

**Saugeen Shores Police Services Board  
November 17, 2021 Police Road Room**

**Present: Chairman Myette  
Chief Zettel  
Inspector Mighton  
Member Matheson**

**#14-2021  
Public Meeting**

**Member Thede  
Member Woodley  
T. Edwards, Secretary**

**Public: Nancy Wyonch**

**Absent: Member O'Connor**

1. Call to Order

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

2. Approval of Agenda

**Motion 1 - John Woodley / Greg Thede**

That the Agenda for the Public Meeting of the Saugeen Shores Police Services Board dated November 17th, 2021, be approved.

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.

4. Delegations

5. Adoption of Minutes

5.1 October 20, 2021

**Motion 2 - Don Matheson / John Woodley**

That the Minutes of the Public Meeting of the Saugeen Shores Police Services Board #13-2021 dated October 20th, 2021, be approved.

Disposition - Carried

6. Communications

6.1 CSP Grant

Correspondence was reviewed, and Chief Zettel will discuss funding further in his report.

7. Reports

7.1 Chief Zettel - November Report

## Personnel

### 1) New Constable Cadet Training

The Chief advised that we have finished our recruitment for the Constable Cadet positions, and have extended letters of offer to 2 candidates. These letters of offer are contingent upon successful background investigations, and seat allocations at the Ontario Police College from January 12th 2022 – April 6th 2022. Upon their return, they will be assigned coach officers on a platoon to continue their training. This process is currently underway.

We are excited to see the growth of our service, and to bolster our authorized strength to help everyone with the increased calls for service and workload.

## Personnel Training

### 1) KnowBe4 Training

In October 2021, all members were required to complete KnowBe4 training – Internet Security When You Work From Home. This training helps protect our police service security from security breaches.

### 2) STAR Training

Sergeant Ken Cook has completed the Situation Table training through Wilfred Laurier University. Ken Cook will represent the Saugeen Shores Police Service at weekly meetings to discuss individuals who may benefit with a situation table style intervention. Attending Situation Table meetings was a goal identified in the 2020-2022 Business Plan. Training our Supervisors, and having weekly attendance helps to fulfill this goal and will greatly benefit community members in need.

### 3) Intoxilyzer Field Coordinator Training

Constable Michael Cuillerier and Detective Constable Laurel Hopkins participated in the training on October 14th 2021. Field Coordinators have approval to conduct annual proficiency tests of other Qualified Technicians, provide ongoing training to individuals designated as Qualified Technicians for the Intoxilyzer 8000C and liaise with the CFS on scientific and technical issues related to breath testing.

### 4) Board Training Opportunity

An invitation was sent to the Board Chair and Vice-Chair to invite the Board to participate in a free training webinar taking place on November 23rd from 10am – 11am. Police Services Boards have recently been faced with a growing number of members who have been determined to be completely disabled from police work. It is important for boards to understand their obligations in terms of accommodating these members, their options with regards to the employment relationship and the implications of these choices. The special nature of the role of the police officer makes this a particularly complex situation. The webinar will cover the relevant case law, legal requirements and best practices to equip you with the information you need to address these challenges. The goal of the webinar is to assist police services boards to better identify their obligations when members become completely disabled from work in the service, including when to accommodate and when to consider termination.

## Ministry Reports

### 1) Provincial Institution / Court Transportation Reconciliation

On November 10th the Chief received an email from Fionne Yip stating that the Ministry is currently in the process of analyzing CSPT costs to determine the 2022

allocations. The ministry uses the latest information available when determining allocations for a new funding term. For example, the 2021 allocations were calculated based on 2019 CSPT costs. The Ministry currently has 2020 CSPT costs as the latest data. However, since 2020 was such an atypical year, they fear that they may not be a good representation of what CSPT costs will look like in the future as the province gradually recovers from the pandemic. Therefore, the ministry may consider including 2019 CSPT costs as part of their analysis. As such, he is currently in the process of analyzing the 2019 data and will report those findings to the ministry.

2) CSP Grant – Local Priorities Funding Stream (Year 2 Final Report)

Chief submitted the Year 3 Interim report for the Community Safety and Policing Grant stream funding which covers funding from April 1st 2021 to October 31st 2021. The funding for year 3 of this grant is \$48,750. This reporting requirement will allow us access to partial funds for the year. The remainder will be paid out after the final report is submitted in 2022.

3) ANNOUNCEMENT of 2022-23 to 2024-2025 Community Safety and Policing Grant

The Ministry of the Solicitor General (Ministry) is launching a new call-for-applications under the Community Safety and Policing (CSP) Grant. The CSP Grant was introduced in 2019-20 to support police services/boards in combatting crime on a more sustainable basis and keeping Ontario communities safe. It better aligns with local and provincial priorities and focus on effective, integrated service delivery. It also provides eligible police services/boards with greater flexibility to implement initiatives that address policing and community needs related to safety and well-being. Similar to the original call, the CSP Grant will again operate on a three-year grant cycle to ensure greater sustainability and enable grant recipients to effectively measure outcomes and demonstrate success of initiatives. To support the implementation of projects that address local needs, Saugeen Shore's allocation under the CSP Grant Local Priorities Funding Stream is \$60,893.02 (per fiscal year of the grant cycle). This represents an increase from your previous allocation under the 2019-20 – 2021-22 CSP Grant cycle.

Police Service Reports

1) Annual Reports Submitted to the Police Services Board

- Criminal Investigations / Drug Unit Statistics

2) 2020 Annual Report - Saugeen Shores Police

- The annual report has been uploaded to the Saugeen Shores Police Service website.

3) 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. Budget discussions will be taking place in November & December 2021. He will provide an update after council deliberations on budget.

4) Budget

The budgets will be presented to council on November 30th 2021, December 7th 2021, with fees and charges being presented on December 13th 2021.

#### 5) Budget Expense

Cellphones and data for our mobile workstations are high-expense items that are necessary for the daily operations of the police service. Cst. Fletcher researched different cellphone data plans in hopes of finding savings that can reduce future budget costs. Through his research, we have found savings that will be implemented in January 2022.

#### 6) Budget Expense - Mats

Saugeen Shores Police Service contract the supply and replace mats. The contract stipulates weekly changeout in the winter, and bi-weekly changeout in the summer. We have decided to purchase the mats and wet vacuum and will have them cleaned as part of the contract with our current cleaner, which will result in cost savings.

#### 7) Bruce Power Record Verification MOU

Chair Dave Myette and Vice-Chair Pat O'Connor have been provided with an memorandum of understanding for access to Criminal Record Information with Bruce Power to conduct name-based criminal record verifications, for signature.

#### 8) Proposed Amendments to the Police Record Checks Reform Act

The Ontario Association of Chiefs of Police (OACP) sent a copy of a letter being sent to the Ministry of the Solicitor General regarding a proposal regarding amendments to the Police Record Checks Reform Act (PRCRA), which will require police services to conduct and provide the results of Criminal Record Checks (CRCs) and Criminal Record and Judicial Matters Checks (CRJMCs) for volunteers at no charge and provide up to five free copies of the results. The Saugeen Shores Police Service currently charges \$5.58 + tax for a volunteer record check.

### Events / Committees

#### 1) Scarecrow Food Drive / Fundraiser Event

Constable Stacey Gordon organized the Saugeen Shores Police Service food drive / scarecrow event participation. This very successful event collected a large amount of food and hygiene products for the community. The event raised \$4700 in cash, cheques, and gift cards and 10,000 pounds of food. This is a great boost for our community.

#### 2) Auxiliary Program

Our Auxiliary members have been out on patrol with our uniformed officers. December will be a busy month with parades, food drives, and toy drives. We will be relying on our auxiliary members to volunteer their time to make these events a success.

#### 3) Upcoming Events

Saugeen Shores Police Service members in partnership with the Saugeen Shores Fire Department and EMS, will be hosting a food / toy drive on December 11th 2021. Special Constable / Auxiliary Member Zach Mowbray is organizing the event for the police.

#### 4) Vaccine Policy / Procedure

On October 28th 2021, he sent out an email to all members requesting voluntary disclosure of vaccine status. The Town is gathering information from all employees to verify the rate of full vaccination in our workplace and to identify those with a medical or other documented exemption from vaccination requiring a workplace accommodation.

This information will be considered in determining an appropriate Vaccination Policy and Procedure at the Town of Saugeen Shores. The Town through our Supervisor asked each member to show proof of vaccination, or state their exemption status to their Supervisor no later than November 5, 2021 at 4:30 p.m. Upon review of the voluntary disclosure, it has been determined that 93% of our members are fully vaccinated. A Written Directive to implement that will address the Saugeen Shores Police Service Response to the COVID-19 Vaccination Strategy has been drafted. This Written Directive will be implemented on November 18th 2021 upon the approval of the Police Services Board.

**Motion 3 - John Woodley / Greg Thede**

That the Saugeen Shores Police Services Board accept the draft written directive to address the Saugeen Shores Police Services response to COVID-19 – Vaccination Strategy.

Carried

8. Accounts/Statistics

9. Unfinished Business

10. New Business

11. Next Meeting

11.1 December 15, 2021 at 4:00 p.m.

12. Closed to Public

12.1 That the Saugeen Shores Police Services Board move into 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 4 - Don Matheson / John Woodley**

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.

Carried

12.2 The Saugeen Shores Police Services Board adjourn from Closed to Public Session with Motions.

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

That the Saugeen Shores Police Services Board approve the payout of Chief Zettel's 3 weeks of vacation time.

Carried

**Motion 6 - Greg Thede / John Woodley**

That the Saugeen Shores Police Services Board approve a Letter of Offer to be given to Stefanie Archambault, for the appointment to the position of Police Cadet commencing on or about January 10th 2022. This appointment would be conditional upon a successful background investigation and allocations at the Ontario Police College.

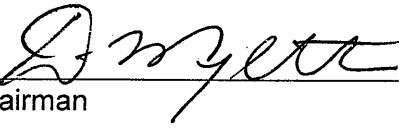
Carried

13. Adjournment

**Motion 7 - Don Matheson / John Woodley**

That this meeting of the Saugeen Shores Police Service Board do now adjourn at 5:52 p.m.

Carried



Chairman



Secretary