

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

1. Call to Order

The Secretary called the meeting to order at 1600hrs with a Land Acknowledgement and welcomed everyone.

2. Appoint Chair and Vice Chair for 2023

In accordance with the Boards Procedural By-law, the Secretary did a call for nominations for the election of a Chair for the year 2023.

John Divinski nominated Diane Huber, and she accepted. John Woodley nominated Pat O'Connor, and he accepted, and the Secretary asked if there were any other nominations and none were declared, and the nominations were closed. The secretary called for a vote, and Pat O'Connor was selected.

The Secretary did a call for nominations for the election of a Vice-Chair for 2023.

John Divinski nominated Diane Huber, and she accepted, and the Secretary asked if there were any other nominations and none were declared, and the nominations closed. Diane Huber was appointed as Vice Chair.

Motion 1 John Woodley/John Divinski

**As per By-law 1-2021, the Saugeen Shores Police Services Board shall appoint Pat O'Connor as Chair and Diane Huber as Vice-Chair for 2023.
Disposition – Carried**

3. Appoint Board Secretary

Motion 2 – John Woodley/Greg Thede

**That the Saugeen Shores Police Services Board shall appoint Tracey Edwards as the Board Secretary.
Disposition – Carried**

4. Approval of Agenda

Motion 3 – Greg Thede/John Divinski

**That the Agenda for the Public Meeting of the Saugeen Shores Police Services Board dated January 18, 2023, be approved.
Disposition – Carried**

5. 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.

6. Delegations

7. Adoption of Minutes

Motion 4 – John Divinski/John Woodley

That the Minutes of the Public Meeting of the Saugeen Shores Police Services Board #11-2022 dated December 21, 2022, be approved.

Disposition – Carried

8. Communications

9. Reports

Chief's Report

Chief Zettel presented his January 2023 Report as follows:

Personnel

1) Jail Guard Contract Renewals

The Jail Guard contracts have been renewed for 2023 for those wishing to remain active on the list. Active jail guards for 2023 include: Riley Brugess, Rob Butchart, Robert Draper, Matthew Drost, May Grondin, and Tracey Shantz. We thank all jail guards for their commitment to the Saugeen Shores Police Service.

2) Auxiliary Contract Renewals

All Auxiliary members with the Saugeen Shores Police Service have been given the opportunity to renew their contract for 2023. Auxiliary members are requested to commit to a minimum of 10 hours per month of training (including training) and/or service to the community.

Active Auxiliary members for 2023 include: Auxiliary Sgt. Paul Vitez, Aux Constable Pratik Patel, Aux. Constable Matthew Drost, Aux. Constable Riley Brugess, and Aux. Constable Madison McNeill. Auxiliary Officers contributed 515.5 hours in 2022!

3) Resignation – Auxiliary Constable / Special Constable Zach Mowbray
Auxiliary Constable Zach Mowbray has resigned his Auxiliary Constable and Special Constable positions with the Saugeen Shores Police Service effective January 1st 2023. Zach has been a valued member of our service since June of 2012 when he started as an Auxiliary Constable.

Zach was hired for the additional position of Special Constable in 2018 and remained a dedicated and active member until his resignation. Zach was instrumental in organizing community events, and helped shape the Auxiliary Program to what it is today. Zach will be missed in these roles. We wish Zach success in his future endeavors.

4) Posting for Fulltime Contract Special Constable position
Pending budget approvals, we will be hiring a Fulltime contract Special Constable at the end of March 2022. If this position is filled internally by a uniformed member, we will be required to backfill the position with a new experience hire. In preparation for this possibility, he will be posting externally for an experienced officer position to allow us to meet the timelines required for the transition. If the budget is not approved by Council, we will cease the process prior to making any hiring commitments.

Personnel – Classification Changes

1) Cst. Matthew Tutin

As per Article 6 of the Uniform Collective Agreement, Cst. Matthew Tutin will be re-classified from a 2nd Class Constable to a 1st Class Constable effective January 30th 2023. Cst. Matthew Tutin started with Saugeen Shores Police on April 30th 2018.

2) Sgt. Chantel Primeau – Uniform Experience Pay

As per Article 7.7 of the Uniform Collective Agreement, Sgt. Chantel Primeau attained 18 years of service and eligible for 6% experience pay effective January 2nd 2023.

Personnel Training

1) In-Service Training – Investigative Detention Training

Sgt Ken Cook has provided in-service training to all uniform personnel on Investigative detention. In-Service training allows our members to share their knowledge and experiences with each other for the betterment of the police service.

2) Project Pipeline Convoy - Constable Matt Tutin and Constable Kaitlyn Schenck
Constable Matt Tutin and Constable Kaitlyn Schenck have completed a 3-day training course at the Ontario Police College. The Basic Pipeline Convoy course is an RCMP coordinated course. The purpose of this enforcement program is to prevent criminals from using transportation routes and systems to smuggle people or contraband. Emphasis is on police heightened awareness based on enhanced observational, conversational, and investigative skills. This 3 day course will assist police officers in the detection of traveling criminals.

Ministry Reports

1) RIDE GRANT Applications 2022-23 – 2023-24
The Reduce Impaired Driving Everywhere (RIDE) Grant for 2022-23 – 2023-24 has been approved. Saugeen Shores Police Service was provided with \$8,800 for the 2022-23 fiscal year, and \$8,700 for the 2023-24 fiscal year. The Agreement has been signed and returned to the SOLGEN's office. He added that the Ministry will have a Press Release

Police Service Reports

- 1) Reports Submitted to the Police Services Board:
- Criminal Investigations / Drug Unit statistics – December 2022 Report
 - December 2022 Stats Analysis (Hexagon)
 - 2022 Full Year Stats Analysis (Hexagon)
 - 2022 OSOR Annual Report
 - 2022 CIICC Annual Report
 - 2022 Equal Opportunity, Discrimination & Workplace harassment Annual Report

2) OMERS opportunity for non-full-time employees
The Chief has been advised of changes to the OMERS pension plan effective January 1st 2023. All non-full-time (NFT) employees are now eligible to elect to join the OMERS Plan. Effected members have been advised and it is their choice to participate.

3) DEMS – Digital Evidence Management System
The Chief has been working closely with SOLGEN and AXON to procure and enroll in the Digital Evidence Management System for our Police Service. DEMS provides police and investigative agencies access to cloud-based technology that enables agencies to capture, store, manage and share digital evidence securely. Police agencies who join the Provincial DEM program will receive financial benefits with the Province. Past-Chair Myette and the Chief signed the Memorandum of Understanding for the concept of the DEMS to secure the financial benefits of the Provincial DEM (Digital Evidence Management) program provides to police when implemented.

4) Crime Stoppers Q4 Coordinators Report – October – December 2022
The Crime Stoppers Coordinators Q2 report was circulated covering October to December 2022.

Events / Committees

1) Funeral – Constable Grzegorz Pierzchala
Thank you to Saugeen Shores Police Service members – Jeremy Mighton, Ken Cook, Laurel Hopkins, Stefanie Archambault, Brian Lowerison, Ian Clark, Kaley Tienhaara, and retired Constable Doug Lein who attended the funeral of Constable Grzegorz Pierzchala on Wednesday January 4th 2023.

2) Canadian Federation of University Women Southport – Thank You
Thank you letter received from Odette Bartnicki, President of the Canadian Federation of University Women Southport for our officers attending and participating in the 32nd annual Vigil Against Violence at Coulter Parkette on December 6th 2022. The Saugeen Shores Police Service will be partnering with the CFUW Southport to prepare information packages for the public pertaining to sexual violence and harassment. These packages will be funded through the CSP grant (up to \$1,000).

Other

1) Contingency Fund – Clothing Purchase

Jogging suit sets have been purchased through the contingency fund that may be provided to persons in custody, or those in need. This may help to preserve the integrity of the person in custody, and provide them with assistance during difficult times. The suits will be replaced as used and tracked for reporting to the Contingency Fund committee. This generosity has been made possible through the local Rotary Clubs and churches in Saugeen Shores.

2) Christmas Weekend Inclement Weather

Due to the severe blizzards / storms forecasted for the Christmas weekend and the fact that a number of our officers reside outside of Saugeen Shores, I proactively reserved rooms at the Holiday Inn Port Elgin to allow our members to remain in Saugeen Shores while working the weekend. This allowed us to maintain our staffing levels, but more importantly to ensure that our members were safe during the extreme weather event. The room was used for 7 bookings.

3) Budget

The draft budget was accepted and approved in draft format during the October 2022 Police Services Board meeting. I am working with the Town to finalize the budget for presentation to council in early 2023.

4) Station Video System

The station vide system which was installed new when the station was built, is experiencing hard-drive failure, and requires attention. Our Town IT has been working to find the best solution that will provide us with a reliable video system while still being affordable and eliminating the very expensive proprietary software licensing agreements. Funds are available in the Reserve to cover the cost.

5) Reserve Funds

On February 20th 2019, the Police Services Board passed a motion stating “That the cap for the Police Services Fund be set at \$250,000.00 and further the percentage to be transferred to a Reserve Account would be set a 100% until the time the cap is met and zero percent as along as the cap in maintained”

This motion was in response to setting up a reserve account which would allow any surplus operating budget to be placed into a reserve account to fund future unknown major events or budget overages.

Although the motion was approved at the Police Services Board level, due to COVID and other unforeseen circumstances, this was never put on the agenda for a council meeting, and the reserve account parameters were never set up.

Our new Police Services Board should open this up for discussion and continue with approving a reserve fund to protect against potential overages or major investigations that may require funds in excess of the current years' operating budget

Motion 5 – Diane Huber/John Woodley

That the Saugeen Shores Police Board establish a General Operating Reserve Fund.

And further, that the cap for the Police Services Budget Reserve Fund be set at \$250,000.

And further, that the percentage be transferred to a Reserve Account, which would be set at 100% until the time the cap is met and zero percentage as long as the cap is maintained.

And the Reserve Fund would be created from the Saugeen Shores Police Services Operating Budget.

Disposition – Carried

10. **Accounts/Statistics**

Inspector Mighton presented the following reports:

- December 2022 Statistics Analysis
- Year Stats Analysis
- CID Monthly Review – December 2022
- January 18 Statistics

11. **Unfinished Business**

1) Collective Agreements

Motion 6 – Diane Huber/John Divinski

That the Saugeen Shores Police Services Board establish a Task Force/Committee to review the current Agreements and obtain final signatures; and

That the Chair Pat O'Connor, Vice Chair Diane Huber, and Member John Woodley will be appointed to the Taskforce/Committee.

Disposition – Carried

The Chair will review the Agreement and set up a meeting in the near future.

2) Amend Draft 2023 Budget

Motion 7 – Diane Huber/Greg Thede

That the Saugeen Shores Police Services Board amend Resolution #4 dated October 19, 2022, and add a line item to the Police Services Board Budget, to add \$25,000.00 as an item relating to consulting fees.

Disposition – Carried

12. **Next Meeting**

February 15, 2023 at 16:30 hours.

13. **Closed to Public**

Motion 8 – John Divinski/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 individual.

Disposition – Carried

The Board reconvened from Closed to Public at 1840 hours.

Motion 9 – Greg Thede/John Woodley

That the Saugeen Shores Police Services Board direct Chief Zettel to reconcile Constable Matt Tutin’s missed hours from any overtime incurred or any existing bank time.

Disposition – Carried

14. **Adjournment**

Motion 10 – Greg Thede/John Woodley

That this meeting of the Saugeen Shores Police Service Board do now adjourn at 1904 hours.

Disposition – Carried

Original Signed by Diane Huber

Chair

Original Signed by Tracey Guy

Secretary