

Present: Member Myette  
Acting Chief Zettel  
Member Buckland  
Acting Inspector Mighton

Member Thede  
Member O'Connor  
G. Elliott, Secretary  
Member Matheson

**PRESENTATION TO DOUG FREIBURGER**

The Chair presented a plaque to Doug Freiburger for his 3 terms of dedicated service to the Saugeen Shores Police Services Board.

**1. CALL TO ORDER**

The Chair called the meeting to order and welcomed everyone.

**2. APPROVAL OF AGENDA**

Motion 1 – Don Matheson/Pat O'Connor

That the agenda for the Public Meeting of the Saugeen Shores Police Services Board dated October 21, 2020, be approved.

Disposition – Carried.

Motion 2 – Deanna Buckland/Greg Thede

That the Saugeen Shores Police Service Board meet in Closed to Public session to discuss matters in accordance with By-law 1-2011, Section 21.2 (d) labour relations or employee negotiations.

Disposition - Carried

**3. DECLARATION OF PECUNIARY INTEREST**

No declarations of pecuniary interest were declared, however the Chairman advised that the members could declare at any time in the meeting.

Motion 3 – Pat O'Connor/Deanna Buckland

That this meeting of the Saugeen Shores Police Services Board reconvene in open session.

Disposition – Carried.

**4. DELEGATIONS - Nil**

**5. ADOPTION OF MINUTES**

Motion 4 - Pat O'Connor/Deanna Buckland

That the minutes of the Public Meeting of the Saugeen Shores Police Services Board #04-2020, dated September 23, 2020, be approved.

Disposition – Carried.

**6. COMMUNICATIONS**

1) Added to meeting – Information and sketch about staying in the lines re parking next to handicapped space re state of Texas.

Noted and filed.

**7. REPORTS-**  
**Acting Chief's Report – October 2020**

**1) Special Constables – Designated**

The Acting Chief advised that the delegation process and Use of Force requirement for Special Constables Paul Vitez and Cassandra Hahn has been completed.

**2) Police Hospital Transition Protocol**

The Acting Chief advised that a new protocol is in place to help improve responses to health calls. This protocol will change the way that Police Services transfer people who are apprehended by Police under the Mental Health Act and taken to the hospital.

Police will now use the Grey-Bruce Transfer of Custody Form to ensure that transfer of custody from the Police to the hospital can safely occur and whether Police must remain at the hospital in order to ensure the safety of the individuals or others. Chief's Order #20-25 has been issued and Dave Preston will be providing the updated General Order.

**3) COVID-19 update**

The Acting Chief advised the Town of Saugeen Shores has received a grant to combat COVID financial impacts.

The Acting Chief advised that on September 25, 2020, the Government of Ontario amended O. Reg 364/20, effective September 26, 2020. The regulation sets out the rule for Areas in Stage 3.

The amendment imposes a requirement that the person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendation and instructions issued by the Office of the Chief Medical Officer of Health on screening individuals.

As per this regulation, 2 new Chief's Directives were issued:

**Chief's Order #20-23 – Screening of Individuals**

Effective September 26, 2020, each Ontario workplace is now required to proactively screen employees for COVID-19 related symptoms and risk factors, prior to entry into the work environment, each day the employee seeks to enter the work environment;

Members of the Saugeen Shores Police Services must proactively pre-screen for COVID-19. The signed pre-screening form will be retained by SSPS;

Outside Contractors and visitors must also complete the pre-screening form and if the individual does not pass the pre-screening process they will be refused entry.

**Chief's Order #30-24 – Enhanced cleaning and mask wearing**

Effective September 26, 2020, enhanced cleaning and mask wearing is being implemented to help promote the health and safety of the public and members of

the Saugeen Shores Police Service;

All members must wear a medical mask when in a police or town owned vehicle when there is more than 1 person present within the vehicle. This includes the requirement to wear a medical mask when transporting arrested persons;

All members must utilize the Environize Fogger to disinfect their police vehicle at the conclusion of their shift and after escorting a prisoner;

All members must utilize the Environize Fogger to to disinfect the cell area upon the release of a prisoner from custody. The cell area will include any areas where the prisoner was present including the booking area, breath room, fingerprint room, etc;

The Environize Fogger may be utilized by any member to disinfect any other work place that the member deems appropriate.

Acting Inspector Mighton showed how the Fogger works.

4) **MMHART – Mobile Mental Health and Addiction Response Team**

The Acting Chief advised that four mental health workers assigned to the Saugeen Shores Police Service have been oriented to the Saugeen Shores Police Service.

He advised that the MOU has been prepared and will be signed in the near future; and record checks have been completed for the mental health workers.

Office space has been set up at the station. The mental health workers will be required to complete fingerprinting and swear an oath of secrecy.

5) **Property in the possession of the Police Service**

The Acting Chief advised that the Saugeen Shores Police Services have begun the process of purchasing a new G3KD Advanced Traffic Radar Kit - \$3,312.15

5) **CROMS Q3 REPORT**

The Acting Chief advised he has received the report covering the period January 1 to September 30<sup>th</sup>, 2020.

6) **MISSING PERSON ANNUAL REPORT**

The Acting Chief advised that the Police Services are required to report annually on their use of urgent demands under the Act and Police Service Boards are required to make this report public.

Motion 5 – Don Matheson/Pat O'Connor

That the Saugeen Shores Police Services Board directs the Acting Chief to put the Missing Person Annual Report on the Website under Reports.

Disposition – Carried.

7) **PAYROLL SYSTEM**

The Acting Chief advised that the Saugeen Shores Police are in the process of transitioning to an electronic scheduling/payroll system and should be implemented in the next few weeks.

**Report added to Agenda**

**Procedure Project**

The Acting Chief advised that the Police Services Board is responsible for the provision of adequate and effective police services in the municipality after consulting with the

Chief. The Chief is responsible for the administration and operation of the Police Service and overseeing its operation is in accordance with the objectives, priorities and policies established by the Board.

The scope of this project:

- further review of the procedures not replaced by the Ministry guideline based procedures;
- determine what remaining procedures should be maintained and/or combined into one new procedure compliance;
- determine the remaining procedures to be maintained;
- determine the applicable procedures to be rescinded;
- re-write the supporting procedures in a consistent template and number structure as the new procedures;
- develop a Reporting/Review compliance document.

The Acting Chief advised that Saugeen Shores could become a third partner with Hanover and West Grey to do the Procedure Project and would see costing savings by joining with them to prepare this document.

Motion 6 – Don Matheson/Pat O'Connor

That the SSPSB authorize the Procedure, Policy and Governance review project to be funded through the 2020 budget under Contract Services at a cost not exceeding \$10,000.

Disposition – Carried.

**8. ACCOUNTS/STATISTICS**

**1) Police Services Board Statistics – Acting Inspector Mighton**

**September 1 - 30, 2020 statistics**

The report contained foot patrols, Traffic Enforcement, Mental Health Act/threat of Suicide, Charge/Occurrence Statistics

**Foot Patrols – Incident locations**

**Traffic Enforcement – H.T.A. locations**

**Mental Health Act – locations**

**Charge/Occurrences - January 1 to September 30, 2020 – 8,715 occurrences and 2,368 charges**

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS**

**Capital and Operating Budgets**

The Acting Chief provided the budgets and reviewed the information he provided.

11. **NEXT MEETING** – November 18 , 2020, 4:00 pm.

12. **CLOSED TO PUBLIC**

Motion 7 – Deanna Buckland/Pat O'Connor

That the Saugeen Shores Police Services Board meet in Closed to Public session to discuss matters in accordance with By-law 1-2011, Section 21.2 (b) regarding personal matters about an identifiable individual.

Motion 8 - Greg Thede/Deanna Buckland

That this meeting reconvene in open session.

Disposition – Carried.

Motion 9 – Deanna Buckland/Greg Thede

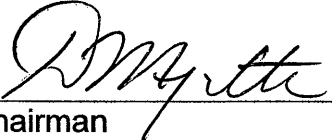
That the SSPSB directs the Manager of HR to prepare an offer for Acting Chief Zettel for a full time position of Chief of Police in rank.

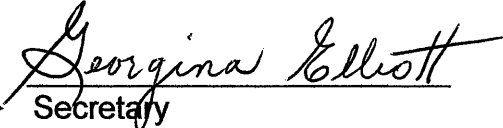
Disposition – Carried.

Motion 10 -Greg Thede/Deanna Buckland

That this meeting of the Saugeen Shores Police Board do now adjourn at 6:45 pm

Disposition – Carried.

  
Chairman

  
Secretary