

Present:      Chair O'Connor                                      Vice Chair Huber  
                 Chief Zettel    Member Thede  
                 Inspector Mighton    Member Woodley  
                 Member Divinski    Tracey Guy, Secretary

**1. Call to Order**

The Chair called the meeting to order at 1630 hours with a Land Acknowledgement and welcomed everyone.

**2. Approval of Agenda**

**Motion 1 – John Divinski/Greg Thede**  
**That the Agenda for the Public Meeting of the Saugeen Shores Police Services Board dated December 20, 2023, 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**

None

**5. Adoption of Minutes**

**Motion 2 – John Divinski/John Woodley**  
**That the Minutes of the Public Meeting of the Saugeen Shores Police Services Board #11-2023 dated November 15, 2023, be approved.**  
**Disposition – Carried**

**6. Communications**

1. OPTIC Fee Increase Correspondence  
Correspondence was provided for information.

**7. Reports**

**Chief's Report**

**Personnel**

1. Contract Extension – A. Sparks

The Support Services III contract for A. Sparks has been extended to February 24<sup>th</sup>, 2024. This will allow us to adequately staff the front office while we begin the process to fill a 40-hour contract Support Services position, pending budget approval.

Personnel Training

1. AED Instructor Training – Cst. Ian Clark & Cst. John Martin

Constable Ian Clark and Constable John Martin attended a train the trainer session hosted by London Health Science Centre on November 21<sup>st</sup> 2023 to be the service instructors / facilitators for the use of Automated External Defibrillators. This will allow for all of our members to be trained and in compliance with the medical oversight required for defibrillator, EpiPen, and Narcan use.

2. Fitness Pin Instructor Requalification – Cst. Ian Clark

Constable Ian Clark has attended the Fitness Pin recertification course on November 22<sup>nd</sup> and 23<sup>rd</sup> 2023. Cst. Clark now conducts fitness testing for our police service and surrounding services.

3. Scenes of Crime Officer – Cst. Travis Wagner

Constable Travis Wagner attended a Scenes of Crime Officer course hosted by the Guelph Police Service from November 27<sup>th</sup> to December 8<sup>th</sup> 2023. This cost of the course, wages, lodging, and meals were covered through the Community Safety and Policing Grant.

4. Sexual Assault Investigators Conference – Sgt. Cook & Cst. Lowerison

Sgt. Ken Cook and Cst. Brian Lowerison attended a Sexual Assault Conference hosted by the West Grey Police Service on November 15<sup>th</sup>, 2023. Thank you to West Grey PS for hosting.

5. ACIIS (Automated Criminal Intelligence Information Services) – D/Cst. Hopkins

D/Cst. Laurel Hopkins attended a 2-day training session on ACIIS in Toronto on December 5<sup>th</sup> and 6<sup>th</sup> 2023. This training is required to input data on the ACIIS terminal.

6. Immediate Rapid Deployment (IRD) Training – Cst. Luscombe and Cst. Veroni

Constable Luscombe and Cst. Veroni attended a training session hosted by Bruce Power on December 5<sup>th</sup> 2023. The training day allowed our officers to review, practice and evaluate different tactics & techniques available while benchmarking from each other. Areas of focus covered included IRD, low-light shooting/operations, Tactical Combat Casualty Care (TCCC) and interoperability. Thank you to Bruce Power for hosting this event.

### **Ministry Reports**

1. Ontario Sex Offender Registry (OSOR) – Audit Site Assessment  
On August 17<sup>th</sup> 2023, Kerry Miller, an OSOR Operational Support member, conducted a Site Assessment with SSPS OSOR Registrar, Special Constable Greg Fletcher. Our compliance rate was 100 percent, above the provincial compliance rate of 96.2 percent. The OSOR praised Special Constable Fletcher for his work with the OSOR, stating that he has done an excellent job managing the sex offenders in our jurisdiction.

2. Proceeds of Crime (POC) Front-Line Policing (FLP) Grant Program  
The Chief advised that we are waiting for the results of our application.

3. OPP Section 7 Agreement extension – Police Services Act  
Section 7 of the Police Services Act Ontario speaks to **Municipal agreements for sharing police services**

**7 (1)** Two or more boards may agree that one board will provide some police services to the other or others, on the conditions set out in the agreement.

Limitation

**(2)** Two or more boards may not agree under subsection (1) that the police force of one board will provide the other board or boards with all the police services that a municipality is required to provide under section 4.

Municipal agreements with O.P.P.

**(7)** The board of a municipality may agree with the Commissioner or with the local detachment commander of the Ontario Provincial Police that the Ontario Provincial Police will provide some police services to the municipality, on the conditions set out in the agreement, and subsections 10 and (8) apply to the agreement. 1997, c. 8, s. 8.

The previous agreement signed in 2013 was never renewed or updated. When notified of the upcoming Ministry Inspections, the Chief spoke to the Ontario Provincial Police – Municipal Policing Bureau to gain an understanding on the status of our Section 7 Agreement, and learned that the agreement was still in effect however updated agreements had not been prepared.

On November 16<sup>th</sup> 2023, he received a letter from the OPP - Municipal Policing Bureau advising that until the Community Safety and Policing Act comes into force and section 14 agreements are developed; the OPP will continue to provide The Saugeen Shores Police Service Board with assistance and policing services required by O. Reg. 3/99: Adequacy and Effectiveness of Police Services under the Police Services Act.

**Police Service Reports**

1. Reports Submitted to the Police Services Board (see attachments):

- November 2023 Stats Analysis (OnCall Analytics)
- November 2023 Criminal Investigations stats.

2. Request for Protocol

No approval from the Town has been received. Tracey will follow up with the Clerk's Department.

3. Acting Sergeant in Training – Mentorship Program

In November 2023, **Procedure SSPS HR-015 – Career Development** was updated to include an Acting Sergeant Mentorship Program. This program recognizes the need to develop the competencies and skills of our members to ensure supervision succession planning. This new program will shift the focus away from relying strictly on passing grades from the Ontario Police College Promotional Exam, to a process which will allow us the opportunity to mentor and develop leaders within the organization. Qualified candidates must apply for the program, and upon acceptance, will begin a program that incorporates on the job learning and mentorship, with a narrowed focus on grades from the Federal and Provincial statutes portion of the OPC Promotional Exam. Upon successful completion of the field training manual and on the job mentorship, the Acting Sergeant in Training will be interviewed and designated as an Acting Sergeant to be utilized on shift when appropriate. The application process closes on January 4<sup>th</sup> 2024 at which time the successful candidates will be chosen to begin the mentorship program.

4. Request for Funding from Proceeds for Public Interest Account–Seconds Matter

Thank you to Constable John Martin for preparing the following request. The objective of project "Seconds Matter" is to properly equip police officers for medical calls requiring the deployment of the AED, Bag Valve Masks, Oropharyngeal Airways, Naloxone, tourniquets, and proper guideline cards as per the London Health Sciences Centre (LHSC). The officer will have one bag containing all the necessary equipment for deployment, and the equipment will be kept safe and clean for time of use. Often times police are the first responders on a scene that may require medical intervention. Currently, the police service has AED's, Bag Valve Masks (from EMS), Oropharyngeal Airways, and Naloxone. To fully equip each vehicle, we would require tourniquets, proper guideline cards as per the London Health Sciences Centre (LHSC), and the carry bag to store and secure the items.

The cost to purchase the needed equipment will be:

- Purchase ZOLL AED3 Rescue Backpack x 7. = \$2,241.90
  - Create LHSC resource cards and laminate X7 = \$84.00
  - Combat Application Tourniquet with case X7 = \$496.51
- Total Cost = \$2,822.41

Funding:

In 2021, an obligatory reserve account was established for proceeds of police auctions under the police budget that will allow any funds to be available for the purpose set out in the Police Services Act. This fund is only accessible through a

motion by the Police Services Board for purposes that it considers in the public interest (Police Services Act Section 132(2)).

**Motion 3 – Diane Huber/John Woodley**

**That the Saugeen Shores Police Services Board approve the transfer of \$2,822.41 from the Proceeds of Public Interest Account #01-4022-1000 to the POLICE – Equipment and Repairs #01-6220-4430 to allow for the purchase of the required equipment to support project “Seconds Matter”.**

**Disposition – Carried**

**Events / Committees**

**1. Remembrance Day Ceremonies**

Members of the Saugeen Shores Police Service attended and participated in the Remembrance Day Ceremonies in Port Elgin and Southampton on November 11<sup>th</sup> 2023.

**2. Shop with a Cop**

The 2023 “Shop with a Cop” event was sponsored by the three local Rotary Clubs. This event involves officers from the SSPS grocery shopping at the Independent Grocer with 4 teams of students from G.C. Huston, Northport Elementary, St. Joseph's and Port Elgin Saugeen Central Schools. The teams had a printed list of items needed by the foodbank and were given a 34-minute time limit to purchase groceries up to the \$300 limit. The team closest to the \$300 target was awarded \$100 worth of books for their school library. The other schools received a \$50 prize for their libraries. Independent Grocer donated an additional \$200 worth of groceries and also donated \$200 worth of groceries to the cause, in the winning school's name.

**3. Santa Clause Parades**

Members of the Saugeen Shores Police Service participated and led the Port Elgin and Southampton annual Santa parades. Members of the Saugeen Shores Police Service proudly walked with the Special Olympics athletes to show our ongoing support.

**4. Day of Remembrance and Action on Violence Against Women**

On December 6<sup>th</sup> 2023, members of the Saugeen Shores Police Service attended and participated in the National Day of Remembrance and Action on Violence Against Women hosted by the Canadian Federation of University Women at Coulter Parkette in Port Elgin. Thank you to Sgt. Primeau for speaking at the event on behalf of the Saugeen Shores Police Service.

**5. Crime Prevention Week 2023**

The Saugeen Shores Police Service participated in the 2023 Crime Prevention Week in Ontario during the week of November 5<sup>th</sup> to 11<sup>th</sup>. Crime Prevention week provided our members with an opportunity to showcase the successful collaboration efforts between police services and community organizations as we work towards the common goal of preventing crime and creating safe, resilient communities across Ontario. This year's provincial theme was **“Awareness.”**

**Engagement. Prevention.”** The theme allowed police services to inform members of the public about what they can do to stay engaged and support community safety initiatives.

**6. Food / Toy Drive**

Constable Shawn Paulitzki in partnership with EMS B. Kealey and the Saugeen Shores Fire Department organized a Food and Toy Drive for December 9th 2022. Members of the Police Service participated in this effort held at Canadian Tire, Wal-Mart, Independent Grocer and Foodland. Emergency services collected 3371 lbs. of food donations, over \$6,363.75 in cash donations, and countless toy donations. Thank you to Shawn Paulitzki for his continued efforts with this event, and a special thank you to the community members who so generously supported this events through their generous donations.

**Other**

**1. 2024 Budget**

Thank you to the Saugeen Shores Police Services Board for their support with the 2024 Budget. The 2024 budget approvals will allow for:

- a) Convert the Special Constable contract position to a full-time 40/hr week position;
- b) Increase authorized strength with the addition of a cadet in August 2024;
- c) Hire a 40-hour week contract Special Constable (1-year contract);
- d) Increase support services hours by 20 hours a week (from combined 140 hrs/week to 160 hrs/week; and
- e) Creation of Detective Sergeant role (contingent on Collective Agreement outcomes).

**8. Accounts/Statistics**  
None.

**9. New Business**

**1. Reserve Fund Policy**

The Secretary advised that the new Reserve Fund Policy has been approved by the Town of Saugeen Council. The Chief will discuss Police Reserve Funds with Town Staff, and report at a future meeting.

**10. Next Meeting**  
January 17, 2024 at 16:30

**11. Closed to Public**

**Motion 4 – 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, and the Police Services Act regarding personal matters about an identifiable individual(s) and Budget.**

**Disposition – Carried**

1. Matters Arising from Closed to Public Session

**Motion 5 – Diane Huber/Greg Thede**

**The Police Services Board authorizes Chief Zettel to extend a letter of offer to the applicant for the position of Constable Cadet with the Saugeen Shores Police Service effective February 26th 2024 contingent upon successful background check and medical exam.**

**Disposition – Carried**

12. **Adjournment**

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

**That this meeting of the Saugeen Shores Police Service Board do now adjourn at 1905 hours.**

**Disposition – Carried**

Original signed by Pat O'Connor  
\_\_\_\_\_  
Chair

Original signed by Tracey Guy  
\_\_\_\_\_  
Secretary