

Present: Chair Myette
 Chief Zettel
 Inspector Mighton
 Member Woodley

Member Thede
Member O'Connor via Zoom
Member Matheson via Zoom
Tracey Edwards, Secretary

Public – Nancy Wyonch

1. **Call to Order**

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

2. **Oath of Office – Tracey Edwards, Secretary**

Tracey Edwards swore an Oath of Office as a member of the Saugeen Shores Police Services Board.

3. **Approval of Agenda**

Motion 1 – John Woodley/Greg Thede

That the Agenda for the Public Meeting of the Saugeen Shores Police Services Board dated September 15, 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**

1) Devon Clunis , Lisa Kourtalis and Michelle Lloyd

A presentation was given on building a strong community relationship with Police and the Community. It works best to have a diverse police department where possible.

2) Duane Sprague

Duane updated the Board on Community Safety Plan training. No decision has been made by the Ministry yet, however there will be mandatory training at some point, possibly online.

Chief Zettel thanked everyone for attending, and will consider their recommendations in future budgets.

6. **Adoption of Minutes**

Motion 2 – Greg Thede/John Woodley

That the minutes of the Public Meeting of the Saugeen Shores Police Services Board #08-2021 dated June 16, 2021 via Zoom be approved.

Disposition - Carried

Motion 3 – John Woodley/Greg Thede

That the minutes of the Public Meeting of the Saugeen Shores Police Services Board #09-2021 dated June 30, 2021, via email be approved.

Disposition – Carried

Motion 4 – John Woodley/Greg Thede

That the minutes of the Public Meeting of the Saugeen Shores Police Services Board #10-2021 dated August 18, 2021, via Zoom and Police Meeting room be approved.

Disposition – Carried

7. Communications

1) Letter from Crime Stoppers of Grey Bruce Inc.

Letter received from Crime Stoppers expressing sincere gratitude to the Saugeen Shores Police Services Board for its \$2,000 donation.

8. Reports

Chief's Report – September 15, 2021

Personnel

1) Constable Stacey Gordon – OWLE Certification of Recognition

The Chief advised that in February 2021, he nominated Constable Stacey Gordon for the Community Service award through the Ontario Women in Law Enforcement (OWLE) group. Although not the successful applicant for this competitive category, Constable Stacey Gordon was recognized by OWLE for her contributions and accomplishments with the community she serves.

2) New Recruits

The Chief advised that we have started the process to hire new recruits for the January intake at the Ontario Police College. The posting closed on September 7th 2021, and we received 26 applications. These applications will be reviewed, and the hiring process continued. Insp. Mighton and myself are revamping the stages of hire for the new recruits to ensure a transparent and thorough process.

3) Special Constable Contract Renewals

The Chief updated that Special Constables Zach Mowbray, Terry Varga, Paul Vitez, and Ken McCulloch have all signed 1-year contract extensions. This will be valid from July 1st 2021 to June 30th 2022. Our Special Constables are a valued addition to our police service and we hope to grow the program in future years. We thank all of our Special Constables for their continued commitment to the Saugeen Shores Police Service.

4) GrandFondo – SSPS Participation

The Chief advised that the Police entered a team of 12 into the Virtual Huron Shores GranFondo event. The Police Service put out a challenge to the public, that the team member who had the most donations in their name would receive a pie in the face at the end of the event. Police Chaplain (Pastor) David was the highest earner with over \$1,000 and will receive a pie in the face. He thanked everyone who helped raise money or gather kms for this event. The Saugeen Shores Police Service team was able to raise over \$5,000, and he is very proud!

5) Sergeant Promotion

The Chief advised that the process to fill the 5th Sergeant position as started. Interviews with the qualified candidates will be held on September 14th 2021, with our intention to identify the successful candidate by September 16th 2021, with the new Sergeant being assigned to a platoon beginning in January 2022. He thanked John Woodley and West Grey Police Inspector White for assisting Jeremy and myself with the interviews.

6) Support Services Sergeant

Now that we have started the process to fill the 5th Sergeant position, we have begun the process to select a confirmed Sergeant for the position of **Support Services Sergeant**. This will be a 1-year secondment, with the option of a 1-year extension. 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.

7) Vaccine Policy/Procedure

On August 19th 2021, the Ontario Association of Chiefs of Police (OACP) requested direction from the Ministry of the Solicitor General regarding mandatory vaccinations for police personnel. The OACP's Board of Directors also asked its Human Resources and Police Legal Advisors Committees to provide information for police services to consider as they develop their policies not only in the area of mandatory vaccinations, but other COVID-related issues such as remote working arrangements. On August 25th 2021, Chief's of Police received a Work-from-Home /Vaccination Policies memorandum from the Human Resources Committee. The memorandum provides information that police employers should consider when developing policies and procedures. With regard to vaccinations, there are several variables, including s. 25(2) (h) of the *Occupational Health and Safety Act*, that should be considered when developing or implementing any vaccination policy or status disclosure policy. In addition, local public health units should be consulted along with Police Services Boards and police associations. From the onset, the OACP advocated with the Provincial Government for priority access to vaccinations for Ontario police personnel. The OACP continues to strongly encourage all personnel to be vaccinated unless they have a valid medical reason to not be fully vaccinated. The Saugeen Shores Police Service, in cooperation with the Town of Saugeen Shores and the Police Services Board will work toward creating a vaccine policy. He provided a sample policy for review. He will continue to monitor the regulations and report at a future meeting.

8) C24 Designation – Inspector Jeremy Mighton

Chief advised that Inspector Jeremy Mighton has been designated pursuant to subsection 25.1(5) as a Senior Official for the purpose of subsections 25.1(1) to 25.1(4) of the Criminal Code of Canada effective from July 23rd 2021.

9) Constable Cassandra Hahn

The Chief advised that Constable Cassandra Hahn has completed her initial training with her coach officer – Constable Brian Lowerison. Cassandra has performed very well during her initial training period, and has been approved to work as a solo unit on A2 Platoon under the direct supervision of Sgt. Cook. Constable Brian Lowerison was an excellent coach officer, and has been instrumental in preparing Cassandra for her new career.

10) Thank you from Saugeen Shores Fire Department

On Tuesday August 31st 2021, Sgt. Briggs, Cst. Paulitzki, and Cst. Tutin were dispatched to beach area in Southampton for swimmers in distress. Our members along with EMS and members of the Saugeen Shores Fire Department assisted. Fire Chief Phil Eagleson contacted me to pass along his gratitude for the cooperation and support from all involved during the water rescue. Phil was very thankful for the great communication and support to avoid a potential tragedy.

11) Thank you – Police Assistance at Beach

The Chief advised that our members were involved in a water rescue at the beach on September 4th 2021. A thank you was received from the daughter of a woman who was rescued, thanking police for their assistance.

12) Thank you – September 7, 2021 Storm

The Chief advised that numerous thank you messages received from members of the public, the town staff, Owen Sound Communications Center, and the local business community for the police response to the September 7th storm. Our members worked tirelessly to ensure the safety of the public and maintain a high level of service during this critical time. Many businesses expressed their appreciation and dropped off food and drinks, realizing officers would be missing their meals. Pastor David Baker attended on several occasions and offered support and brought meals for our members. Members called in and offered to attend to assist. A letter of appreciation was received from dispatch for the organized effort. This was an excellent response to a very chaotic situation. Our officers responded to 75 calls in a 24-hour period beginning at 4pm on September 7th. A majority of the calls were storm related, however also included calls for service for impaired driving, break & enters, assaults, missing person, and domestic disputes (among others).

Personnel Training

1) In-Service Monthly Training

The Chief advised that 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 briefing, and take 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.

June 2020 Training – **Fetal Alcohol Spectrum Disorder** - Presented by Kim Galloway – FASD Coordinator Grey-Bruce Keystone Child Youth & Family Services

2) Fitness PIN Testing

The Chief advised that Constable Ian Clark has facilitated fitness pin testing for the Saugeen Shores Police Service members, and surrounding services. Constable Clark is a certified facilitator of this testing process, and we thank Ian for his continued commitment to physical fitness and support of this program. The following members have completed their OPFA testing: Constable John Martin; Special Constable Paul Vitez; Detective Constable Adam Sachs; Auxiliary Riley Brugess; Auxiliary Matthew Drost; Constable Greg Fletcher; and Constable Shawn Paulitzki.

Ministry Reports

1) Auxiliary Appointment

The Chief reported that on June 30th 2021, the Police Services Board passed the motion to hire the following candidates as Auxiliary members: Riley Brugess; Matthew Drost; Patrik Patel; and Madison McNeill. On July 20th 2021 he has advised Denise Lim from the Ministry of Community Safety and Correctional Services of the appointment of Auxiliary Officers, and received Approval of Appointment from the Ministry of the Solicitor General. To complete the appointment process, the approval forms had to be signed by the Police Services Board Chair. Dave Myette was contacted and signed the forms on July 29th 2021. The completed forms have been sent to the Ministry of Community Safety and Correctional Services to conclude the process. Once their vests arrive, they can begin.

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

The Chief advised that he submitted the Year 2 report for the Community Safety and Policing Grant stream funding which covers funding from April 1st 2020 to March 31st 2021. The funding for this year was \$48,750. This amount is also allocated for Year 3 (the final year) of this grant funding.

3) Provincial Institution / Court Transportation Reconciliation

The Chief advised that he has prepared a request for funding for the Court Security and Prisoner Transportation Program. In continued conversations with Fionne Yip, the 2020 actual costs were submitted to the Ministry, and will be used to determine the 2022 allocations. The request has been signed off on by Town Treasurer Daniel Waechter. 2020 Calculations totalled \$20,128.13. I will update the PSB when I receive the results of the grant application.

4) All Chiefs Memo 21-0075

The Chief advised that he has completed a survey and sent it to the Ministry of the Solicitor General – Attn: Zinzi DeSilva that identifies our Police Services firearms and use of force training needs. The survey was sent on June 28th 2021.

5) Crime Severity Index Report

The Chief advised that on July 27th 2021, all police services received a message from Statistics Canada regarding the 2020 Police-reported Crime Statistics. He has included the rankings in the attachments. Crime Severity Index (CSI) for the past 4 years for Saugeen Shores. The higher the ranking the better. Areas with low ranking have a higher reported level of crime.

| Year | Population | Overall CSI ranking | Violent Crime CSI ranking | Non-violent CSI ranking |
|------|------------|---------------------|---------------------------|-------------------------|
| 2017 | 13,327 | 187/307 | 206/307 | 169/307 |
| 2018 | 14,852 | 213/321 | 217/321 | 205/321 |
| 2019 | 15,125 | 180/324 | 164/324 | 181/324 |
| 2020 | 15,297 | 122/324 | 108/324 | 125/324 |

Clearance rates:

| CLEARANCE RATES | 2019 | 2020 |
|----------------------------|-------|-------|
| Weighted Clearance Rate | 64.2% | 59.5% |
| Violent Clearance Rate | 90.2% | 81.2% |
| Non-Violent Clearance Rate | 45.7% | 57% |

6) Canadian Criminal Real Time Identification Services - MOU

The Chief advised that the Memorandum of Understanding (MOU) between the Royal Canadian Mounted Police and the Saugeen Shores Police Service currently in effect, which sets out the roles and responsibilities of the Participants concerning the provision of access by the Agency to the Criminal Justice Information Management (CJIM) and/or Real Time Identification (RTID) systems, is up for renewal this year. He forwarded an MOU for signature. The form has been completed and signed, and will be in effective for 5 years from the date of signing (August 11th 2021). He returned the signed MOU to the RCMP via email.

Police Service Reports

1) Annual Reports Submitted to the Police Services Board

- Criminal Investigations / Drug Unit statistics
- 2020 Collection of Identifying Information in Certain Circumstances (CIICC) Reports – as per Procedure LE-004SSPS SP-001

2) 2020 Annual Report – Saugeen Shores Police

The Chief advised that the 2020 Annual Report has been completed, and he previously sent this to the PSB for review. If there are no further corrections / amendments suggested, I would ask that the PSB approve the report to be presented to Town Council. Once approved by Town Council, this will be placed on the Saugeen Shores website.

Motion 5 – Don Matheson/Pat O’Connor

That the Saugeen Shores Police Services Board approves the 2020 Annual Report and the Chair will forward a copy to the Clerk for presentation and adoption by the Municipal Council. When Council has approved the Report, the Chief will post a copy on the website for public information.

Disposition – Carried

3) Positive Ticketing Program

The Chief advised that Constable Stacey Gordon continues to promote community involvement by launching year-2 of the Positive Ticketing Initiative for youth. This year, Stacey has attracted numerous businesses to join this great initiative resulting in over 300 donated coupons from local businesses and service groups being received to hand out to youth. This great initiative helps to promote our local businesses, and allows for our officers to create opportunities to interact with youth in a positive manner.

4) Crime Stoppers of Grey Bruce Coordinator Report (Q2)

The Chief advised that he received the Crime Stoppers of Grey Bruce Q2 report which covers April to June 2021, and was distributed to the Board for review.

5) CROMS Statistics Report

The Chief reported that the Q2 (January 1st 2021 – June 30th 2021) Saugeen Shores Police Service CROMS report has been received and is included in the correspondence package sent to all PSB members. I would be happy to answer any questions pertaining to the report.

6) Police Auction

The Chief advised that property in the possession of the police service was sold at public auction by Bailey’s Auction Service in Hanover between July 30th to August 6th 2021. The proceeds from the auction totalled \$1,106.99. He added that Bailey’s Auction charges 35% commission with a minimum of \$5 per item and \$150 for transportation of the items. Fees for this auction totalled \$868.51 (44% of the overall sales). To ensure that we were receiving the best return from the auction provider, he will be pricing out other auction services.

7) E-Ticketing

The Chief advised that SSPS is investigating the possibility of E-ticketing. Our Capital request for the additional funding for upgrades to our Mobile Workstations will allow us to use this technology. E-ticketing saves time and money, and drastically reduces errors and the need to re-issue. He would also have the ability to complete Motor Vehicle Collision Reports, all release forms, suspension notices, impound forms, remote serving: if our service has a summons for someone and we come across them any officer with the app can serve them, swear to it and send it back electronically. He will actively investigate this option moving forward.

8) Corporate Fleet

The Chief has created a Fleet Management Plan that will cover off the next 10+ years expectations with fleet. This involves increasing our fleet in 2026 and 2032. In consultation with Phil Eagleson – manager of the town Fleet Management Plan, we have determined a life-cycle for the vehicles, and a dollar amount for yearly transfers to Fleet. We have replaced our aging Ford Explorer with a new Explorer as of September 10th (new vehicle #22).

9) Officer Wellness Inquiry

The Chief reported that he has completed a survey for the Ministry on: Inventory of Mental Health and Addictions Programs and Services for Public Safety Personnel and First Responders.

10) General Ledger Accounts

The Chief advised that he is currently working with the Finance Department at the Town of Saugeen Shores to better align our budget line items to allow for a more detailed account of revenues and expenses.

11) Intoxilyzer 8000C Breath Testing Instrument

The Chief advised that the current breath testing instrument - the Intoxilyzer® 8000C - was acquired in 2008 and is nearing its end of life. The OPP is currently working within the Ontario government procurement process to identify a new instrument, and hope to be able to identify a successful vendor in the fall of 2021. Once the new equipment is identified, the OPP will work with the Centre of Forensic Sciences to develop a new training course and conversion training standards for all breath technicians. The SSPS will have to plan for the future change-out training to convert to the new instrument when this happens. This will be added to a future capital expense.

12) Saugeen District Senior School – Emergency Response Plan

The Chief reviewed and signed off on an Emergency Response Plan for the Saugeen District Senior School as prepared by Vice-Principal Kelly Wilkins. All school Emergency Response Plans are saved on the police common drive for members to have access to.

13) Collective Agreement – Speciality Pay

The Chief advised that the Uniform Collective Agreement identifies specialty positions with the Saugeen Shores Police Service that are eligible for \$325 per year specialty pay. This recognizes the additional effort for training, education, additional duties and irregular schedules. Training officers at our service are not currently included in the list for specialty pay, and with all their responsibilities, he believes they should be included. I respectfully submit that a member who is assigned to the role of a Primary Coach Officer, be eligible for specialty pay as per section 18.5 of the Collective Agreement. This will equate to \$325 additional costs on the 2021 budget, and \$650 in additional costs on the 2022 budget.

Motion 6

That the Saugeen Shores Police Services Board approves that a member assigned as a Primary Coach Officer in the current year be eligible for Speciality Pay as per Section 18.5 of the Collective Agreement.

Disposition – Deferred – For the Chief to send a letter to the Police Association and discuss at the next meeting.

14) 2022 Budget

The Chief advised that the 2022 Operating Draft Budget is due to Finance on September 30th 2021 and the Capital Draft Budget is due to Finance on October 7th 2021. This causes issues since the next scheduled meeting of the Police Services Board will be October 20th 2022. He requested a special meeting with the Police Services Board to strictly discuss budget either September 27th, 28th, or 29th.

The Committee agreed to meet on Wednesday September 29th at 4:00 p.m. to discuss the budget

Events / Committees

1) Community Watch

The Chief advised that the Community Watch has been actively patrolling. For 2021, eleven participants have volunteered their time to actively patrol the streets of Saugeen Shores to report any suspicious activity. We are happy to have this program rejuvenated after a lengthy “COVID” break.

2) Auxiliary Program

The Chief reported that the Auxiliary Program is continuing to train and will be ready for deployment in the coming weeks.

3) COVID-19 Update

The Chief reported that the Police Station front doors open to the public effective July 5th 2021. Face covering required. Access to secure areas require COVID-19 pre-screening. Our next major initiative will be preparing a vaccination policy in cooperation with our Police Services Board and Town Human Resources.

9. **Accounts/Statistics**

10. **Unfinished Business**

11. **Next Meeting**

September 29, 2021 at 4:00 p.m. – Budget Meeting

October 20, 2021 at 4:00 p.m.

12. **Closed to Public**

Motion 7 – 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, (d) labour relations or employee negotiations.


Disposition – Carried

13. **Adjournment**

The Meeting adjourned at 6:29 p.m.



Chairman



Secretary