

Present: Chair Myette  
Chief Zettel  
Inspector Mighton

Member Thede  
Member Matheson  
Member Woodley

Absent: Member O'Connor  
Tracey Edwards, Secretary

Public – Nancy Wyonch, Andy Crawford via Zoom, Dexter Newman via Zoom

**1. Call to Order**

The Chair called the meeting to order at 4:00 p.m. and welcomed everyone.

**2. Motion 1 – Don Matheson/Greg Thede**

That the Police Services Board appoint John Woodley as Secretary for the October 20<sup>th</sup>, 2021 meeting.  
Disposition – Carried

**3. Approval of Agenda**

**Motion 2 – Greg Thede/John Woodley**

That the Agenda for the Public Meeting of the Saugeen Shores Police Services Board dated October 20, 2021, be approved.  
Disposition – Carried

**4. 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.

**5. Delegations**

**6. Adoption of Minutes**

**Motion 3 – Don Matheson/Greg Thede**

That the minutes of the Public Meeting of the Saugeen Shores Police Services Board #11-2021 dated September 15<sup>th</sup>, 2021, be approved.  
Disposition – Carried

**Motion 4 – John Woodley/Greg Thede**

That the Minutes of the Public Meeting of the Saugeen Shores Police Services Board #12-2021, be approved.  
Disposition – Carried

**7. Communications**

1) Letter from Ontario Association of Police Service Boards

This letter was seeking sponsorship for the upcoming November Labour Conference - **No action**

2) Ministry of Solicitor General Sex Offender Registry

3) Crime Stoppers of Grey Bruce Coordinator Report – Received

4) Tribunals Ontario Memorandum of Understanding

**8. Reports**

**Chief's Report – October 20, 2021**

Personnel

1) New Constable Cadet Recruit(s)

The Chief updated that for this application process, we received 25 applicants. Of those 25 applicants, 10 were offered a Stage 1 / Stage 2 interview. The Stage 1 / Stage 2 Interviews were held on Tuesday October 5<sup>th</sup>, 2021 and Thursday October 7<sup>th</sup>, 2021.

The Stage 1 Interviews consisted of a scenario-based video clip in which applicants had to make handwritten notes on their observations, then take those observations, and prepare a word document response. Applicants were then required to answer an additional 8 questions in a typed response and save their work to a provided USB device. This process had a 2-hour time limit.

Following the Stage 1 component, applicants were invited back in the afternoon for a Stage 2 Local Focus Interview. This portion of the interview focused on their attraction to Saugeen Shores, and their knowledge of the area. It further evaluated their suitability for future employment with the Saugeen Shores Police Service.

Successful applicants at the Stage 1 / Stage 2 process, have been invited to participate in a Stage 3 Competency-based interview process. These interviews will take place on October 21st 2021 in front of a panel of interviewers comprised of myself, Jeremy Mighton, and Police Service Board members (Greg Thede and John Woodley).

It is anticipated that we will select 2 successful applicants that will be presented letters of offer that are conditional upon a successful background investigation (including psych test, medical) and a confirmed seat at the Ontario Police College.

The Chief will be seeking the input of the Police Services Board when we reach this stage of the process.

2) New Jail Guard Members

The Chief updated that the Saugeen Shores Police Service has hired Robert Draper and Sierra Martin as jail guards. This is a part time (as needed) call in position and brings us to 7 jail guards to assist with prisoner care. The Chief has issued Written Directive #21-12 welcoming Robert and Sierra.

3) Support Services Sergeant

The Chief advised that Sergeant Ken Cook was the successful applicant for the Support Services Sergeant position effective January 3<sup>rd</sup>, 2022.

The Support Service Sergeant will work dayshift, however, will mirror the cadence of the CID schedule. Among other duties, the **Support Services Sergeant** will supervise the performance of the members assigned to the Criminal Investigations / Drug Unit.

The Chief has issued Written Directive #21-13 announcing the secondment.

4) Vaccine Policy / Procedure:

The Chief provided an update that this was still in progress and awaiting town direction. For now, status quo with Personal Protective Equipment.

5) Criminal Investigations Unit – Secondment Opportunity

The Chief advised that with the promotion of Detective Constable Sachs to Sergeant effective January 3<sup>rd</sup>, 2022, we will be left with a vacancy in the Criminal Investigations Unit. We posted the position internally, which was open to all constables who have attained first-class rank. The application process involved the submission of a cover letter, updated Curriculum Vitae, and a list of 5 incidents that effectively highlights the applicant's investigative abilities. The applicant was assessed on their application package, and on the job performance as determined by their personnel file, and supervisor evaluations.

In September 2021, I sent out an internal posting seeking applicants to apply for a secondment to the Criminal Investigations / Drug Unit. The successful applicant was Constable Greg Fletcher. Greg will begin his secondment on or about January 3<sup>rd</sup>, 2022. Greg Fletcher brings a wealth of experience to this position, and we look forward to working with Greg in this new role.

The Chief has issued Written Directive #21-17 announcing the secondment of Greg Fletcher.

Personnel Training

1) In-Service Monthly Training

Under the supervision and direction of Inspector Mighton, we have initiated monthly platoon training sessions to promote continuous on the job learning. This training is delivered to the individual platoons at morning briefings, and takes approximately 15 minutes to complete. Each month will be a different topic of interest to address the needs or concerns of the community and members.

September Training – NIL due to Use of Force and Firearms requalification.

2) **Bi-Annual Use of Force Training**

All Saugeen Shores Police members who are required to complete Use of Force training have done so under the instruction of Cst. Erik Luscombe. Saugeen Shores Police Service conducted joint training with the West Grey Police Service, and utilized the firearms range in West Grey to complete this training.

**Ministry Reports**

**Provincial Institution / Court Transportation Reconciliation**

The Chief advised that he still waiting to hear back on the status of our grant application. Our operating budget is reliant on receiving the funds.

**Police Service Reports**

The Chief submitted the following Annual Reports to the Police Services Board

- Criminal Investigations / Drug Unit statistics
- SSPSSP-009 – Administrative Review – statistical summary of all bias-based profile complaints

**Criminal Injuries Compensation Board**

The Saugeen Shores Police Service has received formal notice of termination of the Memorandum of Understanding (MOU) regarding the sharing of information between the Criminal Injuries Compensation Board ("CICB") and your Police Service, effective December 31, 2021. Letter from Criminal Injuries Compensation Board attached.

**Crime Stoppers – Quarterly Report - NEW**

The Chief received the Quarter 1 report for Crime Stoppers of Grey Bruce encompassing January to March 2021. The report contains the Coordinator's Program Report, containing details of our program's statistics and activities up to and including March 2021, for review.

**OSOR Site Assessment**

On September 9th 2021, Kerry Miller, an OSOR Operational Support member, conducted a Site Assessment with SSPS OSOR Registrar, Cst Greg Fletcher. Our compliance rate was 100 percent, above the provincial compliance rate of 96.5 percent.

The OSOR praised Cst. Fletcher for his work with the OSOR, stating that he has done an excellent job managing the sex offenders in our jurisdiction.

Constable Fletcher continues to maintain our offender records to the highest standard with data always shown to be current and accurate. His knowledge and understanding of the OSOR, NSOR and all pertinent legislation are an asset to the program. His rapport with local offenders ensures that information is gathered and shared effectively. He liaises when necessary with the OSOR office and other police services across Canada to ensure offenders are meeting their reporting obligations.

Attachments include:

- Saugeen Shores Letter
- 2021 Site Assessment Form

Thank you to Cst. Fletcher for his excellent work and commitment to OSOR. A formal personnel documentation was added to the file of Cst. Fletcher for his outstanding work with the OSOR.

**Naloxone Program Report**

The Q2 Naloxone Program Report was submitted to the Grey Bruce Health Unit covering from July-September 2021. 1 individual was given 1 dose of Naloxone on 1 occasion.

**2020 Annual Report - Saugeen Shores Police**

The Chief will add the annual report to the Saugeen Shores Police Service Website when officially approved by town council (on agenda for October 25, 2021).

E-Ticketing:

Pending approval of the Capital Budget pertaining to the updates to our Mobile Workstations, we will continue to investigate the possibility to transition our police service to E-ticketing, electronic motor vehicle collision reporting, and electronic court document service.

Collective Agreement – Specialty Pay

Update: I will not be continuing with this request. Although I stand by my beliefs from the September PSB report, I will not intentionally divide the Police Services Board by continuing the discussion. I will leave this topic to our Police Association members to bring forward as they decide.

Budget

The Chief has submitted his operating and capital budgets to the Senior Management Team for discussions. The budgets will be presented to council on November 30<sup>th</sup>, 2021, December 7<sup>th</sup>, 2021 with fees and charges being presented on December 13<sup>th</sup>, 2021.

Events / Committees

Auxiliary Program

The Chief updated that The Auxiliary Program is continuing to train and prepare for active duty. Unfortunately, due to supply chain issues, we are waiting on vests to allow members to begin patrol.

COVID-19 update:

The Chief advised that it is Status Quo as no updates at this time.

Bias-Based Profile Complaints Report

The Chief submitted this report

**9. Accounts/Statistics**

Inspector Mighton reported on the 3<sup>rd</sup> Quarter Statistics including Foot Patrols, Traffic Enforcement – HTA, Mental Health Act – Threat of Suicide, Charge/Occurrence Statistics and Charges.

**10. Unfinished Business**

**11. New Business**

**12. Next Meeting**

November 17, 2021 at 4:00 p.m.

**13. Closed to Public**

**Motion 5 – John Woodley/Greg Thede**

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 individuals Disposition – Carried

**14. Adjournment**

The meeting adjourned at 5:30 p.m.

  
Chairman

  
Acting Secretary