

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

1. Call to Order

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

2. Appoint Chair and Vice Chair for 2024

In accordance with the Boards Procedural By-law, the Secretary did a call for nominations for the election of a Chair for the year 2024.

John Divinski nominated Diane Huber, and she accepted. Greg Thede nominated Pat O'Connor, and he accepted. The Secretary asked if there were any other nominations and none were declared, and the nominations were closed.

Member Divinski requested a recorded vote.

The Secretary called for a vote to appoint Diane Huber as Chair for 2024.

Diane Huber for Chair		
	Yes	No
John Divinski	X	
Diane Huber	X	
John Woodley	X	
Pat O'Connor		X
Greg Thede		X
	3	2

The Secretary called for a vote to appoint Pat O'Connor as Chair for 2024.

Pat O'Connor for Chair		
Pat O'Connor	Yes	No
Greg Thede	X	
Pat O'Connor	X	
John Woodley		X
Diane Huber		X
John Divinski		X
	2	3

Diane Huber was appointed as Chair for 2024.

The Chair did a call for nominations for the election of a Vice-Chair for 2024.

John Divinski nominated John Woodley, and he accepted, and the Chair asked if there were any other nominations, and none were declared. The nominations closed and John Woodley was acclaimed as Vice Chair.

Motion 1 - John Divinski/John Woodley

As per By-law 1-2021, the Saugeen Shores Police Services Board shall appoint Diane Huber as Chair and John Woodley as Vice-Chair for 2024.
Disposition – Carried

3. Approval of Agenda

Motion 2 – Greg Thede/Woodley

That the Agenda for the Public Meeting of the Saugeen Shores Police Services Board dated February 21, 2024, be approved.

Disposition – Carried

4. Declaration of Pecuniary Interest

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

5. Delegations

None.

6. Adoption of Minutes

Motion 3 – John Divinski/John Woodley

That the Minutes of the Public Meeting of the Saugeen Shores Police Services Board #01-2023 dated January 17, 2024, be approved.

Disposition – Carried

7. Communications

1. Forrest Green Correspondence

Correspondence provided for information.

2. Town of Minto – Road Safety Emergency

The Chair advised that the resolution from the Town of Minto was forwarded to the SSPS Board from Town Council for comment.

The Board directed the Secretary to advise Town Council that the Board fully supports the resolution and would recommend that Town Council support this resolution and forward to the applicable agencies.

3. OAPSB Call for Resolutions and Conference

Provided for Information and members encouraged to advise the Secretary if you want to attend the Conference.

4. Crime Stoppers Annual Golf Tournament

Correspondence provided for information.

8. **Reports**

Chief's Report

Personnel

1. **Cadet Recruitment**

The Chief advised that Noah Ross will begin employment on February 26th 2024, and will begin his OPC Basic Constable Training online learning on March 8th 2024. Graduation from OPC will be June 14th 2024.

2. **Support Service 40-hour/week Contract Position**

An internal posting for a Support Services 40-hour contract position was posted on January 18th 2024, closed on February 2nd 2024. A. Sparks was interviewed. She began working for Saugeen Shores Police Service in January 2023 as a field placement opportunity through Conestoga College. She volunteered for 90 hours and proved to have a strong work ethic and a vast knowledge of computer systems and applications. She has great attention to detail and submits quality reports. In August 2023, A. Sparks was offered full time temporary employment to cover for an internal absence. This contract was renewed following the resignation of a part time support services member in October 2023. The Chief recommends hiring A. Sparks on a 1-year contract of employment as a Support Services 3 member commencing February 26th 2024 and concluding February 25th 2025, with the possibility of renewal options or evolution to a full time position contingent upon performance and budget approvals.

Motion 4 – John Woodley/John Divinski

That the Saugeen Shores Police Services Board extend a 1-year contract to Abigail Sparks for the position of Support Services 3 commencing February 26th, 2024 and concluding February 25th 2025.

Disposition – Carried

3. **Contact Special Constable Position - 40-hour/week (exp. Dec 31 2024)**

An internal and external posting for a Contact Special Constable position was posted on January 18th 2024. Applications were accepted until February 9th 2024. The Saugeen Shores Police Service received 10 applications and will schedule interviews to begin the week of March 4th 2024. He will be seeking Police Service Board approval to hire the successful candidate at a later date.

4. **Posting for Auxiliary Positions**

Posting has been prepared and disseminated for additional auxiliary officers in the near future. Auxiliary officers are not monetarily paid for their service, however are required to be properly equipped and trained. This will cost approximately \$2,000 per member which will be accounted for in the Operating Budget.

5. **Acting Sergeant Mentorship Program – Candidates Selected**

The following members have been selected for the 2024 Acting Sergeant Mentorship Program:

- a) Detective Constable Laurel Hopkins
- b) Constable Travis Wager
- c) Constable Kaitlyn Schenck
- d) Detective Constable Brian Lowerison

Our Sergeants will work closely with these members as they continue to develop the competencies and skills required for future supervisory positions. Thank you to Laurel, Travis, Kaitlyn, and Brian for accepting this added responsibility to help ensure supervision succession planning.

Personnel Training

1. IMS 200 – Inspector Mighton

On January 22-23, 2024, Inspector Mighton completed a 2-day online IMS 200 course. The course is designed for individuals potentially involved in implementing the Incident Management System at simple incidents or during the early phases of a complex incident. The IMS 200 is a prerequisite for the ICS-300 Intermediate Incident Command System Course.

2. Kairos Blanket Exercise Training

The Kairos Blanket Exercise was scheduled for February 1st 2024 and has been postponed. This beneficial training for Police Leaders, managers, Town managers, and our Police Services Board has been rescheduled for March 19th 2024.

3. Investigating Offences Against Children – Constable Stacey Gordon

Constable Stacey Gordon attended the Ontario Police College Investigating Offence Against Children training course hosted by the Halton Police Service from February 5th 2024 – February 15th 2024.

4. Criminal Investigations Training – Constable Matthew Tutin

Constable Matthew Tutin attended the Ontario Police College Criminal Investigators Training course hosted by the South Simcoe Police Service from February 5th 2024 – February 15th 2024.

5. ICS 300 – Inspector Mighton

Inspector Mighton attended the Intermediate Incident Command System 300 Course at the Ontario Police College held between February 9th – February 16th 2024. This course provides an in-depth focus on the NIMS Incident Command System (ICS) that includes the tools, practices, and procedures that are available in ICS to effectively manage emergency incidents or planned local events at a local Type 3 level.

6. IMS 100 – Constable Kaitlyn Schenck and Sergeant Adam Sachs

Constable Schenck and Sergeant Sachs completed the online Incident Management System (IMS) 100 course. This introductory course helps prepare members to work within the Incident Management System in Ontario, and teaches the basic functions, concepts and principles of the Incident Management System (IMS).

7. IC 100 – Constable Kaitlyn Schenck and Constable Matt Cutting
Constable Schenck and Constable Cutting completed the online Incident Command (IC) 100 course. This course is designed to familiarize sworn police officers at the constable level with terminology and concepts foundational to IC from responding officer (level 100) to executive commander (level 500).

Ministry Reports

1. 2023 Missing Person Act Annual Report

The Chief has completed the 2023 Missing Person Act Annual Report on the use of Urgent Demands, and have submitted the report to the Ministry as required. The report will be posted on the Saugeen Shores Police Service website.

2. Court Security Prisoner Transportation (CSPT) Program

Court Security Prisoner Transportation costs for 2023 were \$60,421.45. This included sworn members facilitating 89 virtual bail hearings, prisoner meals, and jail guards. This cost was partially offset by the CSPT funding of \$32,182.24 in 2023. He has completed the applications for the 2024 CSPT Program and submitted the required documents. In 2024, the Saugeen Shores Police Service allocation for court security and prisoner transportation will be \$29,986.

3. Information and Privacy Commissioner ON – Annual Statistics Report SSPS

On Monday February 5th 2024, the Chief submitted the year end statistical report for 2023 for the Information and Privacy Commissioner of Ontario. Thank you to our Support Services Supervisor – Lorri Trafelet for completing the report.

4. Automated License Plate Reader (ALPR) Analysis Report

The CPI Centre is conducting a review of the ALPR file sharing to determine how files are being used and how the process can be improved.

Special Constable Greg Fletcher has responded to the questions pertaining to how the Saugeen Shores Police Service is downloading Automated Licence Plate Reader (ALPR) files from the CPIC File Sharing Service as required.

Police Service Reports

1. Reports Submitted to the Police Services Board:

- January 2024 Stats Analysis (OnCall Analytics)
- January 2024 Criminal Investigations stats
- 2023 – Missing Person Act Urgent Demand - Annual Report
- 2023 – Use of Force - Annual Report
- 2023 – Police Response to High-Risk Individuals - Annual Report
- 2023 – Ontario Sex Offender Registry - Annual Report
- 2023 – Police Records Checks - Annual Report
- 2023 – Vulnerable Person Registry – Annual Report
- 2023 – Firearms - Annual Report

- 2023 – Search of Premises – Annual Report
- 2023 – Opioid Overdose Response - Naloxone – Annual Report
- 2023 – ViCLAS – Annual Report
- 2023 – Major Case Management – Annual Report
- 2023 – WHIMIS – Annual Report

2. Request for Protocol

No update has been provided by the Town. The Chief will investigate further.

3. CROMS 2023 Q4 Report

The Collision Reporting and Occurrence Management System has provided Saugeen Shores with the Quarter 4 report for 2023 encompassing January 1st 2023 to December 31st 2023.

4. Mental Health Services for Members

The Chief is in communications with outside agencies to provide mental health services for our members to provide an enhanced response to occupational stress injuries. He will update the Board on the progress as he receives information. This will be an Operating Budget expense.

Events / Committees

1. Career Expo – Saugeen Shores

Constable Stacey Gordon organized and is attending the Saugeen Shores Career Expo hosted at the Plex in Port Elgin this afternoon to promote job opportunities within the Saugeen Shores Police Service. Stacey will be joined by the Owen Sound Police Service Communications Centre who promoted a career in dispatching. Thank you to Stacey for organizing, and for our Auxiliary members who will be assisting with the event.

2. FUR-BRUARY Pet Food Drive

Constable Stacey Gordon organized and is attending a Pet Food Drive on February 24th 2024 from 11am-3pm at locations in Port Elgin (Global Pet Foods, PetValu, Walmart, and Unleash the Pawsitive). Stacey learned that the local food banks are in desperate need for pet food, and decided to assist. Stacey invited OPP to join us, and the proceeds will be distributed to the Saugeen First Nation Food Bank and the Living Hope Food Basket.

3. Coldest Night of the Year – February 26th 2024

The Saugeen Shores Police Service will be attending the Coldest Night of the Year event at Colture Parkette on February 24th 2024. The event is hosted by the United Way Bruce Grey and the Rotary Club of Port Elgin. The event is a 2km + 5km “winterrific” walk hosted in 190+ cities across Canada in support of their work in Saugeen Shores with people experiencing hurt, hunger, and homelessness. Members of the Saugeen Shores will attend to show support in raising funds to reach their \$50 thousand dollar goal.

4. Invisible Wounds – Member Wellness Presentation
The Chief booked Deborah MacDonald from Invisible Wounds to provide a presentation to our members and all first responders in the are (Police / Fire / Ambulance). This presentation will be held at the Plex on March 27th 2024 at 6pm and Board members are welcome to attend.

9. **Accounts/Statistics**
None.

10. **Unfinished Business**
None

11. **Next Meeting**
April 3, 2024 at 1630 hours.

12. **Closed to Public**
Motion 5 – Greg Thede/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(s) and Collect Agreement Negotiations.
Disposition – Carried

13. **Matters Arising from Closed to Public Meeting**
The Board received information concerning regarding personal matters about an identifiable individual(s) and an update on Collective Agreement Negotiations.

14. **Adjournment**
Motion 6 – John Divinski/John Woodley
That this meeting of the Saugeen Shores Police Service Board do now adjourn at 1920 hours.
Disposition – Carried

Diane Huber

Chair

Tracey Guy

Secretary