

Present: Member Myette  
Chief Zettel  
Member Woodley  
Inspector Mighton  
A member of the public

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

**1. CALL TO ORDER**

The Secretary called the meeting to order and welcomed everyone. She welcomed new Community member John Woodley who swore his Oath of Office on Monday.

The Secretary advised that in accordance with the Board's Procedural By-law she is required to call for nominations for the election of a Chair for the year 2021. She called for nomination and Dave Myette was nominated and nominations closed by Don Matheson.

Motion 1 – Pat O'Connor/Don Matheson  
That Member Dave Myette be appointed as Chair for the Saugeen Shores Police Services Board for the year 2021.  
Disposition – Carried.

The Secretary asked the Chair if he would give permission for the secretary to sign his name with / her initials when the motion was passed the reason being that when motions need to be scanned and sent to the required personnel they will be signed.

The Chair granted permission to do this.

The Secretary congratulated Dave on his re-appointment as Chair.

The secretary then handed the meeting over to the Chair.

The Chair and Don Matheson welcomed new member John Woodley.

The Chair then called for nominations for a Vice-Chair for 2021. Don Matheson nominated Pat O'Connor and Chair asked if there were any other nominations and none declared.

Motion 2 – Don Matheson/Greg Thede  
That Member Pat O'Connor be appointed as Vice-Chair for the Saugeen Shores Police Services Board for the year 2021.  
Disposition – Carried.

**2. APPROVAL OF AGENDA**

Motion 3 – Don Matheson/Pat O'Connor  
That the agenda for the Public Meeting of the Saugeen Shores Police Services Board dated January 27, 2021, be approved as amended.

Adding – swearing in of Inspector Mighton.

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 - Nil**

**5. ADOPTION OF MINUTES**

Motion 4 - Greg Thede/Pat O'Connor

That the minutes of the Public Meeting of the Saugeen Shores Police Services Board #09-2020, dated December 16, 2020, be approved.

Disposition - Carried

**6. COMMUNICATIONS**

1) Letter from Mario Di Tommasso, O.O.O., Deputy Solicitor General

The letter was a thank you to all Police Boards for their leadership in keeping their communities safe during the past year.

**7. REPORTS**

**Chief's Report – January 2021**

**1) Thank you – Sergeant Evans, Cst. Wagner and Cst. Schenck**

The officers attended a call for service for a person that was out of control and experiencing a psychotic episode. The officers effectively de-escalated the situation and apprehended the person with minimal force and was taken to the hospital.

The officers received a thank you note from the family and gift cards from Tim Horton's which have been donated to the Salvation Army.

**2) Thank you to Cst. Gordon**

A gift card and thank you letter for her assistance with a property related matter. The gift card has been donated to the Salvation Army.

**3) Detective Constable Laurel Hopkins - training**

The Chief advised that she has completed the Ontario Police College training - Managing Investigations Using Powercase and Search Warrant Course.

**4) Jeremy Mighton**

The Chief advised that Jeremy Mighton has been promoted to the rank of Inspector effective January 4, 2021.

**5) Support Services 3 – Contract Position**

The Chief advise that 2 internal applicants for the Support Services 3 Contract Position have been interviewed and are in the process of preparing a letter for the successful candidate once the Service has hired an experienced Constable to back fill the position.

6) **Support Services 3 – Casual Contract Position**

The Chief advised that their current Support Services 3 Casual contract position (called upon as needed) will not be available due to personal reasons. He noted that during interviews for the Contract position held internally – (2 internal applicants). He went on to state that 1 was chosen due to enhanced experience and qualifications, the other applicant was very impressive and would be an excellent replacement for the Casual contract position. The Chief requested the Board's permission to begin the hiring process to hire this applicant on a part time as needed basis to help cover holidays and absences in their support services. He advised that this position wages would be covered through the existing part time wages budget.

Motion 5 – Pat O'Connor/John Woodley

That the Saugeen Shores Police Services Board grants permission to Chief Zettel to internally hire a Casual Part Time Support Services 3 position (on an as needed basis) – no guarantee of minimum hours). Funding for this position is already allocated in the part time wages 2021 budget.  
Disposition – Carried.

7) **Experienced Constable**

The Chief advise that the recruitment process is in place with an ad placed on the website with closing date of February 8. Interviews will take place and it is hoped that candidate will start by March 1.

**MINISTRY REPORTS**

The Chief advised that the following reports have been prepared and submitted:  
1) 2020 Ontario Sex Offender Registry Annual Report;

2) OIPRD – Breaking the Golden Rule – a review of Strip Searches (update) Information from Stephen Leach – Independent Police Review Director regarding the follow up to their system review on Strip Searches in Ontario and recommending the Ministry update the Policing Standards Manual and the Search of Persons guidelines to ensure consistency in police strip search procedures throughout Ontario.

**POLICE SERVICE REORTS**

1) **Opp InterOp Radio Functionality Setup**

The Chief advised the setup and installation of the OPP InterOP Radio Functionality has been completed by the Owen Sound Police Service at a cost of \$4,520. This set up allows for the Saugeen Shores Police Services members to communicate with OPP, Owen Sound Police and other Police Services who have completed the InterOP setup.

- 2) **Crime Stoppers 4<sup>th</sup> Quarter Report**  
Crime Stoppers Program Coordinator's report received for October 1<sup>st</sup> to December 31<sup>st</sup>, 2020.
- 3) **Police Records Management Systems Information Sharing agreement**  
The Chief advised that a Memorandum of Understanding was signed with PRIDE (Police Nationalized Information Data Entry) group as it pertains to information sharing between our two co-operatives.  
The Chief noted that information sharing has been a hindrance to meaningful advancements in policing initiatives for quite some time and this MOU will serve to allow for an easier and more accessible sharing of information between Police agencies.
- 4) **Collision Reporting and Occurrence Management System (CROMS) Report**  
The Chief advised that Saugeen Shores Police has received the CROMS 4<sup>th</sup> Quarter Reports which encompasses all of 2020.

**ANNUAL REPORTS SUBMITTED TO THE POLICE SERVICE BOARD**

- 1) AI-015SSPS Equipment – Body Armour Report
- 2) AI-012SSPS – Annual Report – Use of Force
- 3) AI-110SSPS current LE-004SSPS SP-001 Collection of Identifying information in Certain Circumstances report
- 4) LE-019SSP Firearms Report
- 5) LE-046SSPS – Sex Offender Registry Annual Report
- 6) 2020 Annual DRE Report
- 7) 2020 Vulnerable Person Registry Report

The Chief advised that these reports are available if any Board member wants a copy. A member of the public inquired if these reports are available to be viewed. The Chief advised that any reports required to be shared by Ministry standards will have to be approved by the Board and then he will post on the website for the public to view.

**Service wide training**

- 1) Confined Spaces Training
- 2) Public Safety Portal

**Swearing in of Jeremy Mighton to Inspector**

Motion 6 – That the Saugeen Shores Police Services Board approves the appointment of Acting Inspector Jeremy Mighton to Inspector with the Saugeen Shores Police Services. Start date January 4, 2021.  
Disposition – Carried

Inspector Mighton then took the Oath of Office.

**PROPERTY IN THE POSSESSION OF THE POLICE**

The Chief advised that Constable Fletcher prepared a Property Disposal Report pertaining to currency that is currently in the possession of Saugeen Shores Police Services for disposal:

- Currency \$11,351.68
- Auction funds from Bailey's Auction - \$3,220.87
- Total funds available - \$14,572.55

Motion 6 – Don Matheson/Pat O'Connor

That the Saugeen Shores Police Services Board approves the money of the recent auction by Bailey' Auctions and currency in the amount of \$14,572.55 to be deposited into a newly acquired joint signatory account at a financial institution.

Disposition – Carried.

**EVENTS**

The Chief advised that Constable Stacey Gordon is initiating a fundraiser for the Canine Unit by selling plush German Shepard police dogs.

**COVID-19 UPDATE**

The Chief advised that a Stay at Home Order issued effective January 14, 2021. He advised Officers have been kept up to date through All Chiefs Memos and e-mails regarding the enforcement approach and the legal authorities of the Police. He advised the Services are working closely with the Emergency Control Group and Senior Management Team to come up with a fair and balanced approach to enforcement.

He has issued -

All Chiefs Memo #2021-21-0002 Declaration of Provincial Emergency under the Emergency Management and Civil Protection Act;

All Chiefs Memo #2021-21-0003 New Orders under the EMPCA and Revised Orders under ROA.

**STATION DEFICIENCIES / IMPROVEMENTS**

The Chief advised he requested a quote from Jamie Hastings to address deficiencies, or to improve or repair issues found at the Police Station.

The Chief advised as follows:

Prisoner Area – The Prisoner and Care Control LE-016SSPS should allow for members to have the choice to store their firearms in a locked container before entering the secure cell area. Further, any open shelves have to be closed and locked to prevent prisoners from accessing anything that could cause injury or facilitate escape. Prisoner lockers must be locked when in use.

Jamie Hastings has provided a quote to add cabinets, lock boxes and key locks for the lockers.

Health and Safety – Currently there are cloth chairs utilized in the change room from the old station. These chairs are unable to be cleaned.

Jamie Hastings has provided a quote to add wooden top benches to the change rooms to allow for proper cleaning and disinfecting. (\$8,105.21)

Sound Issues – The breath room and prisoner reception areas are both sterile block rooms. Although this is required for safety and sanitary reasons, it causes a lot of echoing and sound quality issues during interviews.

Jamie Hastings has provided a quote to add acoustic panels to the top 24” of the walls to deaden the sound and improve sound quality in the rooms. (\$4,140.78)

Health and Safety – Health and Safety requires a quiet, wellness room for officers to rest.

Jamie Hastings has priced a futon to add to this room. The existing couch will be moved to one of the interview rooms to facilitate a more comforting room/environment for victim interviews. (\$858.80)

Wall Protection Board – The dry wall in various rooms throughout the station in the reception/waiting rooms are being damaged by chairs and people rubbing against them. Plastic wall board with corner guards should be installed to protect the walls and ensure that the walls are kept in good repair.

Jamie Hastings has provided a quote for Parade room, Constable room, lobby entrance and criminal investigation room. (\$17,522.91)

Health and safety – ergonomics – to address officers needs and concerns, the option of utilizing a stand-up desk should be made available to the officers.

A quote was obtained from a supplier, but the more economical solution would be to purchase portable stand-up conversions that can be moved from desk to desk at a cost of approximately \$300. each. (\$1,017.00)

Motion 8 – Pat O'Connor/John Woodley

That the Saugeen Shores Police Services Board will bring to the attention of Council the funds that will be required for deficiencies, repairs and improvements to the Police building to make it a safer work place. The funding would be through Reserve Funds and not to exceed \$35,000.00.

Disposition – Carried.

The Board agreed to access Reserve funds and Dave and Don will bring this up with Council.

The Chair noted that in speaking with a member of the Financial Department that the procedures for Reserve Funds for all Departments are to be re-written this year and he will ask if this could become a priority item.

**8. ACCOUNTS/STATISTICS**

**1) Police Services Board Statistics – December and Year End Statistics  
Inspector Mighton**

Foot patrols for December – 99  
Traffic Enforcement – HTA for December - 99  
Mental Health Act – Threat of Suicide – MHA – 43 and no threats of Suicide  
Occurrence Statistics for year – 11,114  
Charges for year 2,972

After giving numbers Inspector Mighton noted that  
CISO FATE Reporting – reports on seized “crime” guns.  
Saugeen Shores Police Services reports any guns seized so that they can be  
investigated to assist in both our investigation and other firearms investigations.  
Saugeen Shores Police Services seized 3 crime guns in 2020 and was higher  
than other agencies such as Guelph Police and Belleville Police. He noted that  
this represents the good work being done by our members.

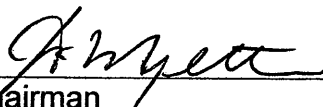
**9. UNFINISHED BUSINESS - Nil**

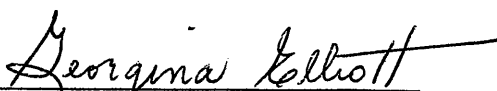
**10. NEW BUSINESS - Nil**

**11. NEXT MEETING – February 17, 2021, 4:00 pm.**

**12. CLOSED TO PUBLIC**

Motion 9 – Don Matheson/Greg Thede  
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.  
Disposition – Carried.

  
Chairman

  
Secretary