone 3 (central-east)
- Zone 4 (south-east)
- Zone 5 (central-west)
- Zone 6 (south-west)

Each Zone is comprised of the Members whose police services boards reside in that geographic area.

The purpose and mandate of the Zone is to provide a forum for:

- (i) the Members in the Zone to discuss and share information that is relevant to the Members in the Zone or the Association generally; and
- (ii) the provision of education sessions for the Members in the Zone.

Capacity and Powers of Zones

For greater certainty, the Zones are not separate corporations, entities, associations, or legal persons, and have no separate or autonomous powers, capacities or authority within the Association or otherwise at law. The activities and procedures of the Zones are limited to those as is expressly set out in this Policy or in any subsequent policy passed by the Board from time to time. Without limiting the generality of the foregoing, the Zones do not have any authority or power to open of bank accounts, enter into contracts, lobby governments or other organizations or make any public statements regarding policing, government policy or the Association's business. However, notwithstanding the foregoing, the Zones, through the Zone Chair, may send communications to the Members in their Zone regarding the business of the Zone and the Association generally.

Zone Chair

At the first meeting of a Zone following the OAPSB Annual General Meeting of Members, the Zone Members present at such meeting shall elect a Zone Chair who may or may not be a person who is currently serving as a director of the OAPSB Board. The Zone Chair shall:

- (i) establish the agenda for and preside over the meetings and events of the Zone (or appoint someone to act in their stead in their absence);
- (ii) prepare and request OAPSB Board approval of the annual Zone budget;
- (iii) be responsible for the submission of expense reimbursement requests to the Executive Director or his/her delegate; and
- (iv) carry out such other duties as may be prescribed by policy from time to time.

The Zone Chair may be assisted by other members of the Zone appointed by the Chair or the Zone for such purposes.

A Zone may, at any meeting, elect a new Zone Chair if there is a vacancy in such position for any reason.

ZONE PROCEDURES

Subject to the *Police Services Act* and any other OAPSB Policy, Zones shall establish their own meeting procedures, and hold and conduct their meetings pursuant to those procedures

ZONE FINANCES

Each Zone may seek voluntary contributions for the funding of their meetings and events from the Members in their Zones. All such contributions must be paid to the Association. The Association will adopt and implement such processes and procedures as are necessary or desirable to hold and account for such contributions so that such funds remain earmarked for activities of the Zone Activities and to ensure that such amounts are not used for the Association's general business, unless so authorized by that Zone.

Each Zone shall prepare a calendar-year budget each calendar year by 1 October of the preceding year, for OAPSB Board approval, which identifies:

- the amount it shall collect from each Member Police Services Board in the form of Zone Dues
- the total amount it expects to collect in the form of Zone Dues
- the number of Zone meetings for the year
- the amount it expects to spend for each Zone meeting
- any other anticipated expenses

Each Zone Chair shall be responsible to ensure that expenses do not exceed contributions, in the budget and/or actual spending, unless pre-authorized by the OAPSB Board.

Each Zone Chair shall be responsible for the submission of Zone expense reimbursement requests to the Executive Director or representative for review and

consideration. Provided the reimbursement request conforms with policy and the authorized budget, all such requests shall be actioned by the Executive Director or representative. In the event a reimbursement request does not comply with policy or authorized budget, such request shall be denied. In the event of such denial, the Zone Chair may appeal the decision to the OAPSB Board.

fred@governedge.com
Tue 2020-02-04 4:01 PM

Hi all

Please be advised that the attached report was considered at the OAPSB Board meeting of 29 Jan 2020, and the following resolution was carried:

THAT the Zone Finances – Policy Options report be received, and

THAT Zone Policy development be deferred for a maximum of one year.

Moved by: Ken Gansel; Seconded by: Rick Milne

Fred



Item 9

29 Jan 2020

Zone Finances – Policy Options

Background. OAPSB Zones have evolved to the point where they are creating their own bylaws and managing their own finances. Because Zones do not exist as independent legal entities, the OAPSB Board of Directors must grant them authorities in such areas, or otherwise prohibit them (since these actions are happening now). In the absence of such Board direction, the Association and its Directors are putting themselves at legal and financial risk. This risk is compounded because the annual financial audit does not extend to the Zones.

This analysis examines options for the management of zone finances.

Option	Benefits	Risks	Annual Audit Costs	Comments
A. Decentralized - Zones collect fees, and manage own bank accounts. Zones report all transactions and bank statements monthly to OAPSB. OAPSB audit encompasses zone financial transactions.	This system is already in place at the Zone level, with the exception of reporting monthly to OAPSB.	Bookkeeping needs to be duplicated at both the Zone and OAPSB levels, and there is risk that records will not be forthcoming or accurate.	Estimated OAPSB bookkeeping and audit costs: approx. \$8k for all 7 zones, or \$1.2-\$1.5K for a single zone Individual bank account charges are additional	Financial procedures required Highly level of duplicated effort; administratively and financially expensive
B. Centralized - Zone budget approved by OAPSB board, zones collect fees and submit to OAPSB, and OAPSB manages and pay bills on behalf of zones. Each zones'	One set of (central bookkeeping) Real-time visibility of entire financial picture across OAPSB Simple to audit	Change, and the perception of giving up control, may be too much for some zones	\$1-2K additional bookkeeping and audit fees	Financial procedures required This option mitigates financial risk, through transparency and central control, while zones



Item 9

Option	Benefits	Risks	Annual Audit Costs	Comments
finances are recorded separately within OAPSB monthly financial statements, and annual audit.		Necessitates zones' financial planning (budgeting)		retain independent financial planning
C. Surcharge - on annual OAPSB membership. Each zone receives the same amount per member, from OAPSB	<p>One set of (central bookkeeping)</p> <p>Real-time visibility of entire financial picture across OAPSB</p> <p>Simple to audit</p>	Least flexible	On-line registration, booking and audit costs negligible.	<p>Financial procedures required</p> <p>Zones forgo flexibility</p> <p>Cheapest option</p>
D. Hybrid – Each zone opts for either the centralized, decentralized or surcharge financial option. Those opting for the decentralized option cover the additional audit cost (but not the additional bookkeeping cost) associated with their zone.	<p>Zone self-determination</p> <p>Financial impact of system decision is borne by the those making the decision (rather than entire Association)</p>	Complicated for OAPSB administration	TBD by the individual zones (est. \$1 to \$1.5k per decentralized zone)	<p>Financial procedures required</p> <p>Most flexible option, and the most complex option</p>



Item 9

Analysis:

Option A – **Decentralized**, represents the least change for zones, has the greatest duplication of effort centrally, and costs the most.

Option B – **Centralized**, represents the greatest degree of centralized control, requires zones to financially plan, and features marginal increased cost to the Association.

Option C – **Surcharge**, represents the simplest, least costly and least flexible approach.

Option D – **Hybrid**, represents the most flexible, most complicated approach, whereby each zone opts for its financial management system. The choosing decentralized pay the incremental audit cost (\$1 to \$1.5k per year).

Prepared by: Fred Kaustinen, Executive Director



Zone 5 Responses Dec 16/24

Zone Committee Agenda

December 16th

This meeting is designed to collect information about each zone. Find areas where we all align and best practices to build consistency from zone to zone.

The goal is to both assist zones with their local advocacy and education as well as provide zone level platforms for Association business and initiatives.

Questions for each committee member to answer at the meeting

What are your yearly fee for your zones? **\$250**

What are your dues used for? **Conference fees, meeting refreshments, photocopying etc**

Would your zone support centralized collection of fees and then funds distributed to zones to manage? **No – too bureaucratic**

Do you have members other than board members assisting the zone with administrative responsibilities? **Yes our EA is not a board member**

How are your agendas put together? **By EA and executive**

Is there input from your membership? **Yes based on proactive contact with EA and review of draft agenda sent in advance of meetings**

Average number of members at each meeting? **About 60 – 50/50 police service and board members**

Ratio of Zone Member OPP, FN and Municipal boards? **Unsure of exact since transition – does OAPSB have this info – as at Nov/24:**

- 1. Dufferin OPP Detachment #1 Board** Orangeville
- 2. Dufferin OPP Detachment #2 Board** Shelburne
- 3. Dufferin OPP Detachment #3 Board** Amaranth, East Garafraxa, Grand Valley
- 4. Dufferin OPP Detachment #4 Board** Melancthon Township
- 5. Grey Bruce OPP Detachment Board** Chatsworth, Georgian Bluffs, Grey Highlands, Meaforth, Northern Bruce Peninsula, South Bruce Peninsula, Southgate, Ojibway Nation of Saugeen First Nation, Chippewas of Nawash Unceded First Nation
- 6. Guelph Police Service Board**

7. Hanover Police Service Board
8. Huron OPP Detachment Board Ashfield-Colborne-Wawanosh, Bluewater, North Huron, Central Huron, South Huron, Huron East, Goderich, Morris Turnberry, Howick
9. Owen Sound Police Service Board
10. Perth County OPP Police Service Board North Perth, West Perth, Perth East
11. Saugeen Shores Police Service Board
12. South Bruce OPP Detachment Board Arran-Elderslie, Brockton, Kincardine, Huron-Kinloss, South Bruce
13. Stratford Police Service Board
14. Waterloo Regional Police Service Board
15. Wellington County OPP Detachment Board Centre Wellington, Erin, Guelph/Eramosa, Mapleton, Mino, Puslinch, Wellington North
16. West Grey Police Service Board

How engaged is your membership at meetings and between meetings good networking; participation from many members; EA communicates actively with board EAs and EAs from other Zones

How many meetings do you have per year 4

Do you have virtual or in person meetings or both? Both

~~How many meetings do you have a year?~~

Do you have joint meetings with the OACP? Yes – every meeting is joint

If you do have joint meetings, Does your zone contribute financially. Yes – police service provides the location/guest speaker and Zone provides refreshments up to \$900 max per meeting

What key issues continue to come up with your zone? CSPA transitioning, governance, provincial appointments, information/expertise sharing and training

Do you have zone policies or bylaws? ByLaws yes but decades old with periodic updates (not for a while) – no written policies



ORANGEVILLE OPP DETACHMENT BOARD
APPROVED REMUNERATION/EXPENSES CLAIM FORM

Name of Board Member/Executive Assistant: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **December 16, 2024 – Attend OAPSB Zone Committee Meeting – IM**

Remuneration Claim

Number of per diem days claimed: **1** day(s)

Total amount of per diems claimed: \$ **100** (\$100 x per diem days)

Expenses Claim (receipts must be attached)

Date and Description of Expense

Date/Description: _____

Date/Description: _____

Date/Description: _____

Date/Description: _____

Date/Description: _____

Total Claim: \$100

Date Claim Submitted: January 3, 2025

Claimant Signature: _____



ORANGEVILLE OPP Detachment Board

**ANNUAL REPORT - SPECIAL MEETING AND ASSIGNED WORK
REMUNERATION/EXPENSE REIMBURSEMENT POLICY (s.9)**

For the 12 months ending **[Dec. 31, 2024]**

Payment Date (dd/mm/year)	Activity (sp. mtg/as. work)	Remuneration /Expense	Amount	Claimant	Board Approval Date dd/mm/year
26/JAN/24	Zone 5 Meeting Dec. 12	Remuneration	\$100.00	Ian McSweeney	16/JAN/24
26/JAN/24	Mandatory Training Module Development Meeting – Dec. 13, 2023	Remuneration	\$100.00	Ian McSweeney	16/JAN/24
26/JAN/24	Mandatory Training Module Development Meeting – Dec. 20, 2023	Remuneration	\$100.00	Ian McSweeney	16/JAN/24
26/JAN/24	Work on MCRT Grant	Remuneration	\$140.00	M Archer	16/JAN/24
26/JAN/24	Mandatory Training Module Development Meeting – Jan. 3, 2024	Remuneration	\$100.00	Ian McSweeney	16/JAN/24
26/JAN/24	Meeting with OPP Jan. 22, 2024	Remuneration	\$100.00	Ian McSweeney	16/JAN/24
26/APR/24	Sp. Meeting Jan. 23, 2024 re EA Perf. review	Remuneration	\$100.00	Ian McSweeney	19/MAR/24
26/APR/24	Special Meeting Feb. 9, re OPP Det. Board feedback	Remuneration	\$100.00	Ian McSweeney	19/MAR/24
26/APR/24	Sp. Meeting Feb. 14, 2024 re EA Perf. review	Remuneration	\$100.00	Ian McSweeney	19/MAR/24
26/APR/24	Mandatory Training Module Development Meeting – Feb. 20, 2024	Remuneration	\$100.00	Ian McSweeney	19/MAR/24
26/APR/24	Mandatory Training Module Development Meeting – Feb. 27-28, 2024	Remuneration	\$200.00	Ian McSweeney	19/MAR/24

Payment Date (dd/mm/year)	Activity (sp. mtg/as. work)	Remuneration /Expense	Amount	Claimant	Board Approval Date dd/mm/year
26/APR/24	Zone 5 December 12, 2023 Meeting	Remuneration	\$100.00	Ken Krakar	19/MAR/24
26/APR/24	Jan. 23, Special Meeting -ref. AE Perf. Review	Remuneration	\$100.00	Ken Krakar	19/MAR/24
26/APR/24	Special Meeting Feb. 9, re OPP Det. Board feedback	Remuneration	\$100.00	Ken Krakar	19/MAR/24
26/APR/24	Dufferin Joint PSB Meeting March 8, 2024	Remuneration	\$100.00	Ken Krakar	19/MAR/24
26/APR/24	Zone 5 PSB Meeting March 12, 2024	Remuneration	\$100.00	Ken Krakar	19/MAR/24
26/APR/24	Special Meeting Feb. 9, re OPP Det. Board feedback	Remuneration	\$100.00	Lisa Post	19/MAR/24
26/APR/24	Jan. 23, Special Meeting -ref. AE Perf. Review	Remuneration	\$100.00	Lisa Post	19/MAR/24
26/APR/24	March 8, 2024 Dufferin Joint PSB Meeting	Remuneration	\$100.00	Lisa Post	19/MAR/24
26/APR/24	Meeting with OPP Jan. 22, 2024	Remuneration	\$100.00	Mary Lou Archer	19/MAR/24
26/APR/24	Special Meeting Feb. 9, re OPP Det. Board feedback	Remuneration	\$100.00	Mary Lou Archer	19/MAR/24
26/APR/24	Sp. Meeting Feb. 14, 2024 re EA Perf. review	Remuneration	\$100.00	Mary Lou Archer	19/MAR/24
26/APR/24	ML Special Project – time sheet for Website Re-Structure	Remuneration	\$210.00	Mary Lou Archer	19/MAR/24
26/APR/24	Jan. 23, Special Meeting -ref. AE Perf. Review	Remuneration	\$100.00	Todd Taylor	19/MAR/24
26/APR/24	Special Meeting Feb. 9, re OPP Det. Board feedback	Remuneration	\$100.00	Todd Taylor	19/MAR/24
26/APR/24	Sp. Meeting Feb. 14, 2024 re EA Perf. review	Remuneration	\$100.00	Todd Taylor	19/MAR/24
28JUN24	May 14, 2024 – New member orientation	Remuneration	\$100.00	Grant Armstrong	21/05/24

Payment Date (dd/mm/year)	Activity (sp. mtg/as. work)	Remuneration /Expense	Amount	Claimant	Board Approval Date dd/mm/year
28JUN24	Work on Board website & MCRT & CSP grant final reports from Mar. 28, 2024 - 21 hrs @ \$70.00/hr.	Remuneration	\$1,470.00	Mary Lou Archer	21/05/24
28JUN24	May 14, 2024 – New member orientation	Remuneration	\$100.00	Warren Maycock	21/05/24
?	May 17, 2024 – New member orientation	Remuneration	\$100.00	Jacquelin Weatherbee	21/05/24
24MAY24	Mar. 22., 2024 Special Police Services Board Meeting	Remuneration	\$100.00	Ken Krakar	21/05/24
28JUN24	Mar. 22., 2024 Special Police Services Board Meeting	Remuneration	\$100.00	McSweeney	21/05/24
28JUN24	April 15, 2024 – re. Mandatory Training	Remuneration	\$100.00	McSweeney	21/05/24
28JUN24	April 22, 2024 – Special Meeting re. DC Meeting Re Local Policies	Remuneration	\$100.00	McSweeney	21/05/24
28JUN24	April 30, 2024 – Special Meeting re Board Governance Approvals	Remuneration	\$100.00	McSweeney	21/05/24
28JUN24	May 14, 2024 – New member orientation	Remuneration	\$100.00	McSweeney	21/05/24
28JUN24	May 17, 2024 – New member orientation	Remuneration	\$100.00	McSweeney	21/05/24
28JUN24	Mar. 22., 2024 Special Police Services Board Meeting	Remuneration	\$100.00	Lisa Post	21/05/24
28JUN24	April 15, 2024 – re. Mandatory Training	Remuneration	\$100.00	Lisa Post	21/05/24
28JUN24	April 22, 2024 – Special Meeting re. DC Meeting Re Local Policies	Remuneration	\$100.00	Lisa Post	21/05/24
28JUN24	April 30, 2024 – Special Meeting re Board Governance Approvals	Remuneration	\$100.00	Lisa Post	21/05/24

Payment Date (dd/mm/year)	Activity (sp. mtg/as. work)	Remuneration /Expense	Amount	Claimant	Board Approval Date dd/mm/year
28JUN24	Mar. 22., 2024 Special Police Services Board Meeting	Remuneration	\$100.00	M. Archer	21/05/24
28JUN24	April 15, 2024 – re. Mandatory Training	Remuneration	\$100.00	M. Archer	21/05/24
28JUN24	April 22, 2024 – Special Meeting re. DC Meeting Re Local Policies	Remuneration	\$100.00	M. Archer	21/05/24
28JUN24	April 30, 2024 – Special Meeting re Board Governance Approvals	Remuneration	\$100.00	M. Archer	21/05/24
28JUN24	May 14, 2024 – New member orientation	Remuneration	\$100.00	M. Archer	21/05/24
28JUN24	May 17, 2024 – New member orientation	Remuneration	\$100.00	M. Archer	21/05/24
28JUN24	Mar. 22., 2024 Special Police Services Board Meeting	Remuneration	\$100.00	T. Taylor	21/05/24
28JUN24	April 15, 2024 – re. Mandatory Training	Remuneration	\$100.00	T. Taylor	21/05/24
28JUN24	April 22, 2024 – Special Meeting re. DC Meeting Re Local Policies	Remuneration	\$100.00	T. Taylor	21/05/24
28JUN24	April 30, 2024 – Special Meeting re Board Governance Approvals	Remuneration	\$100.00	T. Taylor	21/05/24
28JUN24	May 14, 2024 – New member orientation	Remuneration	\$100.00	T. Taylor	21/05/24
28JUN24	May 17, 2024 – New member orientation	Remuneration	\$100.00	M. Archer	25/06/24
28JUN24	May 17, 2024 – New member orientation	Remuneration	\$100.00	J. Weatherbee	25/06/24
28JUN24	May 17, 2024 – New member orientation	Remuneration	\$100.00	I. McSweeney	25/06/24
28JUN24	June 4, 2024 – OAPSB Spring Conference	Remuneration	\$100.00	I. McSweeney	25/06/24
28JUN24	June 14, 2024 – Special Meeting re Annual Report	Remuneration	\$100.00	T. Taylor	25/06/24

Payment Date (dd/mm/year)	Activity (sp. mtg/as. work)	Remuneration /Expense	Amount	Claimant	Board Approval Date dd/mm/year
28JUN24	June 14, 2024 – Special Meeting re Annual Report	Remuneration	\$100.00	I. McSweeney	25/06/24
28JUN24	June 14, 2024 – Special Meeting re Annual Report	Remuneration	\$100.00	J. Weatherbee	25/06/24
28JUN24	June 14, 2024 – Special Meeting re Annual Report	Remuneration	\$100.00	L. Post	25/06/24
28JUN24	June 14, 2024 – Special Meeting re Annual Report	Remuneration	\$100.00	M. Archer	25/06/24
28JUN24	June 14, 2024 – Special Meeting re Annual Report	Remuneration	\$100.00	W. Maycock	25/06/24
28JUN24	Work on MCRT grant application. June 10 and 11th, 2024 – 4.5 hrs @ \$70.00/hr.	Remuneration	\$315.00	Mary Lou Archer	25/06/24
27SEP24	Thematic Training	Remuneration	\$100.00	McSweeney	24/09/24
27SEP24	Meeting with SOLGEN re MCRT grant	Remuneration	\$100.00	Archer	24/09/24
27SEP24	Work on MCRT grant	Remuneration	\$70.00	Archer	24/09/24
22NOV24	Mandatory Training	Remuneration	\$100.00	Weatherbee	19/11/24
22NOV24	Thematic Training	Remuneration	\$100.00	Post	19/11/24
22NOV24	Thematic Training	Remuneration	\$100.00	Maycock	19/11/24
22NOV24	Thematic Training	Remuneration	\$100.00	Taylor	19/11/24
22NOV24	Thematic Training	Remuneration	\$100.00	Archer	19/11/24
22NOV24	Approved Projects – CSP Grant, Website, Archived Police Records	Remuneration	\$665.00	Archer	19/11/24
TOTAL			\$9,570.00		



Orangeville OPP Detachment Board Policy

ORANGEVILLE OPP DETACHMENT BOARD GENERAL SERVICE STANDARDS WORKPLAN APPENDIX "A"

Governance/Policy Subject	Monitor (M) Review/Receive (R)	Q1	Q1	Q2	Q3	Q4			
		April-June		July-Sept	Oct-Dec	Jan-Mar			
	Prepare (P) Approve (A)	Meeting Date							
		May 21/24	June 18/24	Sept 17/24	Nov 19/24	TBD 2025			
1.0 Annual Board Governance Review									
1.1 Review Board Governance Memo, Policies and By-Laws	RA				X				
1.2 Review Board composition/appointments re any vacancies	M					X			
1.3 Board Chair/Vice-Chair elections	A					X			
1.4 Code of Conduct D3(c)	R					X			
1.5 Obtain OPP Equal Opportunity, Discrimination and Workplace Harassment policies D3(a)	MR					X			
1.6 Election Campaign/Political Activity D3(b)	MR B4 Election								
2.0 Receive Reports/Directions									
2.1 s.9 Report to Minister by person conducting review (not the Board) on personal information collected under s.5 April 1/24-Mar 30/26 – posted on internet	MR								
2.2 Annual Commissioner Report (s.58) – posted on internet	R			X June 30th					
2.3 Periodic DC Reports to Board as requested (ss.68(1)-(3))	R	X	X	X	X	X	X	X	X
2.4 s.103 Annual Report of Inspector General – posted on internet	R			X June 30th					



Orangeville OPP Detachment Board Policy

ORANGEVILLE OPP DETACHMENT BOARD GENERAL SERVICE STANDARDS WORKPLAN APPENDIX "A"

2.5 Annual Local Action Plan Progress Reports	MR							
3.0 Any Complaints								
3.1 s.107(8) Minister Report to Inspector General re any s.107(6) complaint	MR							
3.2 s.122 Any direction from Inspector General suspending member/any s.111-128 Inspection Reports to the Inspector General	MR							
3.3 ss.107(7) Report re any ss.107(6) complaint	See 5.2 below							
3.4 Receive any Part VII-X reports affecting Board	MR							
4.0 Community Safety and Well-Being Plan								
4.1 Community Safety and Well-Being Plan from Council every 4 years (s.254)	MR							
5.0 Prepare Reports								
5.1 Annual Board Report to Town (ss.68(1)) Parts 1 and 2	PA	X June 30th						
5.2 ss.107(7) Report re any ss.107(6) complaint	PA							
6.0 Strategic Plan and DC Action Plan								
6.1 Strategic Plan (every 4 years) (s.61)	MR							
6.2 DC Local Action Plan (every 4 years)	MRPA							X
(a) Board/DC consultations (ss.70(2))	MPRA							



Orangeville OPP Detachment Board Policy

ORANGEVILLE OPP DETACHMENT BOARD GENERAL SERVICE STANDARDS WORKPLAN APPENDIX "A"

(b) Board receives draft local Action Plan (ss.70(5)/(6)) and shares with Council	MPRA							
(c) Board provides comments to DC	MPRA							
7.0 Board Training and Education								
7.1 Check compliance Policy D3(e)	MR	X	X	X	X	X		
7.2 Chair/Vice-Chair Governance Training refresher	RP					X		
7.3 New Member Orientation	RP							
8.0 Board Local Policies								
8.1 Semi-annual DC confirmation under ss.69(4) re non-compliant local policies per ss.69(2)	MR		X			X		
9.0 Board Funding								
9.1 Board ss.71(1) and (2) estimates prep and submission to Town, subject to arbitration under ss.71(4)	PA				X			
10.0 Action Register and Workplan								
10.1 Action Register	MRPA	X	X	X	X	X		
10.2 Workplan	MRPA	X	X	X	X	X		
11.0 Special Projects								
11.1 Special project progress reports	RPA	X	X	X	X	X		



Orangeville OPP Detachment Board Policy

**ORANGEVILLE OPP DETACHMENT BOARD GENERAL SERVICE STANDARDS WORKPLAN
APPENDIX "A"**

12.0 Community Awareness Initiative								
12.1 Report on Initiatives								

Action	Key Deliverables	Council Lead	Subject Matter Experts
(EXAMPLE) Website Updates	Updates to the following Websites 1. Community Awareness Initiative 2. Community Board Members 3. Community Safety & Wellbeing 4. OPP 2023-2025 Strategic Plan	McSweeney	- Archer - Town WebMaster

ment Board Work Plan
ms

Initial Due Date	Revised Due Date	Status	Comments/Updates
Jan 26, 2024	n/a	In Progress	Pending update from WebMaster update to site. Expected to be delivered by Jan 15, 2024

(Action Items will remain on Closec

Action	Key Deliverables	Council Lead	Subject Matter Experts
(EXAMPLE) Website Updates	Updates to the following Websites 1. Community Awareness Initiative 2. Community Board Members 3. Community Safety & Wellbeing 4. OPP 2023-2025 Strategic Plan	McSweeney	- Archer - Town WebMaster

Detachment Board Work Plan

Action Items

(List for 12 months from Close Date)

Initial Due Date	Revised Due Date	Close Date	Status	Comments/Updates
Jan 26, 2024	n/a	Feb 1, 2024	CLOSED - AS PER BOARD ON FEB 1, 2024	Pending update from WebMaster update to site. Expected to be delivered by Jan 15, 2024

2024 Orangeville OPP Detachment Board Action Register (As at Sept 24, 2024)¹

ACTION	LEAD(s)	Target Date	STATUS	COMPLETION DATE
Transparency and Public Disclosure Project	McSweeney		In Progress	TBD
Work on Board Policy Formatting as outlined on Timesheet	McSweeney/ Archer		In progress	TBD
Meet with Town Communications staff to update website with a focus on making information more accessible to the public and to set the foundation for posting PSB governance policies/bylaws	Archer/McSweeney	July 30, 2024	In Progress	
Meet with Town Communications staff to again as a follow-up to above website meeting to review next steps	Archer/McSweeney	Jan. 8, 2024	In Progress	
Website Working Meeting with Tabitha Wells to complete the following: <ul style="list-style-type: none"> • Community Awareness Initiative • Community Board Member Vacancies • Community Safety & Well-Being Plan • OPP 2023-2025 Strategic Plan 	Archer/McSweeney	Jan. 26, 2024	Complete	26JAN24
Website Review to reflect compliance with CSPA effective April 1. The following meeting took place to ensure readiness for April 1: <ul style="list-style-type: none"> • March 28, VC McSweeney, and M. Archer met with Tabitha Wells to discuss Revisions to the Police Services Board website to reflect the new CSPA (April 1, 2024) 	Archer/McSweeney	April 1	Completed and next steps will be reviewed at the next Board Regular meeting May 21	April 2

¹ Note:

- (a) At each meeting organization discussion, the latest AR should be reviewed by the Chair, Vice-Chair and Secretary and any in-camera only items should be identified and highlighted in yellow - a revised public version of the AR can then be agreed upon for disclosure on the public agenda. If an in-camera item is described in the AR in a sufficiently generic way, it may not be necessary to prepare a second version of the AR for public disclosure (i.e., the AR may be publicly disclosed as is). However, generic wording should not be used in such circumstances if it compromises the level of detail required to properly convey the AR tasks to the Board for the sake of expediency in using generic wording for purposes of having a single AR version.
- (b) At the beginning of each year a new Action Register will be created showing only in progress items and the previous years Action Register will be archived.

ACTION	LEAD(s)	Target Date	STATUS	COMPLETION DATE
<ul style="list-style-type: none"> Apr. 2, Work with Tabitha Wells reference website revisions to be CSPA compliant. 				
V.C. McSweeney will provide Council with an overview of the governance framework revisions March 18, 2024	V.C. McSweeney	Mar. 18, 2024	Completed	18MAR24
Mandatory Board Training - Under CSPA ss.35(2) all Board and Committee members are <u>required</u> to successfully complete Minister-approved training	V.C. McSweeney	April 1, 2024	Training Modules were not made available to Board Members until April 14. All current Board members completed the training.	23MAR24
Ride Grant Final Report due April 15, 2024	M. Archer	April 15, 2024	Completed	23FEB24
CSP and MCRT Grant Final Reports due April 30, 2024	M. Archer	April 28, 2024	Both the MCRT grant and the CSP grant were completed in collaboration with the OPP and submitted to SOLGEN.	26APR24
Court Security & Prisoner Transportation Grant – 1 st Installment received	M. Archer	April 15, 2024	Completed	15FEB24
Orientation held for 2 new Council Appointed Board members	V.C. McSweeney	May 14, 2024	Completed	14MAY24
Orientation for 1 Provincially Appointed Board member	V.C. McSweeney	May 17, 2024	Completed	17MAY24
Update the Archival Services Agreement to be compliant with the CSPA	V.C. McSweeney	June 2024	Completed and signed off by Town Clerk and Board Chair	04JUN24
Attend OAPSB Conference	V.C. McSweeney	June 4, 2024	V.C. McSweeney attended on June 4 &	June 4, 2024

ACTION	LEAD(s)	Target Date	STATUS	COMPLETION DATE
			will provide overview at June 25, 2024 Board Meeting	
Update website with photos and biographies of new members	ML Archer	June 2024	EA Archer coordinated with Town Comm. Dept.	13JUN24
Council to ratify 2 new member appointments post police record checks	Chair Taylor		Complete	12AUG24
Board to ratify May 21 meeting and all post March 31, 2024/pre Sept. 24, 2024 Board activity	V.C McSweeney	June 25, 2024 – revised to Sept. 24, 2025	Complete	Sept. 24, 2025
Prepare Board Annual Report for Council	V.C McSweeney	June 30, 2024	June 14, Board Special meeting to review content of Annual Report for presentation at June 24, Council Meeting	June 30, 2024
Community Awareness Initiative - The Board, led by Mayor Post, will be developing enhanced community outreach strategies over the balance of 2024.	MLA, LP and IJM	Sept 2024	Ongoing – Member Post will provide update at the Nov. 19, 2024 Public meeting	
Work with Dufferin OPP & Headwaters Healthcare Centre to make application for the MCRT Grant to fund Mental Health Crisis Nurses.	ML Archer with Sgt. Pencarinha	June 19, 2024	In process – Ministry due date June 19, 2024	19JUN24
Reformatting Policies	Vice-Chair McSweeney & M Archer	Aug. 30, 2024	All policies were reformatted, further revisions will be made to Policy D3(t) and the	08AUG24 with further revisions pending

ACTION	LEAD(s)	Target Date	STATUS	COMPLETION DATE
			Action register following review and recommendations by Member Armstrong and Board approval as well as changes to policy Policy D3(a) ref. insurance requirement	
Budget	Chair Taylor	Ongoing	At the Sept. 24, 2024 Board meeting there was a motion that Chair Taylor will send the budget forward to finance and will work on the realigning the line items based on the discussion at the meeting. Vice-Chair McSweeney will review Sec. 71 of the CSPA regulations for the Board and report	
Insurance	Vice-Chair McSweeney	Oct. 11, 2024	Board has been approved for group ins. Policy and has submitted consent forms. Premium payment is being arranged through Town	Oct. 11, 2024

ACTION	LEAD(s)	Target Date	STATUS	COMPLETION DATE
			of Orangeville Finance Dept.	
Website	V.C. McSweeney & M. Archer	Ongoing	M. Archer met with Tabitha Wells on Oct. 1 st for training on building a consolidated PDF of all governance policies to be posted on the website. Posting on website will not take place till all policies are reviewed by V.C. McSweeney in the coming month	January 2025
CSP Grant Revised Transfer Payment Agreement (TPA) and Certificate of Insurance & 3 year Interim Report	M. Archer	31OCT24	The TPA was completed signed and submitted with revised COI and the the 3 rd Year Interim Report.	25OCT24 and 28OCT24 respectively



APPENDIX "A"

Nov. 19, 2024. Service Standard Deadlines

Pre-Meeting (s.7)

- **Tues. Oct. 29** - Chair circulates to the Executive Assistant and Vice-Chair and Board Members proposed in-camera and public session agenda topics and related materials and asks if there are any other agenda topics. (7.1)
- **Fri. Nov. 1** – Chair, Vice-Chair and Executive Assistant shall meet to discuss and finalize agenda topics and materials, as well as invited guests. (7.2)
- **Tues. Nov. 5**, - Executive Assistant shall circulate to the Chair and Vice-Chair draft session agendas in standard format as close to final as possible, including draft notes with any questions. At that time the Executive Assistant shall include a proposed package of materials for each agenda indexed to each documents corresponding agenda item number. (7.3)
- **Thurs. Nov. 7**, - Chair/Vice-Chair shall provide the Executive Assistant with their revisions/comments on the draft agendas in Word track changes format and shall include a revised indexed package of materials for each agenda incorporating any document additions/deletions or re-numbered indexing as appropriate based on agenda revisions. (7.4)
- **Tues. Nov. 12**, - the Executive Assistant shall circulate to Members final meeting agendas and related packages of agenda materials, all in bookmarked PDF format (By-law s.P4). *As well, post agenda package for public meeting on Board website.* (7.5)

Post-Meeting (s.8)

- **Wed. Nov. 20**, - all invoices and special remuneration claims, the Executive Assistant shall forward such invoices and claims to the Town Clerk for payment. (8.1)
- **Thurs. Nov. 21**, – Executive Assistant shall arrange for Chair and Executive Assistant to sign all public and in-camera meeting minutes approved at the meeting. (8.2)
- **Fri. Nov. 22**, - Executive Assistant shall forward the signed approved public minutes from previous month's meeting to the Town Clerk for distribution to Council and post on the Board's website. (8.3)
- **Fri Nov. 22**, - Executive Assistant shall provide the Chair and Vice-Chair with draft in-camera and public minutes of the meeting which are as close to final as possible, including draft notes with any questions. (8.4)
- **Wed Nov. 27**, - Chair and Vice-Chair shall provide the Executive Assistant with their revisions to the draft minutes. (8.5)
- **Mon Dec. 1**, - the Executive Assistant shall provide the Chair and Vice-Chair with final drafts of the minutes to be included on the next appropriate meeting agenda for consideration/approval of the Board. (8.6)



APPENDIX "A"

Jan. 21, 2025. Service Standard Deadlines

Pre-Meeting (s.7)

- **Tues. Dec. 31** - Chair circulates to the Executive Assistant and Vice-Chair and Board Members proposed in-camera and public session agenda topics and related materials and asks if there are any other agenda topics. (7.1)
- **Fri. Jan. 3** – Chair, Vice-Chair and Executive Assistant shall meet to discuss and finalize agenda topics and materials, as well as invited guests. (7.2)
- **Tues. Jan. 7**, - Executive Assistant shall circulate to the Chair and Vice-Chair draft session agendas in standard format as close to final as possible, including draft notes with any questions. At that time the Executive Assistant shall include a proposed package of materials for each agenda indexed to each documents corresponding agenda item number. (7.3)
- **Thurs. Jan. 9**, - Chair/Vice-Chair shall provide the Executive Assistant with their revisions/comments on the draft agendas in Word track changes format and shall include a revised indexed package of materials for each agenda incorporating any document additions/deletions or re-numbered indexing as appropriate based on agenda revisions. (7.4)
- **Tues. Jan. 14**, - the Executive Assistant shall circulate to Members final meeting agendas and related packages of agenda materials, all in bookmarked PDF format (By-law s.P4). *As well, post agenda package for public meeting on Board website.* (7.5)

Post-Meeting (s.8)

- **Wed. Jan. 22**, - all invoices and special remuneration claims, the Executive Assistant shall forward such invoices and claims to the Town Clerk for payment. (8.1)
- **Thurs. Jan. 23**, – Executive Assistant shall arrange for Chair and Executive Assistant to sign all public and in-camera meeting minutes approved at the meeting. (8.2)
- **Fri. Jan. 24**, - Executive Assistant shall forward the signed approved public minutes from previous month's meeting to the Town Clerk for distribution to Council and post on the Board's website. (8.3)
- **Fri Jan. 24**, - Executive Assistant shall provide the Chair and Vice-Chair with draft in-camera and public minutes of the meeting which are as close to final as possible, including draft notes with any questions. (8.4)
- **Wed Jan. 29**, - Chair and Vice-Chair shall provide the Executive Assistant with their revisions to the draft minutes. (8.5)
- **Mon Feb. 3**, - the Executive Assistant shall provide the Chair and Vice-Chair with final drafts of the minutes to be included on the next appropriate meeting agenda for consideration/approval of the Board. (8.6)



Orangeville OPP Detachment Board (the “Board”) Board Governance Memorandum

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Effective April 1, 2024; amended and ratified May 21, 2024; amended and restated January 21, 2025

Effective April 1, 2024 the *Police Services Act* R.S.O. 1990, chapter P.15 and related regulations (the “PSA”) were replaced by the *Community Safety and Policing Act, 2019* and related regulations (the “CSPA”).

Whenever reference is made to “Detachment Commander” (“DC”), the term is intended to include the Ontario Provincial Police (“OPP”) more generally to the extent the actual responsibility/authority relating to the establishment of policies, procedures and processes lies at more senior levels within OPP management or is delegated by the DC to an authorized designate. Whenever reference is made to “Commissioner” the term is intended to mean the Commissioner of the OPP appointed under CSPA ss.56(1).

1. APPLICATION

General Overview

Part I of the CSPA (s.1) is a declaration of principles which provides that policing shall be provided throughout Ontario in accordance with the following principles:

- The need to ensure the safety and security of all persons and property in Ontario, including on First Nation reserves.
- The importance of safeguarding the fundamental rights and freedoms guaranteed by the *Canadian Charter of Rights and Freedoms* and the *Human Rights Code*.
- The need for co-operation between policing providers and the communities they serve.
- The importance of respect for victims of crime and understanding of their needs.
- The need for sensitivity to the pluralistic, multiracial and multicultural character of Ontario society.
- The need to be responsive to the unique histories and cultures of First Nation, Inuit and Métis communities.
- The need to ensure that police services and police service boards are representative of the communities they serve.
- The need to ensure that all parts of Ontario, including First Nation reserves, receive equitable levels of policing.

CSPA Part II deals with the Minister’s duties and powers and Part III describes the responsibilities for the provision of adequate and effective policing in Ontario.

CSPA Parts IV and V provide for the establishment of municipal police service boards (Part IV) and for OPP detachment boards (Part V) depending upon the type of police service a municipality establishes (municipal or OPP) to provide community police services. There are four types of policing boards which may be established under the CSPA in conjunction with a police service:

- Municipal boards constituted by a municipality under CSPA s.22, s.23, s.24 or s.25;
- First Nation boards constituted under CSPA s.32;
- First Nation OPP boards constituted under CSPA s.77; and
- OPP Detachment boards constituted under CSPA s.67.

For purposes of the CSPA, Part IV municipal boards and First Nation boards are collectively defined as “police service boards”. The Board is an “OPP detachment board” NOT a “police service board”. As such, the Board has oversight responsibilities under Part V (s.67) of the CPSA which relate to the provision of police services to the Town of Orangeville by the Dufferin County Detachment of the OPP.

Provision of Common Application

When reading the CSPA and regulations, and when developing and implementing Board policies and governance protocols, it is very important to remember that CSPA references to “police service boards” may, but do not automatically, include OPP detachment boards.

The CSPA has many provisions that are specific to the governance of certain types of boards. There are also a number of provisions that apply to more than one type of board, either by directly referencing such boards or through a provision of common application. For example, CSPA ss.67(6) provides that the following CSPA provisions, which refer expressly to “police service boards”, apply as well to Part V OPP detachment boards, with necessary modifications, as if they were, in fact, Part IV police service boards:

- s.33 (Appointment).
- ss.35(1) to (5) (Oath, training and conduct).
- s.36 (Election of chair).
- s.42 (Delegation).
- s.43 (Meetings).
- s.44 (When meetings may be closed to public).
- s.45 (Evidence of by-laws).
- s.46 (Rules and procedures).
- s.48 (Protection from personal liability).
- s.49 (Police service board may contract, sue and be sued).

These provisions of common application are reflected in this Memorandum by subject matter and are also reflected in the attached Board By-Laws and Policies.

Adequate and Effective Policing

Under Part III of the CSPA (see s.10 - s.21) “police service boards” and the OPP (Commissioner) are required to ensure that “adequate and effective policing” is provided in the area for which they have respective policing responsibility in accordance with, and having regard to, the needs and diversity of the population in that area (CSPA s.10(1)).¹

Under CSPA s.11 “adequate and effective policing” means (with certain exclusions per ss.11(2)), all of the following functions provided in accordance with the standards² set out in the regulations, including the standards with respect to the avoidance of conflicts of interest, and compliance with the requirements of the *Canadian Charter of Rights and Freedoms* and the *Human Rights Code*:

- Crime prevention.
- Law enforcement.
- Maintaining the public peace.
- Emergency response.
- Assistance to victims of crime.
- Any other prescribed policing functions.

This Memorandum is intended to provide an overview of Board governance requirements and resources to facilitate Board compliance with its roles and obligations under the CSPA as an OPP detachment board. To the extent anything contained in this Memorandum (including attachments) conflicts with the provisions of the CPSA and its regulations, the CPSA/regulations shall govern.

¹ These CSPA sections include provisions that support the delivery of policing through alternative, special and additional services generally, as well as in temporary and emergency circumstances.

² NOTE: These are minimum standards, “police service boards” or the Commissioner may provide policing or other services that exceed the standards for adequate and effective policing, including providing enforcement of by-laws.

2. ROLE OF THE LIEUTENANT GOVERNOR IN COUNCIL

Under the CSPA the Lieutenant Governor in Council has regulation-making powers (s.261) and related public consultation responsibilities (s. 262) and other responsibilities in a number of areas, including s.16 (designating “special areas” for the provision of policing in certain circumstances), receiving Ministerial recommendations on Board appointments (e.g., s.33); appointing a Commissioner of the OPP and one or more deputy Commissioners (s.56); authorizing commissions under the great seal (s.101.1); appointing the Inspector General of Policing (s.102); remove or suspend or direct compliance relating to Commissioner/Board member compliance following an inspection report ~~(s.123—129)~~; appointment/remuneration of complaints director under CSPA Part VIII; approval of Ministerial disciplinary measures imposed on the Commissioner or the appointment of an adjudicator to hold a hearing regarding the demotion or termination of the Commissioner or deputy Commissioner under CSPA Part XII.

O. Reg. 399/23 sets out a number of general matters under the authority of the Lieutenant Governor in Council. Several provisions apply to an OPP police service. For example, police ranks that may be established by the OPP (s.5).

3. ROLE OF THE OPP COMMISSIONER AND THE MINISTER UNDER CSPA PART V

OPP Commissioner and Deputy Commissioners

The Commissioner may, in accordance with any diversity plan, policy or directive that is applicable to the public service of Ontario, appoint members of the OPP as police officers.

Commissioner’s Duties

Under CSPA s.57 the Commissioner must:

- provide adequate and effective policing in their area of policing responsibility per CSPA s.10;
- perform duties under the CSPA/other Act re the employment of OPP members in accordance with any diversity plan/policy/directive applicable to the Ontario public service;
- maintain highway traffic patrols;
- maintain investigative services to assist other police services as per Minister policies; and
- perform such other assigned and prescribed duties.

Commissioner’s Annual Report

CSPA s.58 requires the Commissioner to file with the Minister, on or before June 30th in each year, an annual report that addresses at least the following matters:

- the implementation of the Minister’s Strategic Plan (CSPA s.61) and the achievement of the performance objectives identified in the Strategic Plan;
- the affairs of the OPP; and
- any other prescribed matters.

The Minister must publish the Commissioner’s Annual Report on the internet.

A copy of the Commissioner’s [latest](#) Annual Report is included in [Schedule B](#)

Minister

Minister’s OPP duties

CSPA s.59 requires the Minister to:

- monitor the Commissioner’s performance;
- review of the Commissioner’s performance at least annually as per any regulations;
- monitor the Commissioner’s handling of discipline within the OPP;
- ensure that any OPP police facilities/lock-ups comply with any prescribed standards; and
- perform other assigned/prescribed duties.

Minister's Policies (See Board Policy D3(p))

With certain exceptions³ CSPA ss.60(1) requires the Minister to establish (and publish on the internet) policies respecting:

- adequate and effective policing⁴ provided by the Commissioner based on community needs;
- disclosure by the Commissioner of personal information about individuals;
- investigative services that the Commissioner must provide to other police services;
- OPP discipline matters;
- the indemnification of members of the OPP for legal costs;⁵ and
- any other OPP-related matters or the provision of policing or prescribed matters (CSPA s.60(1)(f))
 - e.g.,:
 - ss.24(1) O. Reg. 392/23 (See Board Policy D3(n))
 - policy on the publication of crime analysis, call analysis and public disorder analysis data, and of information on crime trends - to be published annually on the internet.(ss.24(2)); and
 - s.24 O. Reg. 395/23
 - policy on the conduct of investigations.

Minister's Four Year Strategic Plan (See Board Policy D3(p))

CSPA s.61 requires the Minister to prepare and adopt a Strategic Plan every four years for the provision of policing by the Commissioner. The Strategic Plan informs the formation of regional action plans by the OPP which in turn inform the formation of local detachment action plans (see CSPA s.70 below) for the detachments within each region.

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The Minister's Strategic Plan must comply with any applicable regulations and must address at least the following matters:

- how the Commissioner will ensure the provision of adequate and effective policing based on the needs of the policed community;
- the objectives, priorities and core functions of the OPP;
- quantitative and qualitative performance objectives and indicators of outcomes relating to:⁶
 - the provision of community-based crime prevention initiatives, community patrol and criminal investigation services;
 - community satisfaction with the policing provided;
 - emergency calls for service;
 - violent crime and clearance rates for violent crime;
 - property crime and clearance rates for property crime;
 - youth crime and clearance rates for youth crime;
 - police assistance to victims of crime and re-victimization rates;
 - interactions with persons described below;
 - road safety; and
 - any other prescribed matters.
- interactions with:
 - youths;
 - members of racialized groups; and
 - members of First Nation, Inuit and Métis communities;
- interactions with persons who appear to have a mental illness or a neurodevelopmental disability;
- information technology;
- resource planning;
- police facilities; and
- any other prescribed matters.

³ CSPA ss.60(5) and (6)

⁴ CSPA s.11

⁵ subject to the regulations, and unless such indemnification is provided for by an agreement made under the *Ontario Provincial Police Collective Bargaining Act, 2006*,

⁶ These and the "interactions" bullets are identical to the Local Action Plan requirements under CSPA s.70

The Minister must publish the Strategic Plan on the internet.

The current Strategic Plan is included in **Schedule B**

Minister Directions to Commissioner

Under CSPA s.62 the Minister may give directions to the Commissioner, **but cannot** direct the Commissioner:

- with respect to:
 - specific investigations;
 - the conduct of specific operations;
 - the discipline of specific police officers;
 - the day-to-day operation of the OPP;
 - other prescribed matters; or
- to do anything that would:
 - contravene the CSPA or regulations, or any other Act or regulation;
 - require an OPP member to do something, or refrain from doing something, that would be inconsistent with their CSPA duties; or
 - prohibit an OPP member from attempting to collect information for the purpose of investigating an offence or assisting with the prosecution of an offence; or
- to provide personal information if other information will serve the purpose for which the information is to be used or otherwise to provide more personal information than is reasonably necessary to meet the purpose for which the information is to be used; or
- direct members of the OPP other than the Commissioner.

Under CSPA ss.62(3.1) the above restrictions do not prevent the Minister from issuing directions that may affect OPP operations. The Commissioner may decline to provide the information described in s.62 if authorized to do so by the regulations. The Minister must publish any directions given to the Commissioner on the internet.

4. BOARD GOVERNANCE

Background and Introduction

Effective October 1, 2020, the Board transitioned from a local police services board operating under PSA s.31 to an OPP police services board operating under PSA s.10. This transition occurred in conjunction with a decision by the Town of Orangeville Council to disband the local Orangeville Police Service and replace it with the OPP pursuant to an October 1, 2020 Agreement (term October 1, 2020 - December 30, 2023) for the Provision of Police Services under PSA s.4, 5 and 10 between the Ministry and the Town (the "OPP Agreement"). This OPP Agreement was replaced by an amended agreement effective December 30, 2023 - April 1, 2024 (~~the "Amended OPP Agreement"~~). The CSPA governs the OPP policing arrangements in place for Orangeville ~~from and after April 1, 2024~~ **thereafter**.

Under Part V, CSPA ss.67(1) there must be one or more OPP detachment boards in accordance with the regulations, for each OPP detachment that provides policing in a municipality or in a First Nation reserve.

Opting Out

Under s.2 of O. Reg. 135/24 the Aurora OPP Detachment and the Caledon OPP Detachment are exempt from the requirement in CSPA ss.67(1) to have an OPP detachment board.

Essential Governance Principles

OPP detachment board members need to focus on three main tasks to effect compliance with their role and CSPA requirements:

- Understand the broad overview of the CSPA;
- Develop and approve a written CSPA-compliant board governance framework which includes bylaws and policies (Orangeville has done this); and
- Operationalize the governance framework through effective tools like governance service standards (Orangeville has done this) - posted on the Board's website.

The following six principles should be used to guide the Board in connection with these tasks:

1. CSPA compliance is not optional – the minimum required from boards is full CSPA compliance in the discharge of their public trust;
2. There are a number of ways to achieve full compliance in terms of developing a process of decision-making by a board and its committees;
3. This “process” needs to be codified in a CSPA compliant written governance framework based on best practices, which includes by-laws, policies and protocols the board must follow;
4. Board’s governance framework must be operationalized and followed month to month to ensue ongoing and consistent CSPA compliance in the current year and year-over-year (suggest adoption of service standards);
5. Board’s governance framework is an essential reference, training and orientation tool which must be periodically reviewed and kept current; and
6. The Board should be guided by best practices and the pursuit of excellence in discharging its duties under s.67-70 and elsewhere – your community deserves more than the minimum.

Is the Board a “Local Board”

Under a number of statutes, including the Municipal Act (relevant to by-law making authority), the Municipal Conflict of Interest Act (relevant to conflicts of interest) and the Municipal Elections Act/Municipal Affairs Act (relevant to political activity in municipal elections), it is important to determine whether an OPP detachment board is a “local board” as defined in these Acts.

The local board definitions vary, but are similar. Sometimes the question must be answered because sections of the particular Act require local board compliance with the Act’s requirements (e.g. the Municipal Conflict of Interest Act). In other cases, (e.g., the Municipal Act) the question is important to determine whether an OPP detachment board is excluded as a local board under ss.10(6) from the municipality’s authority to make by-laws under ss.10(2)1. with respect to the “governance structure of the municipality and its local boards”. This exception should apply equally to police service boards and OPP detachment boards from and after April 1, 2024 (just as it did under the PSA) to ensure policing board governance independence from their municipalities.

Was this post-April 1st omission of OPP detachment boards from the definitions of local board under these Acts intentional or inadvertent? If intentional, what would be the policy reason for exclusion? Alternatively, if intentional was the omission based on an interpretation of the local board definitions that satisfied the government the express reference to OPP detachment boards in the definition was not necessary because it is otherwise included in the definitions general wording?

Prior to the CSPA all policing boards under the PSA qualified as local boards for purposes of these Acts and their exceptions.

To illustrate the issue using the Municipal Conflict of Interest Act, under the Act a “local board” is defined as follows:

“local board” means a school board, board of directors of a children’s aid society, committee of adjustment, conservation authority, court of revision, land division committee, municipal service board, public library board, board of management of an improvement area, board of health, police service board⁷, planning board, district social services administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a long-term care home, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of one or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board or a local roads board;

Underlining and italics added

It is arguable that OPP detachment boards may not come within this definition from and after April 1, 2024 since they are not “police service boards” as defined under the CSPA. Prior to April 1, 2024 the PSA

⁷ Prior to April 1, 2024 this read “police services board” as per the PSA definition.

included both s.10 (OPP) and s.31 boards in the term "police service board" and therefore both were clearly "local boards" under the Act. Was this exclusion of OPP detachment boards from the local board definition intentional? Is it arguable that OPP detachment boards are still included in the definition by virtue of the words "or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of one or more municipalities or parts thereof"? Some case law suggests otherwise.⁸ **This requires clarification from the Ministry, however, pursuant to direction from the Ontario Association of Police Services Boards (OAPSB) OPP detachment boards are generally operating as if they are excluded from the "local board" definitions from and after April 1, 2024.**

Board By-Laws and Policies

The Board's governance and procedural protocols described in this Memorandum are reflected in its by-laws and policies which must be compliant with all CSPA requirements. Pursuant to CSPA s.45, Board by-laws signed by a Board member, or a certified copy thereof, are admissible in evidence without proof of the signature or authority of the person signing. See descriptions of Board policies below and (including under "Local Policies of the Board **Policies D3(a) – (w)**" heading.

Board Composition

Under CSPA ss.67(2) the composition of an OPP detachment board is determined by regulations. Under O. Reg 135/24 the number of OPP policing boards within Dufferin County was reduced from eight to four (one of which is the Board) **and Board membership was increased from five to six members.** Under O. Reg. 135/24 the composition of the Board is as follows:

- two appointed by Orangeville Town Council ("**Council**") from members of Council;
- three appointed by Council from members of the community who are neither members of Council nor employees of the municipality; and
- one provincial appointee appointed by the Minister.

Board Appointments

Under CSPA s.33, in appointing or reappointing Board members the "appointing person or body" must consider,

- the need to ensure that the Board composition reflects the diversity of the community;
- the need for the Board to have members with the prescribed competencies;
- any applicable diversity plan; and
- the results of a potential appointee's police record check.⁹

However, under CSPA ss.33(4)-(7) certain persons are not eligible for appointment;¹⁰

- a judge or justice of the peace;
- a member of a police service, a special constable or a First Nation Officer;
- any person who practises criminal law as a defence counsel or as a prosecutor;
- a director, officer or employee of a prescribed policing provider;
- any other prescribed persons; and
- a former member of a police service.¹¹

A Board member must vacate their seat if they become ineligible to be on the Board and if a Board seat becomes vacant, the Board must notify the person or body responsible for appointing a replacement. Under CSPA ss.33(3) the power to appoint a member of the Board includes the power to revoke the appointment and to appoint a replacement.

⁸ *Ontario Ombudsman v. Hamilton (City)*, 2018 ONCA 502 (CanLII); *County of Lambton Community Development Corporation v Municipal Property Assessment Corporation et al.*, 2023 ONSC 3434 (CanLII).

⁹ prepared within the 12 months prior to appointment.

¹⁰ Note: under CSPA ss.33(9), the above eligibility restrictions do not prevent a person who was a member of the Board immediately before April 1, 2024 from serving the remainder of their term.

¹¹ Unless the Board no longer maintains a police service that the person was a member of and at least one year has passed since the person ceased to be a member of any police service.

Board appointments by Council under CSPA s.33 and s.67 are governed by the Town's Committee Policy ([attach/hyperlink](#)).

Term of Office and Board Remuneration

Under CSPA ss.67(3), the term of office and remuneration for a Board member is determined under the regulations as follows:

Term of Office (O. Reg. 135/24)

Council Appointees

Under O. Reg. 135/24 ss.6(1) the term of office for a Council appointed Board member is to be set out by Council in the member's appointment - not to exceed Council's term of office, but under ss.6(3) shall sit until the earlier of:

- (a) six months after the expiry of their term of office; or
- (b) the day the member's successor is appointed by Council.

Provincial Appointees

Under ss.6(4) the term of office for a Board member who is appointed by the Minister is to be set out by the Minister in the member's appointment.

[Query – Under ss.6(5) If the position of a member of an O.P.P. detachment board who is appointed by a municipality or First Nation becomes vacant, the Minister shall notify the council of the municipality or band council. What does this mean? Seems backwards. Needs revision by LG]

Regular Board Remuneration (O. Reg 135/24)

The Town is responsible to set the amount of and pay all Board member remuneration regardless of the member's appointing body.

Special Board Remuneration (See Board Policy D3(i))

In addition to the regular remuneration paid to Board members by the Town as determined above, Policy D3(i) sets out the amount and process applicable to the approval and payment of special remuneration and expenses to Board members and staff for special meetings and assigned work/special projects.

Oath/Affirmation and Training

Oath/Affirmation of Office

CSPA ss.35(1) requires Board members to take an oath or affirmation of office in the prescribed form at the time of their appointment.

O. Reg. 416/23 prescribes the following oath or affirmation of office for the members of police service boards, OPP detachment boards and First Nation OPP boards:

"I solemnly swear (*affirm*) that I will uphold the Constitution of Canada, which recognizes and affirms Aboriginal and treaty rights of Indigenous peoples, and that I will, to the best of my ability, discharge my duties as a member of the (*insert name of police service board, OPP detachment board, or First Nation OPP board as applicable*) faithfully, impartially and according to the *Community Safety and Policing Act, 2019*, any other Act, and any regulation, rule or by-law.

So help me God. (*Omit this line in an affirmation.*)"

Board/Committee Training (See Board Policy D3(e))

Training General

As reflected in Policy D3(e), in addition to the mandatory training/educational requirements described below, the Board's good governance responsibilities include the Board playing an active role in education and orientation for new members as well as ongoing supplemental training offered by the OAPSB and other sources.

Mandatory Training

Regulations

The Minister's duties and powers under CSPA s.3, ss.35(2) and ss.261(2) include the duty/power to develop, promote and provide education and training to enhance the professional provision of policing and assist members of policing boards in performing their duties and to make related regulations.

CSPA Required Training

Under CSPA ss.35(2) all Board and Committee members are required to successfully complete Minister-approved training:

1. on the board/Committee member roles/responsibilities;
2. on human rights and systemic racism;
3. that promotes recognition of and respect for:
 - o the diverse, multiracial and multicultural character of Ontario society; and
 - o the rights and cultures of First Nation, Inuit and Métis Peoples;

and any other prescribed training.

Consequences if Required Training Incomplete

If required training is not completed, CSPA ss.35(3) and (4) provide that a Board/Committee member shall not, following any period prescribed by the Minister, exercise their powers or perform their duties (or continue to do so) until training is successfully completed. Under CSPA ss.35(5) the regulations made by the Minister may provide a similar result with respect to "specified" training.

Election of Board Chair

CSPA s.36 requires Board members to elect a chair at the Board's first meeting in each year. The Board may also elect a vice-chair at that time to act as the chair if the chair is absent or if the chair's position becomes vacant.

Delegation of Board Powers

Under CSPA s.42 the Board may, by by-law, delegate any of the Board's CSPA powers to a Board Committee. Any Board powers prescribed for purposes of s.42 may be delegated to a Board employee who is not a member of the OPP police service or to the DC.

Board Committees

Under CSPA ss.42(2) Board by-laws may govern the name, powers, duties, quorums appointments and composition of Committees, provided the Committee is composed of at least two members of the Board and any number of additional members¹², as long as a majority of the Committee is composed of Board members.

Board Meetings

Open Meetings

CSPA ss.44(1) requires that before holding a meeting, the Board must consider whether to close the meeting or part of the meeting to the public, based on the closed meeting subject matter list (below).¹³ All open Board meetings shall open with a reading of the current Land Acknowledgement approved under Council's Land Acknowledgement Guidelines.

CSPA s.43 requires the Board to hold at least four meetings each year and provides that:

- a majority of Board members constitutes a quorum;
- unless closed under s.44, meetings must be open to the public.;
- meeting minutes must be taken whether the meeting is open or closed;
- subject to prescribed requirements, open meeting notices must be posted on the internet at least seven days before the meeting, except in extraordinary circumstances and must include the proposed meeting agenda and either the public meeting minutes of the most recent open Board meeting or instructions on how the public may access such minutes.

Closed Meetings

Board Pre-Meeting Consideration - See above

¹² CSPA ss.42(5) provides that an individual is not eligible to be an additional member of a Committee if they would not be eligible to be a member of the Board.

¹³ CSPA ss.44(2) and (3))

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If all or part of a meeting is closed a resolution must pass stating that the meeting is wholly or partially closed to deal with one or more of the subjects listed in CSPA ss.42(2)/(3)/(6) and in the case of a closed training/education meeting under ss.44(6) express reference should be made to the general nature of its subject-matter and that it is to be closed under that subsection.

Closed Meeting Subject Matter

- CSPA ss.44(2) – one or more of:
 - the security of the Board property;
 - personal matters about an identifiable individual, including members of the OPP police service or any Board employee;
 - a proposed or pending acquisition or disposition of land by the Board;
 - personnel or employee matters;
 - litigation or potential litigation affecting the Board, including matters before administrative tribunals;
 - advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
 - information explicitly supplied in confidence to the Board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
 - a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - a trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value;
 - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board;
 - information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA") would authorize a refusal to disclose if it were contained in a record;
 - an ongoing investigation respecting the Board; or
- MFIPPA under CSPA ss.44(3) - subject matter to be considered is a MFIPPA request;
- Educational or Training Sessions under CSPA ss.44(6) - purpose is Board/Committee educating or training and at the meeting and the agenda does not include other open items which would, if considered, materially advances the business or decision-making of the Board/Committee on that matter.

Closed Meeting Confidentiality

Under CSPA ss.44(4) and (5), unless disclosure is authorized by resolution, the Board/Committee members must keep any matter considered in a closed meeting confidential, including by keeping confidential any information obtained for the purpose of considering the confidential matter, except:

- to comply with an inspector exercising their powers or duties under the CSPA;
- as required in connection with the administration of the CSPA, the *Special Investigations Unit Act, 2019* or regulations; or
- as may be required for a law enforcement purpose or as otherwise required by law.

Meeting Service Standards (See Board Policy D3(j))

~~This~~ Policy D3(j) provides guidelines to ensure, as a matter of governance best practices and CSPA compliance, the consistent and timely completion of the steps necessary to prepare for closed and open Board meetings, circulate meeting materials and carry out post-meeting tasks and follow up. These service standards are guidelines to be used by the Executive Assistant and the Board to develop actual task deadline dates each month (based on schedules, weekends and other considerations) in a format substantially similar to the example monthly service standards deadlines attached as Appendix "A" to the Policy.

Board Rules and Procedures (See Board By-Law 001-2024)

CSPA s.46 requires the Board to establish its own rules and procedures in performing its duties under the CSPA and the regulations, subject to any regulations made by the Minister. Part III of the *Legislation Act, 2006* does not apply to such rules and procedures.

Board Executive Assistant (See Board Policy D3(k))

The Board's Executive Assistant plays a key role in Board organization, governance and compliance. This Policy provides hiring guidelines, job description and a sample contract for consideration by the Board in relation to hiring and performance reviews.

Protection from Personal Liability - CSPA s.48

— see under Liability below

Board May Contract, Sue and be Sued CSPA s.49

— see under Liability below

Elections and Political Activity (See Board Policy D3(b))

Municipal Elections Act (the "MEA")

Section 88.18 of the MEA provides that, before May 1st in the year of a regular election, a "local board" shall establish rules and procedures with respect to the use of board resources during the election campaign period. Local board is defined as a local board defined in the *Municipal Affairs Act* which in turn defines local board to mean:

"...a school board, municipal service board, transportation commission, public library board, board of health, police service board, planning board, or any other board, commission, Committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof;"

While the Board is not a "police service board" as defined under the CSPA and is arguably not otherwise included in the above definition of "local board", under Policy D3(b) the Board has decided to voluntarily comply with the provisions of s.88.18 as a matter of good governance.

CSPA

Police Service Members

Under CSPA s.86 no police officer who is a member of a police service maintained by a police service board shall engage in political activity, except as permitted by the regulations. This section, on its face, applies to Non-OPP police service members and in any event, does not apply to any type of board members.

The political activity of Non-OPP police services is dealt with under O. Reg. 402/23 (Part II — s.3-s.11). The political activity of OPP police services is dealt with under O. Reg. 402/23 (Part III — s.12) as follows:

"12. No member of the Ontario Provincial Police shall contravene or fail to comply with any provision in Part V (Political Activity) of the *Public Service of Ontario Act, 2006*."

Board Members

The above CSPA provisions do not expressly require OPP detachment boards or police service boards to comply with Part V of the PSAO, however, the application of the PSAO requires further consideration to confirm inapplicability to the Board.

PSAO

Part V of the PSAO sets out the rules and restrictions for engaging in political activity applicable to "public servants", defined in ss.2(2) of the PSAO as:

1. Every person employed under Part III.
2. The Secretary of the Cabinet.
3. Every deputy minister.

4. Every employee of a public body.

5. Every person appointed by the Lieutenant Governor in Council, the Lieutenant Governor, or a minister to a public body.” *Underlining added*

Items 1-3 above are not applicable. With respect to items 4 and 5, a “public body” is defined in clause 8(1.1)(aa) of the PSAO as entities prescribed as public bodies by the regulations under the PSAO (see O. Reg. 146/10). These regulations do not prescribe police services boards or OPP detachment boards as public bodies and therefore PSAO rules and restrictions applicable to political activity do not apply to such boards. . As a result, Board members and staff are not “public servants” and are therefore not subject to PSAO election rules and procedures.

Conclusions Relating to Political Activity

Even though Board members are not subject to PSAO election rules and procedures, tThe Board has decided to voluntarily comply with the municipal elections requirements of the MEA and therefore Policy D3(b) establishes rules and procedures with respect to the use of Board resources during a municipal election campaign period. While not subject to the political activity requirements of the CSPA and the PSAO, the Board has determined that it is desirable to also include in Policy D3(b) requirements to cover the political activity of Board members/staff more generally having regard to the member conduct rules in the Code of Conduct (O. Reg. 409/23) (the “Code”) using certain provisions of the PSAO as a guideline.

Conflict of Interest (See Board Policy D3(d))

CSPA ss.11(1) requires that adequate and effective policing for which the Commissioner is responsible (not the Board per CSPA s.10) be delivered in accordance with a prescribed standard with respect to the avoidance of conflicts of interest monitored by the Inspector General.

This prescribed standard is contained in O. Reg. 401/23¹⁴ and applies to members of a “police service” (~~i.e.~~, including an OPP detachment), but does not directly apply to Board members other than through the regulation’s definition of “potential institutional conflict”. This definition defines a situation in which a member of a municipal or OPP police service must take action or make a decision in relation to criminal conduct alleged/reasonably suspected to have been committed by, or against, a list of people which includes Board members.

The conflict of interest requirements applicable to the conduct of OPP detachment boards are set out in the Code of Conduct regulation (O. Reg. 409/23) (see below).

Under ss.12(1) of O. Reg. 401/23 the avoidance of actual institutional conflicts and personal conflicts in the provision of policing functions is prescribed for the purposes of clauses 38 (1) (g) and 60(1)(f) of the CSPA which means the Minister must prescribe any conflict of interest policy that would be applicable to the conduct of OPP detachment board members specifically apart from the conflicts provisions in the Code of Conduct regulation. To date, there are none.

Note also that to the extent the Board is a “local board” as defined in the Municipal Conflict of Interest Act (“MCIA”), the MCIA applies to the Board. Through Policy D3(d) the Board has voluntarily assumed this is the case for purposes of voluntarily adopting the MCIA requirements as a matter of good governance.

Code of Conduct (See Board Policy D3(c))

CSPA ss.67(4) provides that every Board member shall comply with the prescribed Code of Conduct. This prescribed Code of Conduct is contained in O. Reg. 409/23¹⁵ which includes conflict of interest requirements applicable to the conduct of OPP detachment boards (s.17-22).

Pursuant to its policy-making authority under CSPA s.69, the Board has included these (and other conflicts requirements in Policy D3(c)).

OPP Police Service Member and Board Member Liability

OPP Police Service Member Liability

Under CSPA ss.63(1) the Ontario Crown is liable for the acts or omissions of OPP police service members committed in the course of their employment.

Indemnification

¹⁴ Under the previous legislation (the *Police Services Act*) there was no stand-alone conflict of interest standard for delivering policing functions.

¹⁵ CSPA regulations prescribe a number of separate codes of conduct for different police services and boards. O. Reg. 409/23 is the Code applicable to OPP detachment boards.

Under CSPA ss.63(2) the Minister of Finance may indemnify a member of the OPP police service for reasonable legal costs incurred,

- in the defence of a civil proceeding, if the member is not found to be liable;
- in the defence of a criminal prosecution, if the member is found not guilty; or
- in respect of any other proceeding in which the member's manner of execution of their police duties was an issue, if the member is found to have acted in good faith.

Indemnification may be provided in a collective agreement, except for the legal costs of a member who is found guilty of a criminal offence and, if the agreement provides for such an indemnification, CSPA s.63(2) does not apply. Rather, the Minister of Finance shall indemnify members in accordance with the agreement.

Board and Board Member Liability

Board

CSPA ss.67(5) provides that the Board is not liable for the acts or omissions of members of the OPP police service committed in the course of their employment. The Board is, however, liable for the acts/omissions of its members (CSPA ss.48(2) below).

Board Member and the Board

Under CSPA ss.48(1) no action or other proceeding can be instituted against a Board member for any act done in good faith in the execution, or intended execution, of any duty imposed or power conferred by the CSPA, the regulations or the Board's by-laws, or for any alleged omission in the execution in good faith of that duty or power.

However, the Board itself is not relieved of liability for such acts or omissions. Rather, under ss.48(2) the Board is liable as if ss.48(1) had not been enacted and as if the impugned member were a Board employee.

Board Member Capacity to Contract, Sue and be Sued

Under CSPA s.49 the Board may contract, sue and be sued in its own name, however, Board members are not personally liable for the Board's contracts.

Board Insurance

The Board was originally has been advised that because it is no longer a "local board" under the Municipal Act effective April 1, 2024, Orangeville's municipal insurer considers Board insurance coverage "beyond its risk appetite". The following analysis was a summary prepared by the Board Vice-Chair.

It appears that insurers are just not interested in taking on the potential open-ended risk of insuring potential board liability (for breach of contract damages, privacy issues etc. arising out of board decisions). Boards have no assets, so insurance may be the only source of funds for an otherwise judgment-proof entity like a board. Insurers are also concerned about arguments that the Ministry, if added to litigation as a party, may seek to claim back any of its assigned liability onto a board insurance policy...a bit of a conflation, but potentially possible.

To be clear the insurance issue relates to board insurance not board member insurance. Board members are clearly protected against liability claims under CSPA s.48(1) as long as no bad faith is found. The concern for members may be that the board "entity veil" created under s.48 could be somehow pierced in a claim against the board as a whole to hold individual members liable as the deeper pockets. Unlikely, but possible?

There is also the issue of whether (like municipal-appointed council members to the board who are (and remain) covered under a municipality's insurance as council members) municipal-appointed community members would also be covered. If so, this would go a long way to eliminating any residual concerns these municipal-appointed board members may have about serving on a board that has no direct insurance coverage. Insurers are investigating this point. Of course, this would exclude provincial appointees to a board, but they are a more direct responsibility of the Ministry and may remain an unresolved issue unless the Ministry takes steps.

This is a curious case of the Ministry and insurance industry needing to communicate. While one may correctly say that the risk to board members is low, we all know how innovative lawyers are in bringing claims. I think to the extent this situation was created by a Ministry policy decision, it may need review, or at least disclosure. If the Ministry's position truly is that OPP detachment board insurance is a matter between boards and their municipal councils, there needs to be recognition of the impact of boards having no insurance and how that plays out under the CSPA across the province.

Eventually the OAPSB created a group insurance option for its members and the Board obtained insurance through that option.

Board Records (See Board Policy D3(g))

It is the policy of the Board to provide for the retention, preservation and destruction of its records as required under the Municipal Act, 2001 and to provide public access to such records in accordance with the MFIPPA through:

- Board By-Law 002-2024, with respect to the retention, preservation and destruction of Board records; and
- an Amended and Restated Archival Services Agreement dated September 15, 2020, as amended effective April 1, 2024, between the Board and the Town of Orangeville under which,
 - the Town has been appointed the archive service provider of Board records; and
 - the Board's powers and duties under MFIPPA with respect to Board records are delegated to the Town.

Role of the Board and Duties of DC

Role of the Board

CSPA ss.68(1) sets out the role of the Board as follows:

- consult with the Commissioner regarding, and otherwise participate in, the selection of the DC ~~and otherwise participate,~~ in accordance with regulations ([see Board Policy D3\(l\)](#));
- in consultation with the DC, determine objectives and priorities for the detachment, not inconsistent with the [Minister's](#) Strategic Plan;
- advise the DC with respect to policing provided by the detachment;
- monitor the performance of the DC ([see Board Policy D3\(l\)](#));
- review the reports from the DC regarding policing provided by the detachment; and
- on or before June 30 in each year, provide an annual report to the municipality regarding the policing provided by the detachment in the municipality ([see Board Policy D3\(r\)](#)).

Under CSPA ss.68(4) and (5) in exercising its functions, the Board must consider the most recent Dufferin County Community Safety and Well-Being Plan adopted by the Dufferin County Council. In addition, the Board must comply with any prescribed standards with respect to the exercise of its powers and the performance of its duties under the CSPA.

Board Annual Report

Under ~~CSPA ss.68(1)(f) of the Community Safety Policing Act, 2019 (CSPA), most of which came into force on April 1, 2024;~~ the Board is required to provide an annual report to Orangeville Town Council regarding the policing provided by the Dufferin Detachment of the OPP in our community.

This report is composed of two parts:

- **Part 1** - any local initiatives that the Board has prioritized in consultation with the ~~DCetachment Commander~~, including, for example, budgeting and community engagement activities of the Board, Crime Information described in [Board Policy D3\(n\)](#) not included in Part 2 ([below](#)) and any additional information Town Council has requested be included in the report, including:
 - the latest Board Action Register showing Board projects and status; and
 - ~~the latest Board General Service Standards Workplan in the form attached to Board Policy D3(t) as Appendix "A".~~
- **Part 2** - an operational portion which includes provincial and local information on policing provided by the Ministry, the OPP and the ~~DCetachment Commander~~ consisting of the following:
 - a copy of the most recent Strategic Plan issued by the Minister under CSPA s.61;
 - a copy of the most recent [Regional Action Plan prepared by the OPP and a copy of the Local \(Dufferin\) Action Plan](#) prepared by the ~~DCetachment Commander~~ in consultation with the Board under CSPA s.70;
 - a copy of the most recent annual Progress Report prepared by the Dufferin Detachment of the OPP relative to the most recent Local Action Plan (see also [Board Policy D3\(p\)](#) and [Board Policy D3\(r\)](#));
 - copies of the ~~DCetachment Commander's~~ quarterly reports received by the Board at its meetings;
 - a copy of the OPP Commissioner's Annual Report issued under CSPA s.58; and

- a copy of **Board Policy D3(q)** Relevant Reports Required under the CSPA to permit Town Council to request the Board to provide any additional CSPA report available to the public.

To the extent the latest Regional/Local Action Plan/Progress Report is not available from the DCetachment Commander by June 30th in any year, the Board should, nevertheless, prepare and submit the most recent available copy of such document with an explanation for the delay, a partial Annual Report to Town Council containing whatever Part 2 information is available, and an undertaking to forward any missing Part 1 information when received by the Board in final form from the DCetachment-Commander. The most recent Board Annual Report is included in Schedule B.

Local Policies of the Board (See Board Policies D3(a) – (w))

CSPA ss.69(1) and (2) provide that the Board may, after consultation with the DC, establish local policies with respect to policing in the community. Under ss.69(2) these local policies:

- must not be inconsistent with;
 - the Strategic Plan prepared by the Minister under CSPA s.61;
 - any policies established by the Minister under CSPA s.60;
 - any procedures established by the Commissioner, or
 - the Local Action Plan prepared by the DC under CSPA s.70;
- must not relate to specific investigations, the conduct of specific operations, the management or discipline of specific police officers or other prescribed matters;
- must not require a member of the OPP to do something, or refrain from doing something, inconsistent with his or her duties under the CSPA or the regulations;
- must not prohibit a member of the OPP from attempting to collect information for the purpose of investigating an offence or assisting with the prosecution of an offence;
- must not require a member of the OPP to provide any policing that is not required as a component of adequate and effective policing; and
- must comply with any prescribed requirements.

CSPA ss.69(3) requires the DC to ensure, subject to non-compliance below, that the detachment provides policing in accordance with the Board's local policies. Under CSPA ss.69(7) the Board must publish its local policies on the internet.

Under CSPA ss.69(4) if the DC believes that a local policy of the Board does not comply with ss.69(2) the DC must:

- inform the Board, in writing, of the reasons why the DC believes such non-compliance exists; and
- comply with the disputed local policy only if directed to do so by the Commissioner under CSPA ss.69(5) and (6) which
 - permit the Board to apply to the Commissioner to review the DC's decision and reasons and,
 - following any submissions from the Board, require the Commissioner to provide the Board and the DC with reasons for providing or not providing directions to the DC regarding the disputed local policy.

The Board's local policies are all listed below in section 12.

DC Duties of DC

General

Under CSPA ss.68(2) and (3) the DC must provide the Board with reports regarding policing provided by the detachment at the Board's request and may delegate any of the DC's powers and duties with respect to the Board to another person in writing, subject to any limitations, conditions or requirements set out in the delegation.

In addition, the DC has the following duties under the CSPA:

- s.70 preparation of Local Action Plan; and

- ss.69(3) ensures detachment complies with local policies of the Board, subject to ss.69(4), (5) and (6).

DC's Local Action Plan (Board Policy D3(p) and Board Policy D3(r))

General

CSPA s.70 requires the DC to prepare and adopt (and review/revise at least every four years or where there is an amendment to the Minister's s.61 Strategic Plan) a local Action Plan for the provision of policing in the community. This Local Action Plan is informed by the OPP's Regional Action Plan and must be in accordance with any prescribed regulations and must address at least the following matters:

- how adequate and effective policing will be provided in the community served by the detachment, in accordance with the needs and diversity of the community;
- the objectives and priorities for the detachment determined by the Board and such other objectives and priorities determined by the DC;
- quantitative and qualitative performance objectives and indicators of outcomes relating to:¹⁶
 - the provision of community-based crime prevention initiatives, community patrol and criminal investigation services;
 - community satisfaction with the policing provided;
 - emergency calls for service;
 - violent crime and clearance rates for violent crime;
 - property crime and clearance rates for property crime;
 - youth crime and clearance rates for youth crime;
 - police assistance to victims of crime and re-victimization rates;
 - interactions with persons described below;
 - road safety; and
 - any other prescribed matters.
- interactions with;
 - youths;
 - members of racialized groups; and
 - members of First Nation, Inuit and Métis communities.
- Interactions with persons who appear to have a mental illness or a neurodevelopmental disability.

Consultations

Under CSPA ss.70(2) the Local Action Plan must provide an overview of the consultations that were conducted by the DC under CSPA ss.70(3) below and state whether and, if applicable, how the needs and concerns regarding policing identified during the consultations have been addressed by the Local Action Plan. CSPA ss.70(3) requires the DC to consult the following stakeholders in preparing or revising the local Action Plan:

- the Board;
- Town Council (and other municipal councils served by the detachment);
- the band councils of any First Nations that receive policing from the detachment;
- groups representing diverse communities in the area that receives policing from the detachment;
- school boards, community organizations, businesses and members of the public in the area that receives policing from the detachment; and
- any other prescribed persons, organizations or groups.

Considerations

CSPA ss.70(4) requires the DC to consider the following, at a minimum, in preparing or revising the Local Action Plan:

¹⁶ These and the "interactions" bullets are identical to the Minister's Strategic Plan requirements under CSPA s.61.

- the results of the consultations conducted under CSPA ss.70(3);
- any community safety and well-being plans adopted by the municipalities or First Nations that receive policing from the detachment; and
- the needs of members of diverse communities in the area that receive policing from the detachment, including the needs of members of racialized groups and of First Nation, Inuit and Métis communities.

Submission of Draft

Under CSPA ss.70(5) and (6) the DC must submit a draft of the new or amended Local Action Plan to the Board before it is finalized and allow the Board to make comments on the draft within 60 days after receipt. The DC must consider the Board's comments on the draft, if any, and revise the Local Action Plan if the DC determines it to be appropriate. At this time the Board will share the draft with Town Council to obtain Council's input prior to responding to the DC.

Final Local Action Plan

The final Local Action Plan must be published on the internet in accordance with any regulations made by the Minister. The most recent Central Region Action Plan and Local Action Plan are included in Schedule B.

Progress Reports

It is the DC's practice to issue Action Plan Progress Reports annually to provide updates on the latest Local Action Plan to the community. These Progress Reports are included in the Board's Annual Report to Town Council (see Board Policy D3(r)). The most recent Progress Reports are included in Schedule B.

OPP Police Service and Board Funding

OPP Police Service Funding

CSPA s.64 provides that an OPP-policed municipality shall pay the Minister of Finance for policing, court security and other services (per CSPA s.65) provided by the Commissioner, in the amount and manner set out in the regulations.

O. Reg. 413/23 deals with the amount of OPP police service funding. Subject to s.5 and s.6 of the regulation, the amount a municipality must pay the Minister of Finance pursuant to CSPA ss.64(1) during a target year is the amount determined in accordance with the detailed steps set out in s.4 of the regulation.

Board Funding

Estimates

CSPA ss.71(1) and (2) require the Board to prepare estimates, in accordance with the regulations made by the Minister, of the total amount that will be required to pay the Board's operational expenses, other than the remuneration of Board members.¹⁷ The Board must submit such estimates to Town Council, along with a statement of the Town's share of the costs, which are to be determined in accordance with such regulations (see O. Reg. 135/24).

Budget Contribution

CSPA ss.71(3) requires the Town, subject to arbitration of any dispute, to contribute its share of the costs of the Board's operational expense budget in accordance with the submitted estimates.

Arbitration in Case of Dispute

Under CSPA ss.71(4) if the Town is not satisfied that the total amount set out in the estimates is required to pay the Board's operational expenses, it may give the Board written notice referring the matter to arbitration. Under CSPA ss.71(7) and (8) the Board and the Town may jointly appoint an arbitrator within 60 days after the Town's notice and if such joint appointment does not take place, the Board or the Town may apply to the Chair of the Arbitration and Adjudication Commission to appoint an arbitrator.

¹⁷ Regular Board Remuneration (O. Reg 135/24) - The Town is responsible to set the amount of and pay all Board member remuneration regardless of the member's appointing body.

Special Board Remuneration (See Board Policy D3(i)) - In addition to the regular remuneration paid to Board members by the Town, Board Policy D3(i) sets out the amount and process applicable to the approval and payment of special remuneration and expenses to Board members and staff for special meetings and assigned work/special projects.

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Joining Arbitration

CSPA ss.71(5) and (6) allow the other municipalities that receive policing from the detachment to join the arbitration as a party. If the other municipalities do not join the arbitration, they may not separately commence a different arbitration with respect to the estimates.

Inspector General of Policing (CSPA Part VII)

CSPA s.102 provides for the appointment of an Inspector General of Policing¹⁸ and one or more deputy Inspector Generals whose duties with respect to OPP detachment and other police boards, chiefs of police, the OPP Commissioner and other policing providers include:

- monitoring and conducting inspections to ensure CSPA compliance and avoidance of misconduct;
- consulting with and advising on CSPA compliance;
- developing, maintaining and managing records and conducting research and analyses regarding CSPA compliance;
- dealing with complaints under CSPA s.106 and s.107 and with disclosures of misconduct under CSPA s.185; and
- submitting an annual report to the Minister under CSPA s.103 that addresses at least:
 - Inspector General activities, including, inspections conducted, complaints under s.106 and s.107, notifications sent to the Complaints Director or the SIU Director, directions issued under s.125 and measures imposed under s.126;
 - the compliance of police service boards, O.P.P. detachment boards, First Nation O.P.P. boards, chiefs of police, special constable employers, police services and prescribed policing providers with the CSPA and regulations; and
 - any other prescribed matters.

CSPA s.106 and s.107 Complaints to Inspector General (See Board Policy D3(m))

Complaints Against a Board Member

CSPA s.106 deals with complaints of misconduct against Board members which may result in an investigation/inspection by the Inspector General and suspension of a member's participation in Board matters pending the outcome and sanctions ordered against the member if misconduct is found (see CSPA Part VII).

Policing Complaints

CSPA s.107 deals with complaints regarding:

1. the adequacy and effectiveness of policing provided under the CSPA;
2. a failure by the Board or Commissioner to comply with the CSPA, other than misconduct, including a systemic failure;
3. the policies of the Board; or
4. the procedures established by the Commissioner.

Under ss.107(5) if there appear to be grounds to believe that the matter complained of warrants investigation, the Inspector General must investigate the matter, inform the complainant about the investigation and keep them apprised of the steps taken to resolve the complaint.

Under CSPA ss.107(6) if the complaint does not relate to the matters referred to in clause 1 or 2 above, and if the complaint relates to the policies or procedures referred to in clauses 3 and 4 above the Inspector General shall forward the complaint to the Minister and to the Board (if the complaint relates to the Board's procedures) and inform the complainant of the decision and of the persons or bodies that the complaint has been forwarded to.

Under CSPA s.108, if, rather than making the complaint to the Inspector General, a complaint under s.106 or s.107 is received directly by the Board, the Commissioner or police service member, the complaint must be forwarded to the Inspector General.

Under CSPA s.122, once an investigation has commenced the Inspector General may direct a Board member to decline to exercise their powers or perform their duties as a Board from the outset of an investigation into the member's conduct until the earlier of:

¹⁸ Replacing the Ontario Civilian Police Commission (OCPC) subject to transition provisions of CSPA s.216

- the day the member receives notice from the Inspector General that no further action will be taken in respect of the investigation; and
- the day the Inspector General exercises a power under CSPA s.124 as a result of the investigation, subject to the appointment of additional Board members by the Inspector General as may be required to maintain quorum and conduct Board business.

Once a complaint investigation is completed the Inspector General must issue a report and may, upon notice, impose measures and/or issue directions in accordance with CSPA s.124 - s.129.

Complaints Director of the Law Enforcement Complaints Agency (Part VIII) (See Board Policy D3(m))

Public Complaints against police service members are dealt with separately (from CSPA s.106/s.107 complaints) by the Complaints Director under CSPA Parts VIII – X (see below).

CSPA Part VIII establishes the Law Enforcement Complaints Agency¹⁹ headed by the Complaints Director appointed under CSPA s.131 to deal with public complaints made to the Complaints Director against police service members under CSPA Part X and to implement programs and services to assist members of the public in making such complaints. Before commencing any complaint review/investigation the Complaints Director must notify the Inspector General. The Complaints Director must publish an annual report posted on the internet.

Ontario Police Arbitration and Adjudication Commission (Part IX) (See Board Policy D3(m))

CSPA Part IX establishes the Ontario Police Arbitration and Adjudication Commission²⁰ to facilitate the maintenance of one or more registers of arbitrators available for appointment to conduct arbitrations under CSPA Part XIII and hold hearings elsewhere under the CSPA.

See also O. Reg. 403/23.

Public Complaints (Part X) (See Board Policy D3(m))

CSPA Part X deals with public complaints made to the Complaints Director against police service members identified under CSPA s.152 (police officers, special constables employed by the Niagara Parks Commission and peace officers in the Legislative Protective Service).

Under CSPA Part X s.155, if, rather than making the complaint to the Complaints Director, a complaint is received directly by the Board, the Commissioner or police service member, the complaint must be forwarded to the Complaints Director. Under CSPA s.174 the Complaints Director must notify the Inspector General of any matter referred to under CSPA ss.106(1) or ss.107(1) that is raised in a complaint or during an investigation under Part X.

Relevant Reports Required under the CSPA (See Board Policy D3(g))

Reports to be Obtained and Received on Request of the Board

- CSPA s.9 report to Minister on personal information collection under s.5 and regulations.
- CSPA ss.58 Annual Report of the Commissioner to the Minister and posted on the internet by June 30 that addresses at least:
 - the implementation of the Minister's Strategic Plan and the achievement of the performance objectives identified in the Strategic Plan;
 - the affairs of the OPP; and
 - any other prescribed matters.
- CSPA s.61 Minister's Strategic Plan;
- CSPA s.103 Annual Report of the Inspector General to the Minister and posted on the internet by June 30;
- Ss.107(8) report of the Minister to the Inspector General following the Minister's review of a complaint received by the Minister under ss.107(6) regarding the Minister's policies or the procedures established by the Commissioner and report back to the Inspector General about any steps taken in response to the complaint.
- S.111-128 Inspection Reports to the Inspector General.

¹⁹ Formerly known as the Ontario Independent Police Review Director (OIPRD) subject to transition provisions of CSPA s.216

²⁰ Formerly known as the Ontario Police Arbitration Commission (OPAC) subject to transition provisions of CSPA s.216

- Complaints Director
 - Ss.132(1)(c) Statistical Report for the purpose of informing the evaluation, management and improvement of policing in Ontario and the management of public complaints under Part X;
 - S.133 Systemic Review Reports, recommendations and responses;
 - S.144 Annual Report to the Minister on the affairs of the Law Enforcement Complaints Agency,

all to be posted on the internet.

- Local Action Plan Progress Reports issued annually by the DC to provide updates to the Board and the community on the latest Local Action Plan.

Reports to the Board

- CSPA ss.68(1)(e)/68(2) DC reports to the Board, as requested, regarding the policing provided by the detachment.

Reports Prepared by, or in Consultation with, the Board

- CSPA ss.68(1)(f) Board Annual Report to the Town by June 30 regarding the policing provided by the detachment.
- CSPA s.70 DC Local Action Plan (at least every four years or where there is an amendment to the Minister's Strategic Plan) in consultation with the Board and other stakeholders – see Duties of DC above.
- CSPA ss.107(7) reports of the Board to both the Inspector General and the Minister following the Board's review of a complaint received by the Board under ss.107(6) relating to Board policies or procedures, advising the Inspector General and the Minister about any steps taken in response to the complaint.
- CSPA s.122 directions from Inspector General requiring a Board member to decline to exercise their powers or perform their duties or appointing additional Board members to meet quorum in conjunction with an investigation under Part VII (see above).

Community Safety and Well-Being Plan

- CSPA s.254 provides that a municipality that has adopted a community safety and well-being plan shall, in accordance with the regulations made by the Minister, if any, monitor, evaluate and report on the effect the plan is having, if any, on reducing the prioritized risk factors and post the report on the internet.
- A community safety and well-being planner (Town of Orangeville) shall report to the Minister as required. See section 11 below.

5. GRANT WRITING (See Board Policy D3(v))

The Ministry provides grants, primarily to police services, in collaboration with community partners, in support of local and provincial community safety priorities. The Board collaborates with the Dufferin County OPP and local community partners to apply for grants that align with local community safety priorities. **Policy D3(v)** provides guidance to Board staff and members to ensure the efficient application process for appropriate grants and required follow-up reports and to establish, record and maintain the Board's institutional experience and process in relation to grant writing.

6. BOARD RELATIONSHIP WITH TOWN COUNCIL AND THE PUBLIC

Town Council, the Board, the DC, and the public each have a role to play as community stakeholders. In the best interests of public safety each stakeholder must appreciate their respective responsibilities.

The Board and the DC work together, with appropriate Town Council consultation and public transparency, to ensure the Town's policing needs are met and that public input is properly considered and recognized. **See Policy D3(f).**

The Town is responsible for funding²¹ the provision of adequate police services in accordance with the needs of the community and the Board is responsible for police services oversight. These roles are linked, but operate independently. It is important for Town Council and the Board to understand and respect each other's roles, and to work collaboratively to ensure they both have the best information possible to discharge their respective duties.

As noted above, Board appointments by Town Council under CSPA s.33 and s.67 are also governed by the Town's Committee Policy ([attached/hyperlink](#)).

7. BOARD RELATIONSHIP WITH THE DC²²

The Board is the link between the community and the DC. The relationship between Board members and the DC should be professional and collegial, characterized by:

- Common purpose; different roles;
- Respect for each other's abilities to work toward the common purpose by fulfilling their respective roles;
- Cooperative interaction, including a free-flowing sharing of relevant, timely information; and
- Collaborative development of strategic polices, protocols and plans

It is **not** appropriate for the relationship between Board members and the DC to be characterized by:

- Cheerleading;
- Blind trust, or mistrust;
- Acrimony;
- Subservience; or
- Apathy.

Board members remain Board members outside of formal meetings. Relations and activities outside formal Board processes must be consistent with established expectations, including relationships with the DC and Board policies on official spokesperson and Code of Conduct (see [Board Policy D3\(f\)](#) and [Board Policy D3\(c\)](#)).

8. ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS²³

General

The [Ontario Association of Police Services Boards](#) (the "OAPSB") is an organization dedicated to providing Ontario's municipal police service boards and OPP detachment boards with training and guidance in connection with the governance and statutory compliance requirements associated with their police services oversight responsibilities. OAPSB governance and management principles are set out in the OAPSB Policy Manual available on the OAPSB website (<https://oapsb.ca/>). Resources provided by the OAPSB to its membership include:

- OAPSB OPP Handbook
- OAPSB Resource Handbook for Policing Board Secretaries
- Others?

These documents are essential reading for all Board members.

Zones

Under the OAPSB by-laws, member boards are organized into the following geographical "Zones":

- Zone 1 (north-west)
- Zone 1A (north)
- Zone 2 (east)

²¹ O. Reg. 413/23; CSPA s.64 and s.71

²² Based on OAPSB Handbook Version 2013-1

²³ Name change under consideration given CSPA board name changes to reflect inclusion of OPP detachment boards

Commented [IM1]: April 1/24 Updates from OAPSB?

- Zone 3 (central-east)
- Zone 4 (south-east)
- Zone 5 (central-west)
- Zone 6 (south-west)

Each Zone is comprised of member boards residing in that geographic area which hold periodic (normally quarterly) Zone meetings. The purpose and mandate of the Zones is to provide a forum for discussion, information sharing and education. The Board is a member of Zone 5.

9. JOINT MEETINGS OF DUFFERIN COUNTY OPP DETACHMENT BOARDS

The four OPP detachment boards in Dufferin County also have periodic meetings hosted by the boards in rotation. Like the Zone meetings, the purpose and mandate of these joint meetings is to provide a forum for discussion, collaboration and information sharing and education.

10. MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES

The Ministry Of Community Safety and Correctional Services is the Ministry in the Government of Ontario responsible under the CSPA and other legislation for public security, law enforcement and policing, emergency management, correctional and detention centres/jails and organizations such as the OPP. Every police service board and OPP detachment board is assigned a Police Services Advisor to act as a liaison between the boards and the Ministry on CSPA matters.

11. COMMUNITY SAFETY AND WELL-BEING PLANS

Background

Pursuant to Part XVI of the CSPA (s.254), municipal governments are required to develop and adopt Community Safety and Well-Being Plans ("CSWB Plans") by working in partnership with a multi-sectoral advisory Committee. In June 2021, Dufferin County Council and all 8 lower tier municipalities (including Orangeville) adopted the Dufferin County Community Safety and Well-Being Plan (2021-2024).

CSPA ss.68(4) provides that in exercising its functions, the Board shall consider the Dufferin County CSWB.

O. Reg. 414/23 – Community Safety and Well-Being Plans – Publication and Review

Municipal Councils are required to publish their community safety and well-being plan on the Internet (or in any other manner or form desired) within 30 days after adopting it.

For purposes of CSPA ss.255 (1), a municipal council must review and, if appropriate, revise its community safety and well-being plan within four years after the day the plan was adopted and every four years thereafter.²⁴

A copy of the current Dufferin County CSWB Plan is attached as Schedule A.

12. OBJECTIVES, PRIORITIES AND GOVERNANCE OF THE BOARD (CSPA ss.68(1)(b))

To properly fulfill its role as an OPP detachment board, and its responsibilities under the CSPA and regulations the Board desires to:

- determine objectives and priorities for the detachment, not inconsistent with the Strategic Plan prepared by the Minister, after consultation with the DC or his or her designate;
- maintain a general statement of the current objectives and priorities of the Board in its oversight role; and

²⁴ If the community safety and well-being plan was adopted before July 1, 2021, the first review and, if appropriate, revision of the plan must be completed before July 1, 2025, and subsequent reviews and revisions must be completed within every four years thereafter.

- establish/consolidate its governance principles, by-laws, protocols and local policies,

all with respect to police services in the Town. These principles, by-laws, protocols and policies are to include best practice governance principles and policies which relate to the Board's responsibilities as described above in this document under the CSPA and regulations.

In particular, the Board is aware of its consultation and transparency commitments to the DC, the Town and the public and recognizes that these commitments are essential to fulfilling its mandate.

1. Statement of Board Objectives and Priorities

As the Town's independent representative in police services administration and governance, the Board's job is to translate community values, needs and expectations into measurable guidance for the police service.

1A. Reports and Plans

The following reports and plans are attached as **Schedule B**:

- Latest Strategic Plan (CSPA s.61)
- Latest OPP Central Region Action Plan
- Latest Dufferin OPP Detachment Local Action Plan (CSPA s.70)
- Latest Action Plan Progress Reports
- Latest Commissioner Annual Report (CSPA s.58)

2. By-Laws

The following Board by-laws are attached as **Schedule C**:

- By-Law 001-2024 – General Procedures
- By-Law 002-2024 – Records Retention and Destruction
- By-Law 003-2024 - A By-Law to Name the Board under O. Reg. 135/24

3. Policies/Protocols

The following Board policies/protocols are attached as **Schedule D**:

- Policy on Equal Opportunity, Discrimination And Workplace Harassment
- Policy on Election Campaign Work and Political Activity
- Policy on Code of Conduct
- Policy on Conflict of Interest
- Policy on Board Member Training and Education
- Policy on Media Relations and Public Transparency
- Policy on Freedom of Information and Protection of Privacy
- Policy on Covid Vaccination **DELETED**
- Policy on Special Meeting and Assigned Work Remuneration/Expense Reimbursement
- Policy on Meetings Service Standards Guidelines
- Policy on Board Executive Assistant – Hiring, Job Description and Performance Review Guidance
- Policy on DC Selection, Performance Review and Report (includes Schedule 1 and Exhibit "A")
- Policy on Complaints Procedures (CSPA Parts VII-X)
- Policy on Sharing Crime, Call and Public Disorder Analysis
- Policy on Board's Compliance with ASR s.29 - **DELETED**
- Policy on Strategic Plan, Local Action Plan Planning and Minister Policies
- Policy on Relevant Reports Required under the CSPA (Apr 1/24)
- Policy on Protocol for Information Sharing
- Policy on Police Services Quality Assurance Process - **DELETED**
- Policy on General Service Standards Guidelines
- Policy on Board Evaluation of the Adequacy and Effectiveness of Police Services (ASR s.37) - **DELETED**
- Policy on Grant Writing for Community Safety Programs
- Policy on Intimate Partner Violence and Gender-Based Violence as a Community Priority

13. BOARD SERVICE STANDARDS GUIDELINES

To ensure that the Board is able to perform all of the tasks required in meeting its oversight obligations and complying with its governance protocols in a timely and consistent manner year over year the Board has developed policies setting out service standards guidelines for its meetings (see [Board Policy D3\(j\)](#)) and for general and specific project compliance (see [Board Policy D3\(t\)](#)).

14. OTHER DOCUMENTS/RESOURCES

The following additional documents/resources are available (to Board members and, other than confidential/in-camera materials, to the public) in relation to Board activities:

- Board Meeting Minutes
 - i. Regular Meetings - in-camera and public sessions (public minutes go to Town Council and are posted on Board website); and
 - ii. Special In-Camera Meetings
- Board Action Register
- Board Workplan
- Amended and Restated Archival Services Agreement dated September 15, 2020, as amended effective April 1, 2024 (to be read in conjunction with By-Law No. 002-2024 governing the retention and destruction of Board records)
- OAPSB
 - i. Policy Manual – governance of the OAPSB
 - ii. OPP Handbook – a guide to help section 10 boards in the execution of their governance responsibilities
 - iii. OAPSB Resource Handbook for Policing Board Secretaries
- Zone 5 Meetings/Minutes
- Minutes of Joint Meetings of Dufferin County OPP Detachment Boards
- Town Committee Policy (Board appointments)

15. APPLICABLE LEGISLATION/REGULATIONS

- CSPA
- Relevant CSPA Regulations, including:
 - i. O. Reg. 399/23 – General Matters under Authority of Lieutenant Governor in Council
 - ii. O. Reg. 392/23 – General Adequate and Effective Policing
 - iii. O. Reg. 395/23 - Investigations
 - iv. O. Reg. 416/23 – Oath/Affirmation of Office
 - v. O. Reg. 403/23 – Arbitration and Adjudication Commission
 - vi. O. Reg. 402/23 – Political Activity
 - vii. O. Reg. 409/23 – Code of Conduct
 - viii. O. Reg. 401/23 – Conflicts of Interest
 - ix. O. Reg. 413/23 – OPP Police Service Funding
 - x. O. Reg. 414/23 - Community Safety and Well-Being Plans
 - ~~xi.~~ O. Reg. 135/24 – OPP Detachment Boards

Approved and ratified by the Board effective April 1, 2024; ~~amended and ratified May 21, 2024;~~
amended and restated January 21, 2025.



Todd Taylor

Todd Taylor – Chair

|



Ian McSweeney – Vice-Chair

DRAFT



By-Law No. 003-2024
(Effective November 19, 2024)

**A By-Law to name the Orangeville OPP Detachment Board (the “Board”)¹
under O. Reg. 135/24**

A. Preamble

WHEREAS effective April 1, 2024 the Board became an “OPP detachment board” under Part V of the *Community Safety and Policing Act, 2019* (CSPA);

AND WHEREAS O. Reg. 135/24 outlines the number and composition of each OPP detachment board established for each OPP detachment under the CSPA;

AND WHEREAS the name of each detachment board must represent the catchment area for which the board is responsible as identified in O. Reg. 135/24;

AND WHEREAS the Board desires to confirm the Board’s name in compliance with O. Reg. 135/24.

NOW THEREFORE the Board hereby enacts as follows:

B. Board Name

- 1) As outlined in O. Reg. 135/24, the Board is an OPP detachment board in the Town of Orangeville serviced by the Dufferin County OPP Detachment.
- 2) Until such time as the CSPA or O. Reg. 135/24 is amended to reflect the name of the Board in the corresponding table within O. Reg. 135/24, this Board will be known and operate as the Orangeville OPP Detachment Board.

C. Enactment


- 3) By-Laws, sections of By-Laws and procedural policies of

¹ Prior to April 1, 2024, the Orangeville Police Services Board

the Board inconsistent with this By-Law 003-2024 are hereby revised to remove any such inconsistency; and

- 4) This By-Law 003-2024 shall come into force on the date of its enactment.

ENACTED effective the 19th day of November, 2024.



Todd Taylor

Chair,
Orangeville OPP Detachment Board



Vice-Chair
Orangeville OPP Detachment Board



Orangeville OPP Detachment Board Policy

Election Campaign Work and Political Activity

Policy No: D3(b)

Effective Date: May 1, 2018

~~First Current~~ Revision Date: April 1, 2024

Current Revision Date: January 21, 2025

Rescinds all other Policies and Procedures relating to this subject.

1. Policy Statement

- 1.1. This Policy provides direction on the appropriate use of Board resources during an election campaign in accordance with the Municipal Elections Act (the "MEA").
- 1.2. This Policy also provides direction on the extent to which Board members can participate in "political activity" as defined under the Public Service of Ontario Act (the "PSOA") and reflects the provisions of the *Community Safety and Policing Act, 2019* and related regulations (the "CSPA").
- 1.3. According to the analysis in section 2 below:
 - (a) the Board is subject to the municipal elections requirements of the MEA to establish rules and procedures with respect to the use of Board resources during a municipal election campaign period if it is a "local board" as defined under the MEA; and
 - (b) is not subject to the political activity requirements of the CSPA and the PSOA.
- 1.4. The Board has decided to voluntarily comply with the municipal elections requirements of the MEA and therefore this Policy establishes rules and procedures with respect to the use of Board resources during a municipal election campaign period. While not subject to the political activity requirements of the CSPA and the PSOA, the Board has determined that it is desirable to also include in this Policy requirements to cover the political activity of Board members/staff more generally having regard to the member conduct rules in the Code of Conduct (O. Reg. 409/23) (the "Code") using certain provisions of the PSOA as a guideline.

2. Statutory Authority or References

MEA

- 2.1. Section 88.18 of the MEA provides that, before May 1st in the year of a regular election, a "local board" shall establish rules and procedures with respect to the use of board resources during the election campaign period. Local board is defined as a local board defined in the *Municipal Affairs Act* which in turn defines local board to mean:

“...a school board, municipal service board, transportation commission, public library board, board of health, police service board, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof;”

- 2.2. While the Board is not a “police service board” as defined under the CSPA, and is arguably not otherwise included in the above definition of “local board”, under Policy D3(b) the Board has decided to voluntarily comply with the provisions of s.88.18 as a matter of good governance.

CSPA

Police Service Members

- 2.3. Under CSPA s.86 no police officer who is a member of a police service maintained by a police service board shall engage in political activity, except as permitted by the regulations. This section, on its face, applies to Non-OPP police service members and in any event, does not apply to any type of board members.

- 2.4. The political activity of Non-OPP police services is dealt with under O. Reg. 402/23 (Part II - s.3-s.11). The political activity of OPP police services is dealt with under O. Reg. 402/23 (Part III - s.12) as follows:¹

“12. No member of the Ontario Provincial Police shall contravene or fail to comply with any provision in Part V (Political Activity) of the *Public Service of Ontario Act, 2006*.”

Board Members

- 2.5. The above CSPA provisions do not require OPP detachment boards or police service boards to comply with Part V of the PSOA, however, this policy considers the application of the PSOA more generally to determine applicability to the Board.

PSOA

- 2.6. Part V of the PSOA sets out the rules and restrictions for engaging in political activity applicable to “public servants”, defined in ss.2(2) of the PSOA as:

- “1. Every person employed under Part III.
2. The Secretary of the Cabinet.
3. Every deputy minister.
4. Every employee of a public body.
5. Every person appointed by the Lieutenant Governor in Council, the Lieutenant Governor, or a minister to a public body.” *underlining added*

- 2.7. Items 1-3 above are not applicable. With respect to items 4 and 5, a “public body” is defined in clause 8(1.1) (aa) of the PSOA as entities prescribed as public bodies by the regulations under the PSOA (see O. Reg. 146/10). These regulations do not prescribe police services boards or OPP detachment boards as public bodies and therefore PSOA rules and restrictions applicable to political activity do not apply to such boards. . As a result, Board members and staff are not “public servants” and are therefore not subject to PSOA election rules and procedures.

3. Purpose

- 3.1. The purpose of this Policy is to ensure that:

¹ Question - where is the statutory authority to expand CSPA s.86 to include the OPP for purposes of s.86 per O. Reg. 402/23?

- (c) all election candidates are treated fairly and consistently in relation to the use of Board resources to preserve the integrity of both the Board and the electoral process; and
- (d) all Board members and staff comply with the provisions of the Code in connection with any political activity in which they engage.

4. Scope

- 4.1. This Policy will apply to Board members and the Executive Assistant in the conduct of their duties.

5. Definitions

- 5.1. As defined herein.

6. Policy Guidelines

- 6.1. For purposes of this Policy, Board members/staff will be considered to engage in political activity when,²
 - (a) the member/staff does anything in support of, or in opposition to, a federal or provincial political party;
 - (b) the member/staff does anything in support of, or in opposition to, a candidate in a federal, provincial, or municipal election;
 - (c) the member/staff is, or seeks to become, a candidate in a federal, provincial, or municipal election; or
 - (d) the member/staff comments publicly and outside the scope of the duties of his or her position with the Board on matters that are directly related to those duties and that are dealt with in the positions or policies of a federal or provincial political party or in the positions or policies publicly expressed by a candidate in a federal, provincial, or municipal election.
- 6.2. No member of the Board or its staff shall use the facilities, equipment, records, symbols, supplies, services or other resources of the Board or the OPP (including members' personal websites and social media accounts linked through the OPP' website and the OPP' social media accounts) for any election campaign or campaign-related activities.
- 6.3. No member of the Board or its staff shall undertake campaign-related activities on OPP property and OPP property shall not be otherwise used for campaign-related activities.
- 6.4. No member of the Board or its staff shall use the services of Board/OPP staff for any election campaign or campaign-related activities during hours in which Board/OPP staff receive any compensation from the Board/OPP.
- 6.5. No member of the Board or its staff shall use identifiable photographs depicting any member of the Board or its staff in campaign literature or advertising.
- 6.6. No member of the Board or its staff shall purport to express public or private support for an election candidate on behalf of the Board.
- 6.7. No member of the Board or its staff shall engage in political activity in a manner which contravenes the provisions of the Code.
- ~~6.8.~~ Any member of the Board or Board staff who proposes to engage in political activity shall notify the Chair of the Board in writing in advance of any such activity.

² adopted from PSOA definition.

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7. Review and Revision History

Revision Date	Description of Changes
June 7, 2022	Document was revised to reflect a Section 10 PSB with the OPP
September 19, 2023	Updated as part of Board's governance reform project
April 1, 2024	Updated to reflect new CSPA

Approved and ratified by the Board effective ~~January~~ **April 21, 2025**.



Todd Taylor

Todd Taylor – Chair



Ian McSweeney – Vice-Chair



Orangeville OPP Detachment Board Policy

Board Meetings Service Standards Guidelines

Policy No: D3(j)

Effective Date: November 16, 2021

First Current Revision Date: April 1, 2024

Current Revision Date: January 21, 2025

Rescinds all other Policies and Procedures relating to this subject.

1. Policy Statement

- 1.1. This Policy provides guidelines to ensure, as a matter of governance best practices and CSPA compliance, the consistent and timely completion of the steps necessary to prepare for in-camera and public Board meetings, circulate meeting materials and carry out post-meeting tasks and follow up.

2. Statutory Authority or References

- 2.1. CSPA compliance, including s.43.

3. Purpose

- 3.1. These service standards are guidelines to be used by the Executive Assistant and the Board to develop actual task deadline dates each month (based on schedules, weekends, and other considerations) in a format substantially similar to the example monthly service standards deadlines attached Appendix "A".

4. Scope

- 4.1. This Policy will apply to Board Members and the Executive Assistant in the conduct of their duties.

5. Definitions

- 5.1. As defined herein.

6. Policy Guidelines (General)

- 6.1. The Executive Assistant and Members of the Board shall make their best efforts to respond to all communications addressed to them within 24 hours of receipt.
- 6.2. All draft documents are to be prepared in Word format and all final documents are to be prepared in PDF format. All revisions to drafts are to be in track changes format.

- 6.3. All agendas and minutes shall be prepared in standard template format and watermarked “In-Camera” or “Public”, as the case may be, and the in-camera agendas and minutes shall be highlighted in yellow. All references to days and years are to calendar days and years. All minutes and meeting agendas and materials shall be prepared and posted in e-scribe.
- 6.4. As part of each meeting agenda, the Executive Assistant, Chair or Vice-Chair shall report to the Board on compliance with all service standards for the previous period.
- 6.5. Prior to the month in which a public meeting of the Board is scheduled, the Executive Assistant shall complete and circulate Appendix “A” of this Policy to the Chair and Vice-Chair.

7. Pre-Meeting Tasks and Deadlines

- 7.1. No less than 16 days prior to a regular meeting, the Chair shall canvas Board Members for agenda topics and shall circulate (by separate emails – one for in-camera and one for public)-~~circulate~~ to the Executive Assistant and Vice-Chair proposed in-camera and public session agenda topics and related materials. Any Board Member may request a meeting topic be added to an agenda by contacting the Chair or Vice-Chair at or before this time. Except as otherwise provided under ~~the~~ By-Law 001-2024 or, as approved by the Board, all correspondence, notices of motion, and other communication addressed to the Board which are received by the Executive Assistant at least 10 days prior to a regular meeting shall be placed on the meeting agenda and shall be dealt with at the next regular monthly meeting, unless placed on the agenda for an earlier meeting (By- Law 001-2024 s.P1.).
- 7.2. No less than 14 days prior to a regular meeting, the Chair and Executive Assistant shall meet to discuss and finalize agenda topics and materials, as well as invited guests. Public agenda and materials shall include all invoices and special remuneration claims to be considered by the Board for approval. The Chair and Executive Assistant shall co-ordinate who is to invite guests, following which guests shall be invited ASAP, **BUT** in the case of in- camera guests, with limited disclosure of confidential agenda items and materials the guests are not directly participating in. This disclosure is to be discussed and settled by the Chair and Executive Assistant to avoid inadvertent disclosure of confidential information.
- 7.3. No less than 12 days prior to a regular meeting, the Executive Assistant shall circulate to the Chair and Vice-Chair draft session agendas in standard format as close to final as possible, including draft notes with any questions. At that time the Executive Assistant shall include a proposed package of materials for each agenda indexed to each documents corresponding agenda item number.
- 7.4. No less than 10 days prior to a regular meeting, the Chair/Vice-Chair shall provide the Executive Assistant with their revisions/comments on the draft agendas in Word track changes format and shall include a revised indexed package of materials for each agenda incorporating any document additions/deletions or re-numbered indexing as appropriate based on agenda revisions.
- 7.5. No less than 7 days prior to a meeting, the Executive Assistant shall circulate (by e-scribe post or other approved means) to Members final meeting agendas and related packages of agenda materials, all in bookmarked PDF format (By-Law 001-2024 s.P4). Also, the agenda for the public session shall be posted on the Board website.¹

— If agenda revisions are required or additions/deletions required to the agenda package materials prior to the meeting, the changes shall be circulated to members as soon as possible, but such changes may also be made at the meeting through the Chair.

7.6. →

¹ Minimum of 7 days required by CSPA s.43

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7.7. The above requirements apply to special meetings of the Board to the extent circumstances permit and otherwise with reasonable modifications having regard to the amount of time available prior to the special meeting date.

8. Post-Meeting Tasks and Deadlines

- 8.1. No more than 1 day following the Board's approval of all invoices and special remuneration claims, the Executive Assistant shall forward such invoices and claims to the Town Clerk for payment.
- 8.2. No more than 2 days following a regular meeting the Executive Assistant shall arrange for the Chair and Executive Assistant to sign all public and in-camera meeting minutes approved by the Board at the meeting.
- 8.3. No more than 4 days following the Board's approval of public Board meeting minutes, the Executive Assistant shall forward the signed minutes to the Town Clerk for distribution to Council and posting on the Board's website. At that time the Chair shall forward to Town Council a copy of any OPP statistical report presented to the Board at that public meeting.
- 8.4. No more than 4 days following a regular meeting, the Executive Assistant shall provide the Chair and Vice-Chair with draft in-camera and public minutes of the meeting which are as close to final as possible, including draft notes with any questions.
- 8.5. No more than 8 days following a regular meeting the Chair and Vice-Chair shall provide the Executive Assistant with their revisions to the draft minutes.
- 8.6. No more than 12 days following a regular meeting, the Executive Assistant shall provide the Chair and Vice-Chair with final drafts of the minutes to be included on the next appropriate meeting agenda for consideration/approval of the Board.

9. Special Meetings

9.1. The above requirements apply equally to special meetings of the Board selectively, and as appropriate in the circumstances.

10. Special Meetings/Assigned Work Remuneration/Expense Reimbursement

10.1. Special Meetings - In addition to the requirements of Sections 7 and 8 above, the Executive Assistant shall, in accordance with the Board's policy on Special Meeting and Assigned Work Remuneration/Expense Reimbursement, prepare special remuneration claims for Members participating in special meetings for submission to the Board for approval in public session. In the absence of Member signatures, the Executive Assistant or Vice-Chair are authorized to sign such claims on each Member's behalf.

—Assigned Work Remuneration/Expense Reimbursement - other claims for assigned work remuneration/expense reimbursement are to be prepared by Members and submitted to the Executive Assistant within 2 days of the work/expense and can either be signed by the Member or the Executive Assistant or the Vice-Chair on each Member's behalf.

10.2.

11. Review and Revision History

Revision Date	Description of Changes
September 19, 2023	Updated as part of Board's governance reform project
April 1, 2024	Updated to reflect the new CSPA

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January 21, 2025

Updated to reflect e-scribe use

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Approved by the Board on ~~January~~ April 21, 2025



Todd Taylor

Todd Taylor – Chair



Ian McSweeney – Vice-Chair



APPENDIX "A"

Example Monthly Service Standard Deadlines (based on a March 19th meeting)

Pre-Meeting (s.7)

- **Tues. March 3** - Chair circulates to the Executive Assistant and Vice-Chair and Board Members proposed in-camera and public session agenda topics and related materials and asks if there are any other agenda topics. (7.1)
- **Fri. March 6** - Chair and Executive Assistant shall meet to discuss and finalize agenda topics and materials, as well as invited guests. (7.2)
- **Mon. March 9**, - Executive Assistant shall circulate to the Chair and Vice-Chair draft session agendas in standard format as close to final as possible, including draft notes with any questions. At that time the Executive Assistant shall include a proposed package of materials for each agenda indexed to each documents corresponding agenda item number. (7.3)
- **Wed March 11** - Chair/Vice-Chair shall provide the Executive Assistant with their revisions/comments on the draft agendas in Word track changes format and shall include a revised indexed package of materials for each agenda incorporating any document additions/deletions or re-numbered indexing as appropriate based on agenda revisions. (7.4)
- **Thurs. March 12** - the Executive Assistant shall circulate to Members final meeting agendas and related packages of agenda materials, all in bookmarked PDF format (By-law 001-2024 s.P4.). *As well, post agenda package for public meeting on Board website.* (7.5)

Post-Meeting (s.8)

- **Fri March 22**, - all invoices and special remuneration claims, the Executive Assistant shall forward such invoices and claims to the Town Clerk for payment. (8.1)
- **Wed. March 23**, - Executive Assistant shall arrange for Chair and Executive Assistant to sign all public and in-camera meeting minutes approved at the meeting. (8.2)
- **Fri March 24**, - Executive Assistant shall forward the signed approved public minutes from previous month's meeting to the Town Clerk for distribution to Council and posting on the Board's website. (8.3)
- **Fri. March 24**, - Executive Assistant shall provide the Chair and Vice-Chair with draft in-camera and public minutes of the meeting which are as close to final as possible, including draft notes with any questions. (8.4)
- **Wed March 29**, - Chair and Vice-Chair shall provide the Executive Assistant with their revisions to the draft minutes. (8.5)
- **Mon April 3**, - the Executive Assistant shall provide the Chair and Vice-Chair with final drafts of the minutes to be included on the next appropriate meeting agenda for consideration/approval of the Board. (8.6)



Orangeville OPP Detachment Board Policy

Board Executive Assistant – Hiring, Job Description and Performance Review Guidance

Policy No: D3(k)

Effective Date: April 1, 2024

Current Revision Date: January 21, 2025

Rescinds all other Policies and Procedures relating to this subject.

1. Policy Statement

- 1.1. This Policy provides guidelines to Board Members governing the Board's hire of the Board Executive Assistant.

2. Statutory Authority or References

- 2.1. Not Applicable

3. Scope

- 3.1. This Policy will apply to Board Members and the Executive Assistant in the conduct of their duties.

4. Definitions

- 4.1. As defined herein.

5. Policy Guidelines (General)

- 5.1. The process governing the Board's hire of the Board's Executive Assistant shall, unless otherwise determined appropriate by the Board in specific circumstances, include a public job solicitation and qualified candidate vetting, selection and interviews accomplished with the assistance of the Town of Orangeville Human Resources Department.
- 5.2. The Board shall establish an ad hoc committee of at least 2 Board members to participate in the process described above in paragraph 5.1 and report back to the Board with recommendations.
- 5.3. Following receipt of the report described above in paragraph 5.2, the Board shall decide on next steps, including extending an offer of employment to a successful candidate based on a current job description communicated to such candidate.
- 5.4. To provide guidance relating to an offer of employment and job description the Board has adopted the attached template in Appendix "A" - Offer of Employment Letter and attached Schedule "A" Job

Description, Schedule "B" Special Meeting and Assigned Work Remuneration/Expense Reimbursement Policy effective September 19, 2023 and Schedule "C" Board Service Standards Policy effective September 19, 2023.

- 5.5. The successful candidate shall be required to swear an oath of office. (Appendix "B")
- 5.6. The Board shall review the performance of the Executive Assistant annually at the first in-camera meeting of each year. Performance assessments shall be documented using the general format attached as Appendix "C".

6. Review and Revision History

Revision Date	Description of Changes
September 19, 2023	Updated as part of Board's governance reform project
April 1, 2024	Updated to reflect the new CSPA
<u>January 21, 2025</u>	<u>Updated to remove comment boxes</u>

Approved and ratified by the Board effective January-April 21, 2025.



Todd Taylor

Todd Taylor – Chair



Ian McSweeney – Vice-Chair

APPENDIX "A"

Offer of Contract Employment

[Date]

[Name and address]

Dear [insert]:

It is a pleasure to provide you with this offer of contract employment for the position of Executive Assistant with the Orangeville OPP Detachment Board ("Board").

Please review this letter carefully to ensure you understand the terms and conditions of your employment with the Board:

1. You will be engaged to work for the Board in the position of Executive Assistant and you agree to perform the duties and responsibilities on a contract basis as outlined hereto as Schedule "A". The Board shall be entitled to amend your duties and responsibilities from time to time. You will report directly to the Board Chair, and in the Chair's absence, the Vice-Chair.
2. Your remuneration for this position will be \$ [insert amount] per month, pro-rated for any partial month worked. Any payroll deductions required by law will be deducted from your gross wages and remitted as required. In addition, you will be paid at the per diem rate of \$100, less applicable deductions and remittances, for approved special meetings or assigned work both as approved/assigned by the Board in accordance with Board policy [insert policy number] (a copy of which has been provided to you), which contains further information relating to Board member and Executive Assistant compensation.
3. You will also be required to comply with the Board's Meetings Service Standards Policy [insert policy number] and General Service Standards [insert policy number] both revised effective April 1, 2024 (copies of which have been provided to you), providing guidelines to ensure, as a matter of governance best practices, the consistent and timely completion of the steps necessary to prepare for in-cameral and public Board meetings, circulate meeting materials and carry out post-meeting tasks and follow up.
4. Your start date in this position will be [insert date]. The end date for this contract will be [insert date], subject to renewal (which may include amendments) by mutual written agreement and subject to paragraph 5 below. The Manager, Human Resources will make an appointment with you to complete your new hire paperwork and will arrange for training.
5. Your hours of work will be dependent upon the business needs of the Board and may include days, evenings and weekend work.
6. Either party may terminate this contract with two (2) weeks' written notice to the other party. You further confirm that such two (2) weeks' written notice, or pay in lieu of notice, is in full satisfaction of applicable *Employment Standards Act, 2000* (the "ESA"). You further confirm that no further amount of notice, severance pay, or pay in lieu of notice, pursuant to the ESA or at common law is payable.
7. This offer will be conditional upon completion of a satisfactory police check prior to your start date. Please find enclosed with this offer letter of contract employment, a letter requesting a police check be completed by the OPP. Once you have accepted this offer of contract employment, Human Resources will assist you with facilitating your police check. Please note that you are responsible for any costs incurred.

8. You hereby affirm that you have not been charged or convicted with an offence pursuant to the Criminal Code of Canada for which a pardon has not been obtained, and that no pardon which you may have obtained has been revoked, up to and including the date of this affirmation. You acknowledge that if you have not been truthful in this declaration, your employment as Board Executive Assistant may be terminated immediately for cause. You hereby agree to notify the Board Chair immediately if during the course of your employment as the Board Executive Assistant you are charged or convicted with an offence pursuant to the Criminal Code of Canada, or if a pardon which you may have previously obtained is revoked. You acknowledge that if, in such circumstances, you fail to notify the Board Chair, your employment as Board Executive Assistant may be terminated immediately for cause.
9. This position of Board Executive Assistant requires you to hold and maintain a valid Class G Ontario Driver's License.
10. You will be provided with a laptop, printer, printer cartridge as well as an email address for your use as the Board Executive Assistant.
11. The written provisions of this contract shall constitute the full extent of the agreement between the Board and you; regardless of any oral agreements, commitments, or understandings, express or implied, that may arise from time to time, and which may presently or hereafter exist between the Board and you. No waiver or modification of any provision of this contract shall be valid unless in writing and duly executed by both the Board and you.

Please acknowledge acceptance of the above terms of employment by signing and returning a copy of this "Offer of Employment" to **[insert name]** Manager, Human Resources prior to **[insert time and date]** at which time this offer becomes null and void. If you have any questions, please contact **[insert name]** at 519-941-0440 ext. 2241.

[insert name], we wish you all the best in your new position!

Yours truly,

[insert name]

Chair,
Orangeville Police Services Board

I, **[insert]**, accept the contract position of Board Executive Assistant with the Orangeville OPP Detachment Board, and agree to the terms and conditions of employment as stated above.

By signing this offer, I agree to abide by the policies and procedures of the Board, knowing that the Board reserves the right to amend, revoke or introduce new policies and procedures as may be necessary from time to time.

Signed and dated this ____ day of _____. 202_.

[insert name]



Schedule "A"

Job Description

Job Title: Executive Assistant – Part-time (One Year Contract)
Reports To: Chair, Orangeville OPP Detachment Board
Job Description Date: January 2, 2020

Job Purpose:

Responsible for providing executive and administrative support to the Orangeville OPP Detachment Board ("Board").

Duties and Responsibilities:

Board/Committee Meetings

- Administers and coordinates Board and Committee meetings including agenda preparation and delivery, posting to the website, coordinating delegates, notifying interested stakeholders, reporting out and tracking outstanding matters in accordance with Board By-Law 001-2024.
- Attends meetings, records and prepares minutes.

Records Management/Freedom of Information (FOI)

- Maintains Board records including agendas, minutes, correspondence, policies, by-laws and agreements in accordance with Board By-law 002-2024, Assists Town Clerk's Office, as required, to coordinate and process FOI requests. Completes and files annual report.

Administration

- Coordinates maintenance of the Board webpage with the Town Clerk's Office and the Orangeville Dufferin OPP, creating and updating information, as necessary.
- Responds to enquiries from and liaises with the general public, other levels of government, OPP and Town staff, both on the telephone and in person regarding all aspects of the operation of the Board.
- On behalf of the Board and its members, prepares correspondence and monitors any follow up action that may be required.
- Assists the Board with Ontario Association of Police Service Boards, Zone 5 and

other matters.

- Organizes and coordinates meetings in consultation with the Chair.
- Develops and coordinates Board Member orientation.
- Coordinates and schedules Board/Committee meetings and events.
- Arranges Board-approved member attendance at events and conferences.
- Prepares and coordinates notices or advertisements in the local media.
- Monitors and authorizes payment of accounts in accordance with Board policy.
- Performs other duties as assigned by the Board from time to time.
- Keeps track of, and reports to Town Finance, approved special meeting remuneration for Board members.
- Completes and submits to the Board the Board Semi Annual Remuneration Report and the Board Final Annual Remuneration Report.
- Complete and submit to the Board at each regular Board meeting the Action Register
- Complete and circulate the meeting service standards for the next regular Board meeting following the last meeting.
- Maintain the Board policies and review for revisions as required as well as draft or revise Board policies as required.

Confidential Information:

This position has access to highly sensitive and confidential information, including information related to closed meetings of the Board.

Supervision/Staff

Direct report to the Board – no staff to supervise.

Position Requirements:

Education/Knowledge

Minimum grade 12, but Community College diploma in Public Administration, Office Administration or legal related field preferred.

Demonstrated knowledge of Ontario police or policing board policy and procedures as it relates to Board administration preferred.

Completion of, or willingness to complete online, Parliamentary Procedures course. The Board will fund registration cost - [https://www.amcto.com/Education-Events/Education-Programs/Parliamentary-Meeting-Protocol-Course-\(PMPC\)](https://www.amcto.com/Education-Events/Education-Programs/Parliamentary-Meeting-Protocol-Course-(PMPC))

Experience

Minimum two (2) years of progressive, related and demonstrated work experience. Knowledge and experience with the *Community Safety and Policing Act, 2019/Police Services Act* and the *Municipal Freedom of Information and Protection of Privacy Act* preferred. Experience in the preparation & submission of municipal grants would be an asset.

Job Skills

Demonstrated organizational and critical thinking skills.

Demonstrated ability to work independently to complete tasks and work with a high degree of accuracy and to complete work within time constraints.

Excellent interpersonal, writing skills, priority setting and records retention skill with the ability to respect confidentiality.

Computer proficiency in MS Office (Word, Excel, Outlook and PowerPoint) and related information systems.

Mental Effort

Focused attention to details required to prevent errors. High levels of concentration during Board/Committee meetings.

Physical Effort

- Sitting for long periods of time. Can change positions frequently unless during a Board/Committee meeting.
- Filing
- Photocopying

Health and Safety:

Working environment contains the usual risks/discomforts. Provides support assistance to the public with ultimate responsibility to the Board.

Job Locations:

Meetings

[In-person meetings TBD in Orangeville]

Meetings may also occur electronically.

General Office Environment

Regular Board meetings are generally scheduled every 2nd month at 4:00 p.m. Special meetings of the Board and Committee meetings may be held from time to time as determined by the Chair/Board.

Work schedule is generally flexible.

Compensation:

An honorarium of \$ **[insert amount]** per month plus an additional \$100 for preparation, attendance and minutes relating to any special OPSB/Committee meetings. Compensation will be net of applicable deductions and remittances.

Approvals:

Chair, Orangeville Police Services Board

Date



Schedule "B"

Orangeville OPP Detachment Board Policy

Special Meeting and Assigned Work Remuneration/Expense Reimbursement

TO BE ATTACHED



Schedule "C"

Orangeville OPP Detachment Board Policy

Board Meeting Service Standards Guidelines

TO BE ATTACHED



APPENDIX "B"

Oath and Affidavit

I, _____

of, _____

(address)

solemnly swear (affirm) that:

- a. I will uphold the Constitution of Canada, which recognizes and affirms Aboriginal and treaty rights of Indigenous peoples, and that I will, to the best of my ability, discharge my duties as Executive Assistant to the Orangeville OPP Detachment Board faithfully, impartially and according to the *Community Safety and Policing Act, 2019*, any other Act, and any regulation, rule or by-law; and
- b. that I will not disclose any information obtained by me in the course of my duties as Executive Assistant to the Board, except as I may be authorized or required by law.

So help me God. *(Omit this line in an affirmation.)*

Sworn/Affirmed before me at the _____)

Town of Orangeville, in the County of _____)

Dufferin, this ___ day of _____, 20___)

Signature

Commissioner of Oaths in and

for the Province of Ontario

Commissioner Signature



Orangeville OPP Detachment Board Policy

Strategic Plan, Local Action Plan Planning and Minister Policies

Policy No: D3(p)

Effective Date: April 1, 2024

Current Revisions Date: January 21, 2025

Rescinds all other Policies and Procedures relating to this subject.

Whenever reference is made to "Detachment Commander" ("DC"), the term is intended to include the Ontario Provincial Police ("OPP") more generally to the extent the actual responsibility/authority relating to the establishment of policies, procedures and processes lies at more senior levels within OPP management or as otherwise may be required under the *Community Safety and Policing Act, 2019* and regulations (collectively the "CSPA").

1. Policy Statement

1.1. Minister Policies

- (a) CSPA ss.60(1) requires the Minister to establish policies respecting:
- (i) the provision of "adequate and effective policing"¹ by the Commissioner in accordance with the needs of the population in the areas for which the Commissioner has policing responsibility;
 - (ii) disclosure by the Commissioner of personal information about individuals;
 - (iii) investigative services that the Commissioner must provide to other police services;
 - (iv) the handling of discipline within the OPP;
 - (v) subject to the regulations, and unless such indemnification is provided for by an agreement made under the *Ontario Provincial Police Collective Bargaining Act, 2006*, the indemnification of members of the OPP for legal costs;
 - (vi) any other matters related to the OPP or the provision of policing by the Commissioner; and
 - (vii) any other prescribed matters (CSPA s.60(1)(f)):
 - ss.24(1) of the Adequate and Effective Policing (General) O. Reg. 392/23
 - policy on the publication of crime analysis, call analysis and public disorder analysis data, and of information on crime trends – policy must require that the data and information be published annually on the internet.(ss.24(2)); and
 - s.24 of Police Investigations O. Reg. 395/23
 - policy on the conduct of investigations.

1.2. Minister's Four Year Strategic Plan

- (a)** CSPA s.61 requires the Minister to prepare and adopt a Strategic Plan every four years

¹ CSPA s.11

for the provision of policing by the Commissioner. The Strategic Plan informs the formation of regional action plans by the OPP which in turn inform the formation of local detachment action plans (see section 1.3 below (CSPA s.70)) for the detachments within each region.

~~(a)~~(b) The Strategic Plan must comply with any prescribed regulations and must address at least the following matters:

- (i) how the Commissioner will ensure the provision of adequate and effective policing in accordance with the needs of the population of the areas for which he or she has policing responsibility;
- (ii) the objectives, priorities and core functions of the OPP;
- (iii) quantitative and qualitative performance objectives and indicators of outcomes relating to all of the factors listed in paragraph 6.1(c), (d) and (e) below for the "Local Action Plan":
- (iv) information technology;
- (v) resource planning;
- (vi) police facilities; and
- ~~(vii)~~ ^(vii) any other prescribed matters.

~~(b)~~(c) The Minister must publish the Strategic Plan on the internet.

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1.3. DC's Local Action Plan

- (a) From the Strategic Plan DCs develop a Local Action Plan establishing local police services objectives and priorities as required under CSPA s.70 (see below).
- (b) As part of the Board's role under CSPA ss.68(1)(b) and in conjunction with its role in developing the Local Action Plan, the Board must determine objectives and priorities for the detachment, not inconsistent with the Strategic Plan prepared by the Minister, after consultation with the DC or his or her designate and advise the DC with respect to policing provided by the detachment.
- (c) This Policy and Policy D3(r) outline the protocol for preparation and disclosure of the DC's Local Action Plan in accordance with CSPA requirements.

2. Statutory Authority or References

- 2.1. CSPA s.61, s.68 and 70; OPP Agreement

3. Purpose

- 3.1. Board compliance relating to the CSPA requirement that the DC prepare a Local Action Plan at least once every four years.

4. Scope

- 4.1. This Policy will apply to the DC, Board Members and the Executive Assistant in the conduct of their duties.

5. Definitions

- 5.1. As defined herein.

6. Policy Guidelines – DC's Local Action Plan Development

General

- 6.1. The Board shall review all applicable Ministerial policies applicable to OPP detachment

boards.

- 6.2. Upon publication of the Strategic Plan, the Board will provide a copy to Town Council.
- 6.3. CSPA s.70 requires that at least every four years (or where there is an amendment to the Minister's Strategic Plan), the DC must prepare, adopt, review and revise a Local Action Plan for the provision of policing in the community. The Action Plan is informed by the OPP's Regional Action Plan and must be prepared in accordance with any prescribed regulations and must address at least the following matters:
- (a) how adequate and effective policing will be provided in the community served by the detachment, in accordance with the needs and diversity of the community;
 - (b) the objectives and priorities for the detachment determined by the Board and such other objectives and priorities determined by the DC;
 - (c) quantitative and qualitative performance objectives and indicators of outcomes relating to:
 - (i) the provision of community-based crime prevention initiatives, community patrol and criminal investigation services;
 - (ii) community satisfaction with the policing provided;
 - (iii) emergency calls for service;
 - (iv) violent crime and clearance rates for violent crime;
 - (v) property crime and clearance rates for property crime;
 - (vi) youth crime and clearance rates for youth crime;
 - (vii) police assistance to victims of crime and re-victimization rates;
 - (viii) interactions with persons described in paragraphs (d) and (e) below;
 - (ix) road safety; and
 - (x) any other prescribed matters.
 - (d) interactions with:
 - (i) youths;
 - (ii) members of racialized groups; and
 - (iii) members of First Nation, Inuit and Métis communities.
 - (e) interactions with persons who appear to have a mental illness or a neurodevelopmental disability.

Consultations

- 6.4. Under CSPA ss.70(2) the Local Action Plan must also provide an overview of the consultations that were conducted by the DC under CSPA ss.70(3) below and state whether and, if applicable, how the needs and concerns regarding policing identified during the consultations have been addressed by the Local Action Plan.
- 6.5. CSPA ss.70(3) requires the DC to consult the following stakeholders in preparing or revising the Local Action Plan:
- (a) the Board;
 - (b) Town Council (and other municipal councils served by the detachment);
 - (c) the band councils of any First Nations that receive policing from the detachment;
 - (d) groups representing diverse communities in the area that receives policing from the detachment;
 - (e) school boards, community organizations, businesses and members of the public in the area that receives policing from the detachment; and
 - (f) any other prescribed persons, organizations or groups.

Considerations

- 6.6. CSPA ss.70(4) requires the DC to consider the following, at a minimum, in preparing or revising the Local Action Plan:

- (a) the results of the consultations conducted under CSPA ss.70(3);
- (b) any community safety and well-being plans adopted by the municipalities or First Nations that receive policing from the detachment; and
- (c) the needs of members of diverse communities in the area that receive policing from the detachment, including the needs of members of racialized groups and of First Nation, Inuit and Métis communities.

Submission of Draft

- 6.7. CSPA ss.70(5) and (6) require the DC to submit a draft of the new or amended Local Action Plan to the Board before it is finalized and allow the Board to make comments on the draft within 60 days after receipt. The DC must then consider the Board's comments on the draft, if any, and revise the Local Action Plan if the DC determines it to be appropriate.
- 6.8. Upon receipt of this draft, the Board will provide a copy to Town Council for input the Board may incorporate into its comments back to the DC under paragraph 6.5.

Posting Final Local Action Plan

- 6.9. Under CSPA ss.70(7) the final Local Action Plan must be published on the internet in accordance with any regulations made by the Minister.
- 6.10. The DC shall advise the Board when this posting is made and the Board, in turn, will advise Town Council.

Board and DC to Confer

- 6.11. The Board and the DC will confer in January of each year to discuss the Strategic Plan and Local Action Plan related actions that may be required in the year.

Progress Reports

- 6.12. It is the DC's practice to issue Action Plan Progress Reports annually to provide updates on the latest Local Action Plan to the community. These Progress Reports are included in the Board's Annual Report to Town Council (see **Policy D3(r)**).

7. Review and Revision History

Revision Date	Description of Changes
September 19, 2023	Updated as part of the Board's governance reform project
April 1, 2024	Updated to reflect new CSPA
<u>January 21, 2025</u>	<u>Updated to reflect changes to governance memo and Regional Action Plans</u>

Approved and ratified by the Board effective January ~~April~~ 21, 2025.


Todd Taylor

Todd Taylor - Chair



Ian McSweeney - Vice-Chair



Orangeville OPP Detachment Board Policy

Relevant Reports Required under the CSPA

Policy No: D3(q)

Effective Date: April 1, 2024

Current Revision Date: January 21, 2025

Rescinds all other Policies and Procedures relating to this subject.

Whenever reference is made to “Detachment Commander” (“DC”), the term is intended to include the Ontario Provincial Police (“OPP”) more generally to the extent the actual responsibility/authority relating to the establishment of policies, procedures and processes lies at more senior levels within OPP management or as otherwise may be required under the *Community Safety and Policing Act, 2019* and regulations (collectively the “CSPA”).

1. Policy Statement

- 1.1. Under the CSPA there are a number of reports required from various entities, including the Board, that are directly relevant to Board governance. This policy describes these reports and outlines the Board’s involvement.

2. Statutory Authority or References

- 2.1. CSPA s.9, 58, 61, 68, 70, 103, 107, 111-128, 132, 133, 144 and 254.

3. Purpose

- 3.1. The Board’s public accountability responsibilities require it to receive, review or prepare certain reports under the CSPA which includes information described herein.

4. Scope

- 4.1. This Policy will apply to the DC, Board Members and the Executive Assistant in the conduct of their duties.

5. Policy Guidelines

Reports to be Obtained and Received on Request by the Board

- 5.1. CSPA s.9 internal report to Minister on personal information collection under CSPA s.5 and regulations due by April 1, 2026.

- 5.2. CSPA s.58 Annual Report of the Commissioner to the Minister and posted on the internet by June 30 that addresses at least:
 - (a) the implementation of the Minister's Strategic Plan (CSPA s.61) and the achievement of the performance objectives identified in the Strategic Plan;
 - (b) the affairs of the OPP; and
 - (c) any other prescribed matters.
- 5.3. CSPA s.61 requires the Minister to prepare and adopt a Strategic Plan every four years for the provision of policing by the Commissioner. This report must be published on the internet. The Strategic Plan informs the formation of regional action plans by the OPP which in turn inform the formation of local detachment action plans (see section 5.11 below (CSPA s.70)) for the detachments within each region.
- 5.4. CSPA s.103 Annual Report of the Inspector General to the Minister and posted on the internet by June 30 that addresses at least:
 - (a) the activities of the Inspector General, including, inspections conducted, complaints dealt with under s.106 and s.107, notifications sent to the Complaints Director or the SIU Director, directions issued under s.125 and measures imposed under section 126;
 - (b) the compliance of the police service boards, O.P.P. detachment boards, First Nation O.P.P. boards, chiefs of police, special constable employers, police services and prescribed policing providers with the CSPA and regulations; and
 - (c) any other prescribed matters.
- 5.5. CSPA ss.107(8) report of the Minister to the Inspector General following the Minister's review of a complaint received by the Minister under ss.107(6) regarding the Minister's policies or the procedures established by the Commissioner and report back to the Inspector General about any steps taken in response to the complaint.
- 5.6. S.111-128 Inspection Reports to the Inspector General.
- 5.7. Complaints Director
 - (a) CSPA ss.132(1)(c) Statistical Report for the purpose of informing the evaluation, management and improvement of policing in Ontario and the management of public complaints under Part X;
 - (b) CSPA s.133 Systemic Review Reports, recommendations and responses;
 - (c) CSPA s.144 Annual Report to the Minister on the affairs of the Law Enforcement Complaints Agency,
 all to be posted on the internet.
- 5.8. Local Action Plan Progress Reports issued annually by the DC to provide updates on the latest Local Action Plan to the community.

Reports to the Board

- 5.9. CSPA ss.68(1)(e)/68(2) DC reports to the Board, as requested by the Board, regarding the policing provided by the detachment.

Reports Prepared by, or in Consultation with, the Board

- 5.10. CSPA ss.68(1)(f) Board Annual Report to the Town by June 30 regarding the policing provided by the detachment.
- 5.11. CSPA s.70 requires that at least every four years (or where there is an amendment to the Minister's Strategic Plan), the DC must prepare, adopt, review and revise a Local Action Plan for the provision of policing in the community. This Local Action Plan is informed by the OPP's Regional Action Plan and must be in accordance with any prescribed regulations. CSPA ss.70(3) requires the DC to consult the following stakeholders in preparing or revising the Local Action Plan:
 - (a) the Board;

- (b) Town Council (and other municipal councils served by the detachment);
- (c) the band councils of any First Nations that receive policing from the detachment;
- (d) groups representing diverse communities in the area that receives policing from the detachment;
- (e) school boards, community organizations, businesses and members of the public in the area that receives policing from the detachment; and
- (f) any other prescribed persons, organizations or groups.

5.12. CSPA ss.107(7) reports of the Board to both the Inspector General and the Minister following the Board's review of a complaint received by the Board under ss.107(6), relating to Board policies or procedures, advising the Inspector General and the Minister about any steps taken by the Board in response to the complaint.

5.13. CSPA s.122 directions from Inspector General:

- (a) requiring a Board member to decline to exercise their powers or perform their duties as a member of the Board from the period that begins at the outset of an investigation into the member's conduct under Part VII; or
- (b) if as a result, the Board does not have enough members to constitute a quorum, the Inspector General may appoint additional members necessary to constitute a quorum.

Community Safety and Well-Being Plan

5.14. CSPA s.254 provides that a municipality that has adopted a community safety and well-being plan shall, in accordance with the regulations made by the Minister, if any, monitor, evaluate and report on the effect the plan is having, if any, on reducing the prioritized risk factors and post the report on the internet.

5.15. A community safety and well-being planner shall report to the Minister as required by the Minister.

5.16. The Board shall receive a copy of these reports when published.

See also Board Information Sharing Policy D3(r)

~~6.~~ **Review and Revision History**

~~6.~~

Revision Date	Description of Changes
April 1, 2024	New to reflect CSPA
January 21, 2025	Updated to reflect changes to governance memo and Regional Action Plans

Approved and ratified by the Board effective ~~January April~~ **21, 2025**.

Todd Taylor
Todd Taylor

Todd Taylor – Chair



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Ian McSweeney – Vice-Chair



Orangeville OPP Detachment Board Policy Protocol for Information Sharing

Policy No: D3(r)

Effective Date: September 19, 2023

~~First Current~~ Revision Date: April 1, 2024

Current Revision Date: January 21, 2025

Rescinds all other Policies and Procedures relating to this subject.

Whenever reference is made to "Detachment Commander" ("DC"), the term is intended to include the Ontario Provincial Police ("OPP") more generally to the extent the actual responsibility/authority relating to the establishment of policies, procedures and processes lies at more senior levels within OPP management or as otherwise may be required under the *Community Safety and Policing Act, 2019* and regulations (collectively the "CSPA").

1. Policy Statement

1.1. The Board desires to establish a protocol with the Town of Orangeville (the "Town") that addresses:

- (a) the sharing of information with the Town, including the type of information and the frequency for sharing this information; and
- (b) the dates by which reports described in **Policy D3(q)** will be provided to the Town.

1.2. In addition,

- (a) CSPA s.70 requires the DC to consult with the Board, Town Council, community school boards, community organizations and groups, businesses, and members of the public in the municipality it serves during the development of the Local Action Plan.
- (b) The Board's Policy on Sharing Crime, Call and Public Disorder Analysis **Policy D3(n)** requires the DC to provide crime, call and public disorder analysis data and information on crime trends (collectively "Crime Information") as requested to the Board and periodically throughout the year at Board public meetings and this information is included in the Board's Annual Report required under CSPA s.68(1)(f) (see paragraph 7 below).

~~(c)~~ The Board also shares the Crime Information with Town Council, school boards, community organizations and groups, businesses, and members of the public in the

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municipality served by the Dufferin County Detachment by posting the information on its website and by_

2. Statutory Authority or References

See above.

3. Purpose

3.1. The Board desires to establish an information sharing protocol with the Town.

4. Scope

4.1. This Policy will apply to the DC, Board Members, and the Executive Assistant in the conduct of their duties.

5. Applicable Definitions

5.1. As defined herein.

6. Information Sharing Protocol

6.1. The Executive Assistant and the Town Clerk shall jointly undertake to:

- (a) create a schedule in December of each year of the dates, times, and locations of each public meeting of the Board for the forthcoming year, and to circulate this schedule to Board members and members of Town Council and to post the schedule on the Board's website prior to January 1st;
- (b) circulate copies of the Board's public meeting agenda sheet on or before the Friday prior to each such meeting to Board members and to members of Town Council; and
- (c) provide copies of the Board's public meeting minutes at the first meeting of Council following the Board's approval of such minutes.

6.2. The Board and the DC may host such public information sessions on the current policing issues in the community as the Board deems necessary.

6.3. The Board shall:

- (a) provide to Town Council, through the office of the Town Clerk:
 - (i) a copy of the Strategic Plan upon publication by the Minister;
 - (ii) the draft Local Action Plan submitted to the Board by the DC under CSPA ss.70(5) and (6) for input the Board may incorporate into its comments back to the DC under CSPA s.70(4);
 - (iii) notice of the DC's publication of the final Local Action Plan per CSPA s.70(7);
 - (iv) Crime Information described in **Policy D3(n)**, including:
 - CSPA ss.68(2) DC reports to the Board, as requested, regarding the policing provided by the detachment; and
 - CSPA ss.68(1)(f) Board Annual Report to the Town, by June 30, regarding the policing provided by the detachment (see paragraph 7 below),
 - (v) all other reports described in **Policy D3(q)** which are received by the Board at a public meeting.

7. Board Annual Report

~~(v)~~ 7.1. Under ss.68(1)(f) of the CSPA, most of which came into force on April 1, 2024, the Board is required provide an annual report to Orangeville Town Council regarding the policing provided by the Dufferin Detachment of the OPP in our community.

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7. Board Annual Report

Under ss.68(1)(f) of the Community Safety Policing Act, 2019 (CSPA), most of which came into force on April 1, 2024, the Board is required to provide an annual report to Orangeville Town Council regarding the policing provided by the Dufferin Detachment of the OPP in our community.

~~7.1.~~

~~7.2.~~ This report is composed of two main parts:

~~7.2.~~

(a) **Part 1** - any local initiatives that the Board has prioritized in consultation with the DC, including, for example, budgeting and community engagement activities of the Board, Crime Information described in **Policy D3(n)** not included in Part 2 (below) and any additional information Town Council has requested be included in the report, including:

- (i) the latest Board Action Register showing Board projects and status; and
- (ii) the latest Board General Service Standards Workplan in the form attached to **Policy D3(t)** as Appendix "A".

(b) **Part 2** - an operational portion which includes provincial and local information on policing provided by the Ministry, the OPP and the DC consisting of the following:

- (i) a copy of the most recent Strategic Plan issued by the Minister under CSPA s.61;
- (ii) a copy of the most recent Regional Action Plan prepared by the OPP and a copy of the Local (Dufferin) Action Plan prepared by the DC in consultation with the Board under CSPA s.70;
- (iii) a copy of the most recent annual Progress Report prepared by the Dufferin Detachment of the OPP relative to the most recent Local Action Plan (see also **Policy D3(p)** and **Policy D3(r)**);
- (iv) copies of the DC's quarterly reports received by the Board at its meetings;
- (v) a copy of the OPP Commissioner's Annual Report issued under CSPA s.58; and
- (vi) a copy of **Policy D3(g)** Relevant Reports Required under the CSPA to permit Town Council to request the Board to provide any additional CSPA report available to the public.

~~(a) **Part 1** - an operation portion prepared by the Detachment Commander which will consist of the following:~~

- ~~(i) a copy of the most recent Strategic Plan issued by the Minister under CSPA s.61;~~
- ~~(ii) a copy of the most recent Local Action Plan prepared by the Detachment Commander in consultation with the Board under CSPA s.70;~~
- ~~(iii) a copy of the most recent annual Progress Report prepared by the Dufferin Detachment of the OPP relative to the most recent Local Action Plan (see also **Policy D3(p)** and **Policy D3(r)**);~~
- ~~(iv) copies of the Detachment Commander's reports received by the Board at its meetings;~~
- ~~(v) a copy of the OPP Commissioner's Annual Report issued under CSPA s.58; and~~
- ~~(vi) a copy of **Board Policy D3(g)** Relevant Reports Required under the CSPA to permit Town Council to request the Board to provide any additional CSPA report available to the public.~~

~~(b) **Part 2** - any local initiatives that the Board has added in consultation with the Detachment Commander, including, for example, budgeting and community engagement activities of the Board, Crime Information described in **Policy D3(n)** not included in Part 1 and any additional information Town Council would like to see in the report.~~

7.3. To the extent the latest Regional/Local Action Plan/Progress Report is not available from the DC by June 30th in any year, the Board should, nevertheless, prepare and submit the most recent available copy of such document with an explanation for the delay, a partial Annual Report to Town Council containing whatever Part 2 information is available, and an undertaking to forward any missing Part 1 information when received by the Board in final form from the DC Detachment Commander.

8. Review and Revision History

Revision Date	Description of Changes
September 19, 2023	Updated as part of the Board's governance reform project
April 1, 2024	Updated to reflect new CSPA
January 21, 2025	Updated to reflect Board's Annual Report changes

Approved and ratified by the Board effective January 2 April 1, 2025.

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Todd Taylor

Todd Taylor-Chair



Ian McSweeney - Vice-Chair

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Orangeville OPP Detachment Board Policy

Board General Service Standards Guidelines

Policy No: D3(t)

Effective Date: September 19, 2023

~~First Current~~ Revision Date: April 1, 2024

Current Revision Date: January 21, 2025

Rescinds all other Policies and Procedures relating to this subject.

1. POLICY STATEMENT

- 1.1. The Board has police services oversight responsibilities as an “OPP detachment board” under the *Community Safety and Policing Act, 2019* and regulations (collectively the “CSPA”) which relate to the provision of police services to the Town of Orangeville by the Dufferin County Detachment of the Ontario Provincial Police (“OPP”).
- 1.2. To facilitate Board compliance with its roles and obligations as an OPP detachment board in accordance with the CSPA the Board has adopted best practices governance protocols, by-laws and policies which are consolidated under a Board Governance Memorandum effective September 19, 2023, and revised April 1, 2024 and January 21, 2025.
- 1.3. This Policy provides general service standards guidelines which, in addition to those set out in the Policy on Board Meetings Service Standards Guidelines (**Policy D3(j)**), are adopted to ensure the consistent and timely completion of the steps necessary to effect ongoing compliance with the Board’s general governance obligations under the Memorandum.

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2. STATUTORY AUTHORITY AND OTHER REFERENCES

- 2.1. CSPA; Board Governance Memorandum (including attachments)

3. PURPOSE

- 3.1. These service standards are guidelines to be used by the Executive Assistant and the Board to develop actual task deadline dates each month (based on schedules, weekends and other considerations) in a format substantially similar to the example month-by-month service standards Workplan attached as Appendix “A” (Example

Workplan of General Service Standards Tasks and Deadlines 2024). At the end of each year the Executive Assistant will prepare a new Workplan based on the meeting schedule for the coming year.

4. SCOPE

4.1. The outlined service standards guidelines will apply to Board members and the Executive Assistant in the conduct of their respective duties.

5. DEFINITIONS

5.1. As defined herein.

6. POLICY GUIDELINES (GENERAL)

6.1. The Executive Assistant and Members of the Board shall make their best efforts to respond to all communications addressed to them within 24 hours of receipt.

6.2. All draft documents are to be prepared in Word format and all final documents are to be prepared in PDF format. All revisions to drafts are to be in track changes format.

6.3. All references to days and years are to calendar days and years.

7. COMPLIANCE WITH CSPA, BOARD POLICIES AND BY-LAWS

7.1. Board/Committee members and the Executive Assistant shall comply with all CSPA, Board Policy and By-Law requirements.

8. Action Register and Workplan

Action Register

8.1. The Executive Assistant and the Chair/Vice-Chair shall develop and maintain an Action Register which records Board special project assignments and shows specific details and timing of the tasks associated with such projects as well as the individuals responsible for each task.

8.2. The Action Register shall be presented to the Board for review and approval at every meeting of the Board (subject to any required edits at public meetings to reflect any in-camera-related items).

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Workplan

8.3. The Executive Assistant and the Chair/Vice-Chair (or their delegate) shall develop and maintain a detailed annual Workplan based upon compliance with the requirements of this Policy in the form set out (example 2024) in Appendix "A" attached hereto, which shall show the specific details and timing of all required tasks.

8.4. The Workplan shall be presented to the Board for review and approval at the last meeting of the year prior to its effective date and shall be reviewed at every public meeting of the Board.

9. Review and Revision History

<u>Revision Date</u>	<u>Description of Changes</u>
<u>September 19, 2023</u>	<u>Updated as part of the Board's governance reform project</u>
<u>April 1, 2024</u>	<u>Updated to reflect new CSPA</u>
<u>January 21, 2025</u>	<u>Updated to reflect Action Register and Workplan revisions</u>

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Approved and ratified by the Board effective January 21, 2025.



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Todd Taylor – Chair

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Ian McSweeney – Vice-Chair

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9. Review and Revision History



Orangeville OPP Detachment Board Policy

**ORANGEVILLE OPP DETACHMENT BOARD GENERAL SERVICE STANDARDS WORKPLAN
APPENDIX "A"**

Governance/Policy Subject	Monitor (M) Review/Receive (R)	Q1	Q1	Q2	Q3	Q4			
		April-June		July-Sept	Oct-Dec	Jan-Mar			
	Prepare (P) Approve (A)	Meeting Date							
		May 21/24	June 18/24	Sept 17/24	Nov 19/24	TBD 2025			
1.0 Annual Board Governance Review									
1.1 Review Board Governance Memo, Policies and By-Laws	RA				X				
1.2 Review Board composition/appointments re any vacancies	M					X			
1.3 Board Chair/Vice-Chair elections	A					X			
1.4 Code of Conduct D3(c)	R					X			
1.5 Obtain OPP Equal Opportunity, Discrimination and Workplace Harassment policies D3(a)	MR					X			
1.6 Election Campaign/Political Activity D3(b)	MR B4 Election								
2.0 Receive Reports/Directions									
2.1 s.9 Report to Minister by person conducting review (not the Board) on personal information collected under s.5 April 1/24-Mar 30/26 – posted on internet	MR								
2.2 Annual Commissioner Report (s.58) – posted on internet	R			X June 30th					
2.3 Periodic DC Reports to Board as requested (ss.68(1)-(3))	R	X	X	X	X	X	X	X	X
2.4 s.103 Annual Report of Inspector General – posted on internet	R			X June 30th					



Orangeville OPP Detachment Board Policy

**ORANGEVILLE OPP DETACHMENT BOARD GENERAL SERVICE STANDARDS WORKPLAN
APPENDIX "A"**

2.5 Annual Local Action Plan Progress Reports	MR							
3.0 Any Complaints								
3.1 s.107(8) Minister Report to Inspector General re any s.107(6) complaint	MR							
3.2 s.122 Any direction from Inspector General suspending member/any s.111-128 Inspection Reports to the Inspector General	MR							
3.3 ss.107(7) Report re any ss.107(6) complaint	See 5.2 below							
3.4 Receive any Part VII-X reports affecting Board	MR							
4.0 Community Safety and Well-Being Plan								
4.1 Community Safety and Well-Being Plan from Council every 4 years (s.254)	MR							
5.0 Prepare Reports								
5.1 Annual Board Report to Town (ss.68(1)) Parts 1 and 2	PA	X June 30th						
5.2 ss.107(7) Report re any ss.107(6) complaint	PA							
6.0 Strategic Plan and DC Action Plan								
6.1 Strategic Plan (every 4 years) (s.61)	MR							
6.2 DC Local Action Plan (every 4 years)	MRPA							X
(a) Board/DC consultations (ss.70(2))	MPRA							
(b) Board receives draft local Action Plan (ss.70(5)/(6)) and shares with Council	MPRA							
(c) Board provides comments to DC	MPRA							



Orangeville OPP Detachment Board Policy

**ORANGEVILLE OPP DETACHMENT BOARD GENERAL SERVICE STANDARDS WORKPLAN
APPENDIX "A"**

7.0 Board Training and Education								
7.1 Check compliance Policy D3(e)	MR	X	X	X	X	X		
7.2 Chair/Vice-Chair Governance Training refresher	RP					X		
7.3 New Member Orientation	RP							
8.0 Board Local Policies								
8.1 Semi-annual DC confirmation under ss.69(4) re non-compliant local policies per ss.69(2)	MR		X			X		
9.0 Board Funding								
9.1 Board ss.71(1) and (2) estimates prep and submission to Town, subject to arbitration under ss.71(4)	PA				X			
10.0 Action Register and Workplan								
10.1 Action Register	MRPA	X	X	X	X	X		
10.2 Workplan	MRPA	X	X	X	X	X		
11.0 Special Projects								
11.1 Special project progress reports	RPA	X	X	X	X	X		
12.0 Community Awareness Initiative								
12.1 Report on Initiatives								



By-Law No. 002-2025
(Amended and Restated as at January 21, 2025)

A By-Law to repeal and replace By-Law 002-2024 being a By-Law governing the retention and destruction of Orangeville OPP Detachment Board (the “Board”)¹ records

A. Preamble

WHEREAS prior to April 1, 2024 the Board was a “local board” under Section 1(1) of the *Municipal Act, 2001*, S.O. 2001, c.25 (the “Act”);

AND WHEREAS Section 254(2) of the Act requires “local boards” to retain and preserve their records in a secure and accessible manner;

AND WHEREAS Section 255(6) of the Act exempts law enforcement records from the jurisdiction of the municipality and thus requires that local policing boards establish retention periods for their law enforcement records;

AND WHEREAS effective April 1, 2024 under the *Community Safety and Policing Act, 2019* (CSPA) the Board is not a “police service board” and therefore ceased to be a “local board” under the Act;

AND WHEREAS having regard to the above, it continues to be the policy of the Board to provide for the retention, preservation and destruction of its records based on the requirements of the Act and to provide public access to such records in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, 1989* (the “MFIPPA”) through:

1. Board By-Law 002-2025 with respect to the retention, preservation and destruction of Board records;
2. an Archival Services Agreement dated September 15, 2020, as amended effective April 1, 2024, (the “Agreement”) between the Board and the Town of Orangeville (the “Town”) under which,
 - a. the Town has been appointed the archive service provider of Board records which the Town has agreed to retain and preserve in a secure and accessible manner in accordance with the terms of the Agreement; and
 - b. the Board has delegated to the Town its powers and duties under MFIPPA with respect to Board records; and
3. Board Policy D3(g) - Freedom of Information and Protection of Privacy (the “Policy”);

AND WHEREAS post-October 1, 2020 transition of the Orangeville Police Services (“OPS”) to the Ontario Provincial Police (the “OPP”), and the transition of the Board from s.31 of the *Police Services Act* to s.10, responsibility for Orangeville police service operational records (i.e., records other than Board records) was transferred to the OPP and residual operational records not required by the OPP were transferred by the OPS to the Town to be held

¹ Prior to April 1, 2024, the Orangeville Police Services Board

pursuant to the terms of the Agreement, this By-Law and the Policy;

AND WHEREAS effective April 1, 2024 the Board became an “OPP detachment board” under Part V of the CSPA;

AND WHEREAS in a November 19, 2024 Report to the Board the Town Clerk outlined a proposed a multi-phase approach to review the records that are being archived by the Town to ensure proper disposition as per this By-law 002, including a protocol for the elimination of duplicate records, a protocol for the identification and destruction of records that have passed their retention dates (with Board approval);

AND WHEREAS the Board has approved the November 19, 2024 Report, including Table 1 setting out the proposed implementation of the Town’s multi-phased approach as set out in Schedule E;

AND WHEREAS pending full implementation of the November 19, 2024 Report, the Board wishes to confirm its records retention and destruction of records By-Law which applies to records as defined herein (other than records in the possession of the OPP) to:

- 1) Set standard record retention periods;
- 2) This By-Law does not pertain to records stored on the Ontario Police Technology Information Co-Operative (OPTIC);
- 3) Achieve efficiency and economy in controlling the space and equipment needed to store and secure these records through orderly destruction of records no longer of value and the systematic transfer of records to dormant storage;
- 4) Ensure the preservation of records of historical or noteworthy value;
- 5) Establish an authority for the destruction of records;
- 6) Promote efficient storage of records to allow for retrieval of personal information within a reasonable period of time (30 days); and
- 7) Ensure that reasonable steps are taken in protecting the confidentiality of records containing personal information during their storage, transportation, handling and destruction.

NOW THEREFORE the Board hereby enacts as follows:

B. Definitions

- 1) For the purposes of this By-Law, the following definitions will apply:
 - a) **"current"** means in general circulation or use;
 - b) **"current year"** means the calendar year in which the record was created;
 - c) **"dormant records"** means records that are no longer active yet havenot reached their destruction date. These records may be stored in a more remote storage area and thus, not readily accessible;
 - d) **"historical records"** means records of historical or noteworthy value after their administrative value expires. A record is of historical value if it

concerns:

- the policies of the Board and the various reasons for their adoption;
 - the organization and administrative history of the Board or Orangeville Police Service;
 - a specific individual transaction which established a legal status of any kind;
 - documents relating to the Orangeville Police Service that may be presumed to have a general or continuing interest;
- e) **“permanent”** means the record will be kept as long as possible in the format used;
- f) **“record”** means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, other than a record in the possession of the OPP, and includes:
- correspondence, meeting minutes, policies, By-Laws, memorandum/document, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, machine readable record, any other documentary material, regardless of physical form or characteristics and any copy thereof; and
 - subject to any regulations made under the MFIPPA, any record that is capable of being produced from a machine readable record under the control of the Board by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Board;
- g) **"records retention schedule"** means Schedule A attached hereto and shall form part of this By-Law and be the authority for the Board to regulate the retention and destruction of records;
- h) **"records grouping"** means that when one record is attached to another or grouped together to form an information bank, file or dossier, the retention period for the group is ascertained by the longest period scheduled with respect to a record in such a grouping;
- i) **"retention period"** means the period, expressed in calendar years, during which a record shall be retained. Records may be retained for a longer period than shown in the schedules but only where a clear requirement for such action can be justified; and
- l) **"working papers"** means rough notes and preliminary drafts, calculations, etc. used in the preparation of other records. These become of little value once the finished product/record has been produced and shall be destroyed as soon as practicable.

C. Responsibility for Compliance

It is the responsibility of anyone assigned custody of a record or series of records to keep such records confidential to the extent they relate to in-camera or other confidential matters, other than as required by law, and to apply the retention schedule in accordance with the provisions of this By-Law.

D. Control Log

Every person responsible for the custody of records will maintain a "control log" of records or boxes transferred to the records storage area and a written notice of records transferred will

be forwarded to the person in charge of the records storage area along with the records. All boxes must be properly labeled, showing contents, year and retention period prior to transferring to inactive storage. See the Town's Ontario Police Services Board Records Retrieval Procedure and Record Request Form attached as Schedules B and C respectively.

E. Disposal of Records

Disposal of records after the retention period expires is the responsibility of the Executive Assistant, or designate, in consultation with the Board and the Town under the Agreement. The Executive Assistant, or designate, shall maintain a "disposal authorization record" in the form of Schedule D which will detail what records have been destroyed, when, by whom and the manner in which the records were destroyed. Disposal authorization records shall be permanent.

F. Security

- 1) Records containing personal information and waiting for transfer to inactive storage and/or destruction shall not be left unattended in hallways or unprotected areas;
- 2) Rooms used for storage of manual and electronic records should where practical be secure; and
- 3) Access to storage rooms should be monitored and retrieval of records documented.

G. Personal/Private Information

It is important that proper steps be taken to ensure that personal/private information located within records cannot later be retrieved or reconstructed. Personal/private information shall be destroyed pursuant to the MFIPPA and the regulations thereunder and directions and guidelines made therefrom.

H. Outside Services

Outside suppliers of disposal services should, where possible, be bonded and security provisions included in their service contract.

I. Enactment

- 1) By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with this By-Law 002-2025 are hereby revised to remove any such inconsistency ; and
- 2) This By-Law 002-2025 which repeals and replaces By-Law 002-2024 shall come into force on the date of its enactment.

ENACTED AND RATIFIED effective the 21st day of January, 2025.



Todd Taylor

Chair,
Orangeville Police Services Board



Vice-Chair,
Orangeville Police Services Board

Schedule A

Orangeville Police Services Board Records

Subject	Description	Retention
Acts and Regulations	Community Safety and Policing Act, 2019 S.O. 2019 c.1, and Regulations thereunder, etc.	While in effect
Agreements	Contracts, protocols, Memorandums of Understanding	Permanent
By-Laws	Board By-Laws (current and past)	Permanent
Budgets	Operating and capital budgets as approved by the Board with supporting records	7 years
Collective Bargaining	Collective agreements	Permanent
	Grievances	Current plus 5 years
	Correspondence	Permanent
Correspondence	General correspondence	Permanent
Employment Contracts and Personnel Files	All related documents	Current plus 1 year
Finance	Originals and/or copies	5 years
Minutes of Board and Committee Meetings	Originals	Permanent
Oaths	Oaths of Office of Board Members	Duration of appointment
Policies	Board policies (current and past)	Permanent
Tenders	All related documentation	Current plus 5 years
Disposal Authorization Records	Schedule D	Permanent

Schedule B
Corporate Procedure

OPP Detachment Board (“Board”) Records Retrieval

Subject: Procedure for requesting Board records from Town Hall

Division: Clerks

Service Area: Records Management, OPP, OPP Detachment Board

Revision Date: April 1, 2024

Purpose

The purpose of this procedure is to outline the process for requesting, retrieving, and returning Board records located at Town Hall.

Scope

This procedure applies to Records Staff, OPP, Board, and other Law Enforcement Agencies.

Procedure

A. This procedure is informed by the Archival Services Agreement. The agreement has been referenced where applicable.

B. Requesting Records:

All requests for records will be sent to records@orangeville.ca

The received data will be entered into the Records Retrieval and Return form, which includes an itemized list of requested records.

Please provide the following:

Board

1. A certified copy of the approved Board resolution (*Section 3*). Please include which records you are looking for in this resolution.

2. Requesters name and full contact information, including:
 - Email
 - Phone number and extension
 - Job Title
3. A detailed description of the requested records, including:
 - Date(s) and Year(s)
 - Surname(s)
 - Box information (number, subject)
 - Any identifying alpha-numerical information.
4. Records Staff will contact the requester to schedule an appointment to retrieve the requested records.

OPP / Other Law Enforcement Agencies

1. Requesters name and full contact information (must be high ranking law enforcement officer authorized to access the requested records). Please include:
 - Email
 - Phone Number and extension
 - Job Title
2. A detailed description of the requested records. Please include:
 - Date(s) and Year(s)
 - Surname(s) and First Name(s)
 - Box information (number, subject)
 - Any identifying alpha-numerical information.
3. If requesting employee/personnel records, must include copy of the consent approval form from the affected employee.
4. **Note:** If required, the Clerk or Deputy Clerk will decide if the consent of the Board is required for any requested records.
5. Records Staff will contact the requester to schedule an appointment to retrieve the requested records.

C. Retrieving Records:

Records can be retrieved at Town Hall between the hours of 8:30 am to 4:30 pm, Monday-Friday. Exact pick up location will be confirmed prior to retrieval.

For tracking and verification purposes, a signature will be required from the requester to retrieve the records (*Section 1 [c] and 2*).

A reasonable timeframe for retrieval will be followed, however, the volume of the request may have some bearing on the speed of service.

Records may be signed out for 30 days at a time. A courtesy email reminder will be sent out intermittently. If you require more time, please notify us by email at records@orangeville.ca or contact the Records Coordinator at agraham@orangeville.ca

D. Returning Records:

Records can be returned to Clerk's Administration Counter on the main level at Town Hall. Alternative arrangements may be made with the Records staff.

For tracking purposes and to verify all items are returned, a signature will be required to return the records (*Section 1 [c] and Section 2*).

References

Board Archival Services Agreement – September 15, 2020, as amended

Schedule C



OPP Detachment Board (“Board”) Records Retrieval Request Form

Subject: Form for Requesting Board Records from Town Hall
Division: Clerks
Service Area: Records Management, OPP, Board
Revision Date: April 1, 2024

OPP / Other Law Enforcement Agencies

1. Requesters name and full contact information (must be high ranking law enforcement officer). Please include:

Full Name:	
Email:	
Phone Number and extension:	
Job Title:	

2. A detailed description of the requested records. Please include:

Date(s) and Year(s):	
Surname(s) and First Name(s):	
Box information (number, subject):	
Any identifying alpha-numerical information:	
Would you like the originals or a scan of the document(s)?	

3. If requesting employee/personnel records, must include copy of the consent approval form from the affected employee.
4. If necessary, the Board may need to provide consent prior to the release of requested records.
5. Records Staff will contact the requester to schedule an appointment to retrieve the requested records. If the requester has chosen that scans are suitable, they will receive these to the email specified on the form.

Schedule D



Records Destruction Authorization

Submitted by: _____

The records listed below are now eligible for destruction according to the approved records retention schedule. Please indicate your approval for the destruction unless reasons to delay exist. If the destruction is to be delayed, please give the reason in the space indicated and provide a revised destruction date.

Record or Incident #	Description of Record	Date of Destruction	Method of Destruction

Reason for Destruction or Continued Retention:

Chair/Executive Assistant/Designate - _____ Date: _____

Certificate of Destruction

This completed and signed form certifies that the records listed above have been destroyed on the dates shown above.

Destroyed by Signature:	Date:

OPS099 (09/22)

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Schedule E



Report

To: Orangeville OPP Detachment Board

Subject: Orangeville Police Service Records Management and Archival Services

Department: Clerk's Division, Corporate Services

Meeting Date: November 19, 2024

Recommendations

That report Orangeville Police Service Records Management and Archival Services, be received; and

That the Town Clerk or designate be authorized to maintain Orangeville Police Service Records as outlined in this report.

Background & Analysis

The Town of Orangeville provides archival services to the Orangeville OPP Detachment Board (the "Board") with respect to Orangeville Police Service (OPS) records.

Archival Services Agreement

On April 1, 2024, the Board and the Town of Orangeville, restated their existing Archival Services agreement which came into effect September 15, 2020. The Town is appointed as the archive service provider for Board records, meaning the Town retains and preserves the records in a secure and accessible manner. The records, however, are still under the ownership and control of the Board as an institution under MFIPPA, and therefore, the management of these records is the responsibility of the Board, through By-law 002-2018.

Review of Electronic OPS Records

At the end of 2023, the Town performed a review of disposition for electronic OPS records as indicated in the report to the Board in September of 2023. Disposition is the removal of records from the official record keeping system by destruction or selecting for transfer to an archive, in accordance with the Board's policy. Records were transferred from the remaining OPS laptop and server to the Town's official electronic repository (SharePoint) for classification, secure storage, and the management of disposition.

The OPS laptop and file servers are still operating although the files have been transferred to the Town's official repository. This report is recommending that the Town Clerk or designate be authorized to remove any duplicate records, as well as any files that are corrupt from the servers so that the laptop and servers can be disabled. Prior to disabling the laptop and servers, staff will complete a secondary review to verify that all files have been transferred and compare electronic files against the current physical records in the archives.

Any corrupt files that have been located, either on the laptop, server or in SharePoint will be reviewed by IT staff to see if they can be recovered. If they are unable to be a recovered, a listing of the corrupt files will be maintained for future reference prior to removal.

The goal is to have a complete index of all OPS records, whether in physical or electronic form, that will provide for ease of location in accordance with the archival services agreement and an easier process for retention disposition for the Board to remain in compliance with their retention by-law.

Disposition for Physical and Electronic Records

Records that have met or past their retention, will be indicated on a records destruction notice and included in a future report to the Board for approval of their disposition.

Management of Board Records

To ensure appropriate management of the Boards records, the Town is suggesting that the Board take a multi-phase approach to review the records that are being archived by the Town to ensure proper disposition as per By-law 002-2018. Table 1 identifies the proposed phases for the Board to consider. Staff are of the opinion that by conducting a multi-phased approach to review the records being archived, this will provide clear picture of the records that exist in both physical and/or electronic form and will assist when requests for retrieval from the Board come in. The Town's records staff will be able to assist Board staff in completing this work.

Table 1• OPP Detachment Board Records Management

Phase	Description
Phase 1: Authority to remove duplicates and corrupt files	Phase 1 will consist of a review of records that are on the OPS laptop and file servers and cross reference against what was transferred to SharePoint. Any duplicates or corrupt files will be documented and disposed of.
Phase 2: Update and Complete Physical and Electronic Records Index	Phase 2 consists of a review of both the physical and electronic records index that is on SharePoint to ensure proper classifications and metadata is being inputted. The index may include: <ul style="list-style-type: none"> • File Name • <i>TOMRMSCode</i> • Retention • Format (Physical or Electronic) • Location (Vault at Town Hall, SharePoint) • If destroyed and when
Phase 3: Review Board Retention By-law	Phase 3 will consist of conducting a review of the Boards Retention By-law against other Police Service Board Retention By-laws to ensure consistency and best practices.
Phase 4: Management	Phase 4 will consist of ongoing management and maintenance of Board records. The Board will advise of the records to be destroyed once their retention is LIP.

CONCLUSION

In conclusion, the Town of Orangeville is dedicated to supporting the Board in enhancing the management and preservation of Board records. With the restatement of the Archival Services agreement, the Town has reaffirmed its role in securely housing these records, while ensuring the Board retains ultimate control of the records as an institution under MFIPPA.

Respectfully submitted

Raylene Martell,
Town Clerk, Corporate Services

Prepared by

Jordyn Lavecchia-Smith
Deputy Clerk, Corporate
Services

Attachments: None



Orangeville OPP Detachment Board Policy

Equal Opportunity, Discrimination and Workplace Harassment

Policy No: D3(a)

Effective Date: March 17, 2014

First Revision Date: April 1, 2024

Current Revision Date: September 27, 2024

Rescinds all other Policies and Procedures relating to this subject.

Whenever reference is made to “Detachment Commander” (“DC”), the term is intended to include the Ontario Provincial Police (“OPP”) more generally to the extent the actual responsibility/authority relating to the establishment of policies, procedures and processes lies at more senior levels within OPP management or as otherwise may be required under the *Community Safety and Policing Act, 2019* and regulations (collectively the “CPSA”).

1. Policy Statement and Purpose

- 1.1. The Board recognizes that its members and staff have the right to work in an environment that provides equal opportunity and is free from discrimination, workplace violence, abuse, neglect and harassment of any kind whether physical, emotional, verbal or psychological which the Board will not condone in any form.

2. Statutory Authority or References

- 2.1. CSPA, the Ontario Human Rights Code (the “Code”), the Ontario Occupational Health & Safety Act and the guideline attached as Appendix “A”

3. Scope

- 3.1. This Policy will apply to Board Members and the Executive Assistant in the conduct of their duties, as well as invited visitors and the public in attendance at Board meetings.

4. Definitions

- 4.1. As defined herein and in Appendix “A”.

5. Policy Guidelines

- 5.1. Equal Opportunity is consistent with the principles of the CSPA, including those contained in Part I’s declaration of principles - *“the need for sensitivity to the pluralistic, multicultural and*

multiracial character of Ontario's society", and "the need to ensure police services are representative of the communities they serve."

- 5.2. Under the Code employers are required to provide accommodation, unless to provide accommodation would cause undue hardship to the employer, considering the costs, outside sources of funding, if any, and health and safety requirements, if any.
- 5.3. CSPA s.88 addresses the accommodation of needs of disabled members of police services in accordance with the Code.
- 5.4. Under the Code, employers, people acting for employers and co-workers are prohibited from harassing an employee on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, record of offences, marital status, same sex partnership status, family status or handicap.
- 5.5. Sexual remarks or physical contact are considered sexual harassment and are prohibited where they are known or ought to be known to be unwelcomed. Furthermore, the Code specifically prohibits a sexual advance or solicitation by a person who is in a position to grant or deny a benefit to another where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcomed.
- 5.6. It is the policy of the Board that the above be used as guidelines by the Board with respect to its members and staff.¹

6. Reporting Procedures, Protocol Investigation and Discipline

- 6.1. The Chair of the Board is responsible for policy implementation and is the media representative authorized to respond to all media enquiries in accordance with Board Policy D3(f) Media Relations and Public Transparency.
- 6.2. With respect to Board members and the Executive Assistant, breaches of this policy shall be considered breaches of the Board's Code of Conduct Policy 3(c) and shall be dealt with accordingly.
- 6.3. With respect to all others within the scope of this policy, breaches of the policy will be dealt with by resolution of the Board.

7. Posting

- 7.1. This policy shall be posted on the Board website

8. Acknowledgment

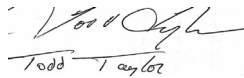
- 8.1. Members of the Board and the Executive Assistant shall be provided with a copy of this policy and are required to acknowledge receipt according to the acknowledgment provided below.

¹ Note: A prior version of this policy was previously adopted by the Board as a Police Services Act (PSA) s.31 board where its employees included the members of the municipal police service. As a PSA s.10 board (effective October 1, 2020) and subsequently an OPP detachment board (effective April 1, 2024), this is no longer the case – the Board's employees are limited to Board staff (i.e., Executive Assistant).

9. Review and Revision History

Revision Date	Description of Changes
September 19, 2023	Updated as part of Board's governance reform project
April 1, 2024	Updated to reflect new CSPA
September 27, 2024	Updated to reflect Board insurance requirements

Approved and ratified by the Board effective September 27, 2024.



Todd Taylor

Todd Taylor – Chair



Ian McSweeney – Vice-Chair

I acknowledge that I have received and read the abuse policy and/or have had it explained to me. I understand that it is my responsibility to abide by all the rules contained in this policy and to report any incidents of abuse as set forth in this policy.

Date _____

Name of Board Member/Executive Assistant _____

Signature of Board Member/Executive Assistant _____

Signature of Board Chair _____

APPENDIX "A"
Policies & Procedures: Creating Abuse Policies in Ontario



Policies & Procedures: Creating Abuse Policies in Ontario

An entity can be held vicariously liable for the inappropriate and intentional actions of its employees, volunteers, visitors and independent contractors. In order to protect itself, the entity should implement a written and documented abuse policy. The policy should be drafted in consultation with the entity's legal counsel and Board of Directors.

The purpose of the policy is:

- a. To maintain an environment that is free from harassment or abuse
- b. To identify the behaviours that are unacceptable
- c. To establish a mechanism for receiving complaints
- d. To establish a procedure to deal with complaints
- e. A general framework for drafting an abuse policy is as follows:

1. Policy Statement

The entity should begin by formulating a policy statement with respect to its tolerance of abuse. An example of a policy statement is:

The organization will not tolerate any form of physical, sexual, emotional, verbal, or psychological abuse, nor any form of neglect or harassment.

2. Definitions

The forms of abuse referred to in the policy statement must be defined so that all individuals bound by the policy have a clear understanding of the behaviours that will not be tolerated. The following are examples of definitions:

- **Physical Abuse** is defined as but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.
- **Sexual Abuse** is defined as but not limited to any unwanted touching, fondling, observations for sexual gratification, any penetration or attempted penetration with a penis, digital or object of the vagina or anus, verbal or written propositions or innuendos, exhibitionism or exploitation for profit including pornography.
- **Emotional Abuse** is defined as but not limited to a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.

- **Verbal Abuse** is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.
- **Psychological Abuse** is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.
- **Neglect** is defined as but not limited to any behaviour that leads to a failure to provide services which are necessary such as withdrawing basic necessities as forms of punishment, failing to assess and respond to changes in health status and refusing or withdrawing physical or emotional support.
- **Harassment** is defined as but not limited to any unwanted physical or verbal conduct that offends or humiliates, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, display of racism, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive pictures or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behaviour was unwelcome.

3. Governing Legislation

The policy should reference the applicable legislation that gives grounds to the entity's abuse policy. Examples of applicable legislation are:

- *Child and Family Services Act*, RSO 1990, c C.11
- *Child Care and Early Years Act*, 2014, SO 2014, c 11, Sch 1
- Human Rights Code, RSO 1990, c H.19
- Criminal Code, RSC 1985, c C-46
- *Retirement Homes Act*, 2010, SO 2010, c11
- *Regulated Health Professions Act*, 1991, SO 1991, c 18
- *Ministry of Health and Long-Term Care Act*, RSO 1990, c M.26
- The entity must refer to its governing legislation.

4. Who is Covered by this Policy

The policy must reference the individuals who are covered by the policy. This will include all employees, volunteers, visitors, parents, independent contractors, etc.

5. Abuse Reporting Procedures

The policy should reference the process for reporting suspected abuse incidents. The policy should provide more than one avenue for reporting abuse (i.e. to any senior manager). The policy can reference the procedure outlined in the governing legislation.

6. Reporting Protocol

The policy should establish the process the entity will follow when an abuse allegation is brought forward. Governing legislation should be referenced with respect to the reporting protocol that must be followed.

7. Investigative & Disciplinary Procedures

The policy should outline the investigative procedure. Within this procedure, the policy should address the following:

- The role of the alleged assailant within the organization. Will the individual be suspended with pay/without pay; moved to another position within the organization, etc?
 - Action required by individuals within the organization
 - Resolution of the Complaint – counselling, disciplinary action, dismissal
 - Appeal Process
 - False Allegations
 - Disciplinary Action that will be taken
 - Documentation procedures, which must be made available for any civil or criminal proceedings
8. All individuals bound by the policy must be given the opportunity to read the policy and ask any questions.
9. The policy should also reflect the potential personal financial liabilities of the owners, directors, officers and others.

10. The entity should require an acknowledgement that the policy has been read and is understood. This can take the form of a signature page. As an example:

I acknowledge that I have received and read the abuse policy and/or have had it explained to me. I understand that it is my responsibility to abide by all the rules contained in this policy and to report any incidents of abuse as set forth in this policy.

Date _____

Signature of Employee/Volunteer

Signature of Person Representing the Entity

11. The policy needs to identify the individual responsible for implementing the policy throughout the organization.
12. The organization should appoint a “media representative” to respond to all enquiries from any media (TV, radio, newspapers, etc.) and all staff should be instructed if approached by the media, to refer all such enquiries to the “media representative”.

Please see these resources for additional information on abuse in Ontario:

- Ministry of Social & Community Services
- Ministry of Children and Youth Services
- Child Protection Standards in Ontario
- Ontario Child Protection Tools Manual
- The Ontario Network for the Prevention of Elder Abuse



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

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Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

November 12, 2024

County of Dufferin
30 Centre Street
Orangeville, Ontario
L9W 2Z1

Attention: Michelle Dunne, Clerk

Dear Michelle,

At the meeting of Council held on November 7, 2024, the following motion was introduced and passed:

Moved by Plowright, Seconded by Neilson

Be it resolved that:

“Whereas Melancthon Township has experienced a series of tragic motor vehicle collisions at the corner of Highway 10 and County Road 17; and
Whereas traffic volume is increasing through Melancthon, making collisions more frequent in the Township; and
Whereas the existing two way stop sign is insufficient in addressing the challenge of impatient and distracted motorists; and
Whereas the province is responsible for the intersection in question; and
Whereas Dufferin County has a moral duty to advance road safety on all of its roads, regardless of whether specific intersections are under the control of the County or not.
Now Therefore Be It Resolved that Melancthon Council requests the County of Dufferin to identify suitable temporary traffic calming measures on County Road 17 to make the road safer; and
Further that the County invite a senior representative from the Ministry of Transportation to appear at the Infrastructure and Environmental Services Committee to discuss the hazardous intersection in question, including the possibility of erecting a set of traffic lights or building a roundabout.

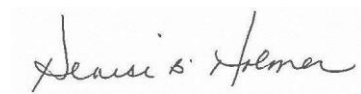
... 2

And further that this motion be sent to the Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur; Dufferin OPP Detachment Board – Orangeville; Dufferin OPP Detachment Board – Shelburne; Dufferin OPP Detachment Board – Amaranth, Grand Valley, East Garafraxa; All municipalities in Dufferin County; Township of Southgate; Municipality of Grey Highlands; Sylvia Jones, MPP – Dufferin-Caledon.”

Carried.

Thank you.

Yours truly,

A handwritten signature in cursive script that reads "Denise B. Holmes". The signature is written in black ink on a light-colored background.

Denise B. Holmes, AMCT
CAO/Clerk

- c. Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur
Dufferin OPP Detachment Board – Orangeville
Dufferin OPP Detachment Board – Shelburne
Dufferin OPP Detachment Board – Amaranth, Grand Valley, East Garafraxa
All municipalities in Dufferin County
Township of Southgate
Municipality of Grey Highlands
Sylvia Jones, MPP – Dufferin-Caledon