

# South Bruce OPP Detachment Board AGENDA

Friday, April 26, 2024, 9:00 a.m.  
South Bruce OPP Detachment Office - Walkerton

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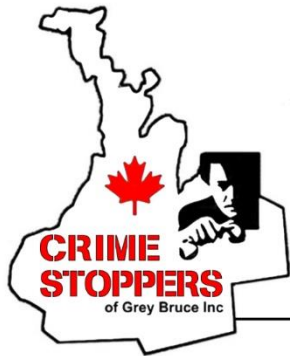
	Pages
1. Call to Order	
2. Administration of Oaths for Members of South Bruce OPP Detachment Board	
3. Election of Chair	
4. Disclosures of Conflict of Interest and/or Pecuniary Interest and General Nature Thereof	
5. Approval of Agenda	
6. Presentations/Delegations	
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9. New Business	
9.1 Ontario Association of Police Service Board Membership	

10. Next Meeting

11. Adjournment

# Crime Stoppers of Grey Bruce Inc.

P.O. Box 1119, Owen Sound, Ontario N4K 6K6



**1-800-222-TIPS (8477)**  
 Submit a Secure Web-Tip at [cstip.ca](http://cstip.ca) or get the P3 Tips Mobile App



Phone: 519 371-6078  
 eMail: [crimestopgb@bmts.com](mailto:crimestopgb@bmts.com)

Fax: 519 371-1275  
 Web: [crimestop-gb.org](http://crimestop-gb.org)

**Program Coordinator's Report**  
**JANUARY 1 TO MARCH 31, 2024 – Q1**  
**Drew Kalte**

**DISTRIBUTION**

- Board of Directors, Crime Stoppers of Grey Bruce
- OPP GHQ Orillia
- Grey Bruce OPP
- South Bruce OPP
- Blue Mountains OPP
- Owen Sound Police Service
- Hanover Police Service
- Saugeen Shores Police Service
- West Grey Police Service
- Neyaashiinigmiing First Nation Police
- Ontario MNRF

- Brockton Police Services Board
- Northern Bruce Peninsula
- Arran-Elderslie
- Kincardine Police Services Board
- Municipality of South Bruce
- Saugeen Shores Police Services Board
- South Bruce Peninsula Police Services Board
- Huron-Kinloss Police Services Board
- Owen Sound Police Services Board
- Grey Highlands Police Services Board
- Municipality of Meaford
- Hanover Police Services Board
- Blue Mountains Police Services Board
- Chatsworth Police Services Board
- Georgian Bluffs Police Services Board
- Southgate Police Services Board
- West Grey Police Services Board
- Grey Bruce Crime Prevention Action Table
- Saugeen First Nation
- Neyaashiinigmiing First Nation
- Grey Bruce Health Unit
- County of Grey
- County of Bruce

**TIP STATISTICS FOR JANUARY 1 TO MARCH 31, 2024**

- Total Tips (Phone, Web, and Mobile, including follow ups): 752
- New Tips (Phone, Web, and Mobile): 152

**Tips Allocated: 180 (28 tips were allocated to multiple recipients)**

- Grey Bruce OPP: 54 (30%)
- South Bruce OPP: 35 (19.5%)
- The Blue Mountains OPP: 3 (1.5%)
- Owen Sound Police Service: 44 (24.5%)
- Hanover Police Service: 11 (6%)
- Saugeen Shores Police Service: 12 (7%)
- West Grey Police Service: 9 (5%)
- Neyaashiinigmiing First Nation Police: 5 (3%)
- Ontario MNRF: 1 (0.5%)
- Ontario MOF (contraband tobacco): 0 (0.0%)
- Ontario MECP (environment, conservation, parks): 0 (0%)
- OPP Contraband Tobacco Enforcement: 0 (0.0%)
- OPP Historic Crimes: 1 (0.5%)
- OPP AGCO Investigations: 0 (0%)
- OPP Anti Human Trafficking Coordination Unit: 0 (0%)
- RCMP: 0 (0%)
- CBSA: 0 (0.0%)
- Équité Association (insurance fraud): 1 (0.5%)
- Animal Welfare Authorities: 3 (1.5%)
- OMVIC Investigations & Enforcement: 1 (0.5%)

<b>Crime Stoppers of Grey Bruce Statistics Since Inception May 1987</b>	
<b>Tip Reports</b>	<b>18,789</b>
<b>Arrests</b>	<b>1,789</b>
<b>Charges</b>	<b>2,557</b>
<b>Cases Cleared</b>	<b>2,753</b>
<b>Property Recovered</b>	<b>\$4,838,616</b>
<b>Narcotics Recovered</b>	<b>\$50,616,327</b>
<b>Rewards Approved</b>	<b>\$288,660</b>

### **Tip Totals Year to Date**

- 152 new tips have been received during the first quarter of 2024, which is behind the first quarter of 2023 by 16 tips.

### **MEDIA**

- LITE 99.3, Bayshore Broadcasting, Bounce Radio 92.3, Blackburn Radio (Cool 94.5 & 101.7 The One), Shoreline Classics, and Bluewater Radio continue to receive Crime of the Week segments that are sent out from our office on a weekly basis.
- Monthly Crime of the Week columns are forwarded to the Bruce County Marketplace magazine.
- Crimes of the Week are being forwarded to the Owen Sound Hub and the Saugeen Times online news, as well as Eastlink TV.

### **FUNDRAISING**

- Nevada ticket revenues are declining but continue to assist in funding eligible expenses.
- We applied for funding from the Port Elgin, Hanover, and Owen Sound Walmarts for 2024, and funding has been confirmed by the Owen Sound and Port Elgin Walmarts.
- In the first quarter of 2024 the Municipality of Arran-Elderslie and the Township of Georgian Bluffs donated to our program, and we are very grateful for their support. We continue to reach out to each of the Police Services Boards and Municipalities of Grey and Bruce to request funding commitments for our program.
- We reached out for funding from our local Royal Canadian Legions, with the Meaford Legion Branch #32 donating to our program.
- We launched our Community Donor Membership Program in November 2023, which allows the community to offer support by purchasing a tax-deductible donor membership. Donor membership levels are available at \$50, \$100, \$250, and \$500.

### **EVENTS AND PROMOTIONS**

- The Winter 2024 edition of TIPSTER Magazine was released in January, featuring articles and editorials focusing on regional current crimes and community safety topics, and has been very well received by our partners and the community.
- We continue to participate in the Grey Bruce Crime Prevention Action Table, and in conjunction attended Anti-Human Trafficking awareness events on February 20, 2024 in Kincardine and February 22, 2024 in Owen Sound.

### **CRIME STOPPERS BOARD**

- We currently have six members on our Board of Directors with one new pending applicant. We are continuing to recruit new members to the Board and are seeking specific skill sets, such as a Treasurer and people with fundraising experience.

### **UPCOMING EVENTS**

- We will be participating in the Meaford Volunteer Recruitment Fair on April 18, 2024.
- Our 32<sup>nd</sup> annual golf tournament will be taking place on Thursday June 6, 2024 at Saugeen Golf Club, Port Elgin.
- We have three classic car tours and shows planned for Sunday June 23, 2024; Sunday August 11, 2024; and Sunday September 29, 2024.

April 12, 2024

Mayor and Council  
Municipality of Kincardine  
1475 Concession 5, RR #5  
Kincardine, ON N2Z 2X6

**Re: School Resource Officer – Municipality of Kincardine**

Please be advised that the Kincardine Police Services Board at their final meeting before the move to the South Bruce OPP Detachment Board on March 28, 2024, passed the following resolution.

Whereas the Kincardine Police Services Board (KPSB) is extremely disappointed with the decision by the Municipality of Kincardine to remove the School Resource Officer (SRO); and

Whereas the KPSB see value in the SRO position and believe that the removal of that resource will set back the progress that has been gained over the last decade; and

Be it resolved that the KPSB recommend that the funding for the SRO should be utilized to fund projects that will advance the intent of the SRO position and focus on youth engagement; and further

That the OPP be consulted regarding this engagement; and further

That a copy of this resolution be sent to Council, the BWDSB, GBCDSB, Lisa Thompson MPP, and local Schools and the South Bruce OPP Detachment Board.

Sincerely,

**Stellina Williams**

Signed with ConsignO Cloud (2024/04/17)  
Verify with [verifio.com](https://www.verifio.com) or Adobe Reader.



Stellina Williams

Kincardine Police Services Board Chair

- cc. Lisa Thompson, MPP  
Bluewater District School Board  
Grey-Bruce Catholic District School Board  
South Bruce OPP Detachment Board  
St. Anthony's School  
Huron Heights Public School  
Kincardine District Senior School  
Kincardine Township-Tiverton Public School

# SOUTH BRUCE O.P.P. DETACHMENT BOARD

Procedural By-Law

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# South Bruce O.P.P. Detachment Board Procedural By-law

## 1 Definitions

**Act** means the *Community Safety and Policing Act, 2019*, as amended.

**Board** means the South Bruce O.P.P. Detachment Board.

**By-Laws** means any by-laws passed by the South Bruce O.P.P. Detachment Board.

**Closed Meetings** means meetings that may or shall be held in the absence of the public in accordance with s. 44 of the *Community Safety and Policing Act, 2019*.

**Detachment Commander** means an Ontario Provincial Police Detachment Commander, or designate, reporting to the South Bruce O.P.P. Detachment Board.

**Member(s)** means a person appointed to sit on the South Bruce O.P.P. Detachment Board, or on a Committee established by the South Bruce O.P.P. Detachment Board.

**Municipalities** means the Municipality of Arran-Elderslie, the Municipality of Brockton, the Township of Huron-Kinloss, the Municipality of Kincardine and the Municipality of South Bruce who receives policing from the South Bruce O.P.P. Detachment.

**O.P.P.** means the Ontario Provincial Police.

**Recorded Vote** means the making of a written record of the name and vote of each Member present who votes on a question and of each member present who does not vote.

**Regulations** means the regulations under the *Community Safety and Policing Act, 2019*.

**Secretary** means the secretary for the South Bruce O.P.P. Detachment Board.

## 2 Authority

The *Community Safety and Policing Act, 2019* requires an O.P.P. detachment board, in accordance with the regulations, for each detachment of the Ontario Provincial Police that provides policing in a municipality.

## 3 Application

- a. The rules or procedures contained in this by-law shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board, and with necessary modifications, in a committee of the Board. In the case for which provision is not made in this by-law, the current edition of "Robert's Rules of Order" shall be the parliamentary authority, which governs the proceedings. In such cases the decision shall be determined by the Chair, without debate.

- b. Except as provided elsewhere in this By-law, the Board may temporarily suspend one or more of the rules contained in this paragraph by a vote of the majority of the Members present:
- i) Rules with respect to a change in agenda order of proceedings and content;
  - ii) Rules respecting notice of delegation status;
  - iii) Rules with respect to the increase or decrease of delegation and debate limitations;
- c. The following procedures or rules cannot be suspended:
- i) Any items directed in the Community Safety and Policy Act;
  - ii) Rules regarding quorum and voting.

## 4 Membership

### 4.1 Composition

The composition of the O.P.P. detachment board shall be as follows and provided in the regulations:

Board	Communities Served	Council Seats	Community Representative Seat(s)	Provincial Appointment Seat(s)	Total Seat(s)
1	Municipality of Arran-Elderslie, Municipality of Brockton, Township of Huron- Kinloss, Municipality of Kincardine, Municipality of South Bruce	1 1 1 1 <u>1</u> 5	2	2	9

### 4.2 Term of office

The term of office of the members of the O.P.P. detachment board shall be as provided in the regulations.

### 4.3 Oath of office

A member of the Board shall, at the time of his or her appointment as a member, take an oath or affirmation of office in the form prescribed by the Minister.

### 4.4 Election of chair and vice-chair

The Members **shall** elect a chair at the board's first meeting in each year.

The Members may also elect a vice-chair at the first meeting in each year, and the vice-chair shall act as the chair if the chair is absent or if the chair's position is vacant.

The election of the chair, and vice-chair, if applicable, shall be conducted by the Board Secretary. Any votes required under this section, shall be taken with each member

present indicating his/her vote openly and that no vote be taken by ballot or any other method of secret voting and every vote so taken is of no effect.

## 4.5 Training

### 4.5.1 Required training

A member of the Board or of a committee of the board shall successfully complete the following training:

- a. The training approved by the Minister with respect to the role of an O.P.P. Detachment Board and the responsibilities of members of a board or committee.
- b. The training approved by the Minister with respect to human rights and systemic racism.
- c. The training approved by the Minister that promotes recognition of and respect for,
  - i) the diverse, multiracial and multicultural character of Ontario society, and
  - ii) the rights and cultures of First Nation, Inuit and Métis Peoples.
- d. Any other training prescribed by the Minister.

### 4.5.2 If training not completed

A member of an O.P.P. Detachment Board or committee shall not:

- a. exercise the powers or perform the duties of a board or committee member until the member has successfully completed the training described above; or
- b. continue to exercise the powers or perform the duties of their position after the period prescribed by the Minister following their appointment until the member has successfully completed the training described above.

## 4.6 Seat vacated by ineligibility

A member of the Board shall vacate his or her seat if he or she becomes ineligible to be on the board.

## 4.7 Notice of vacancies

If a seat becomes vacant, the Board shall notify the person or body responsible for appointing a replacement.

## 4.8 Remuneration

Remuneration and expenses of the members of the Board shall be as paid as follows:

- a. Council representatives shall be compensated for meeting attendance by their respective municipality in accordance with its remuneration policy and/or procedures;
- b. Community and Provincial members shall be compensated for meeting attendance through the Board's annual budget.

#### 4.9 Code of conduct

Every member of the Board shall comply with the prescribed code of conduct as set out in Ontario Regulation 409/23, as amended.

#### 4.10 Liability

An O.P.P. detachment board is not liable for the acts or omissions of members of the Ontario Provincial Police committed in the course of their employment.

No action or other proceeding shall be instituted against a member of an O.P.P. Detachment board for any act done in good faith in the execution or intended execution of any duty imposed or power conferred by the Act, the regulations or the by-laws, or for any alleged omission in the execution in good faith of that duty or power.

## 5 Roles and Reporting

### 5.1 Board

The Board shall,

- a. consult with the Commissioner regarding the selection of a detachment commander and otherwise participate, in accordance with the regulations, in the selection of the detachment commander;
- b. determine objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
- c. advise the detachment commander with respect to policing provided by the detachment;
- d. monitor the performance of the detachment commander;
- e. review the reports from the detachment commander regarding policing provided by the detachment; and
- f. on or before June 30 in each year the Board shall provide an annual report to each municipality regarding the policing provided by the detachment in their municipalities, per the Act.

#### 5.1.1 Consideration of community safety and well-being plan

In exercising its functions, the Board shall consider any community safety and well-being plan adopted by a municipality or First Nation that receives policing from the detachment.

## 5.2 Budgets and Estimates

### 5.2.1 Estimates, O.P.P. detachment boards

The Board shall prepare estimates, in accordance with the regulations, of the total amount that will be required to pay the expenses of the Board's operation, other than the remuneration of board members.

### 5.2.2 Submit to Municipalities

By September 30<sup>th</sup> of each year, the Board shall submit the estimates to every municipality that receives policing from the detachment along with a statement of the municipality's share of the costs, which are to be determined in accordance with the regulations.

### 5.2.3 Budget

Per the Regulations, the municipalities shall contribute their share of the costs to the Board's budget in accordance with the estimates.

### 5.2.4 Disputes

Estimate/budget disputes will be dealt with in accordance with s.71(4)-(7) of the Act.

## 5.3 Duties of the Chair

It shall be the duty of the Chair to:

- a. represent and support the Board, declaring its will and implicitly obeying its decision in all things;
- b. set the agenda, in consultation with the Secretary, for all meetings;
- c. receive and submit, in the proper manner, all motions presented by the Members;
- d. put to vote all questions, which are duly moved and to announce the result thereof;
- e. decline to put to a vote, motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;
- f. restrain the Members, when engaged in debate, within the rules of procedure;
- g. enforce on all occasions the observance of order and decorum among the Members;
- h. inform the Board on any point of order as deemed necessary;
- i. adjourn the meeting upon motion duly moved when the business is concluded;
- j. adjourn the sitting without a question being put or suspend or recess the sitting for a time to be specified by him or her, if considered necessary;
- k. sign all documents for and on behalf of the Board including but not limited to by-laws, resolutions, orders and agreements which have been approved by the Board;

- l. perform any and all other duties when directed to do so by motion of the Board;
- m. as soon as possible after the hour of the meeting, and where a quorum is present, the Chair shall call the meeting to order.
- n. if a quorum for either the regular or special Board meeting is not present within ten (10) minutes of the time fixed for the commencement of the meeting, the Secretary shall indicate that no quorum was present and the meeting shall stand adjourned until the next regular meeting of the Board.

#### 5.4 Detachment commander

The detachment commander, or their designate shall provide the O.P.P. detachment board with reports regarding policing provided by the detachment at the board's request.

## 6 Meetings

### 6.1 Number of Annual Meetings

The Board shall hold at least one meeting per quarter in each calendar year.

### 6.2 Location of Meetings

The Board shall meet at the South Bruce O.P.P Detachment Administration Offices in Walkerton and Kincardine on a rotating basis, or an alternate meeting location may be arranged at the discretion of the Board Chair.

### 6.3 Quorum

A majority of the members of the Board constitutes a quorum.

### 6.4 Notice

The Board or the committee, as applicable, shall publish notice of a meeting that is open to the public on the Internet, subject to the regulations made by the Minister, if any.

#### 6.4.1 Timing of notice

The notice shall be published at least seven days before the meeting, except in extraordinary circumstances.

#### 6.4.2 Contents of notice

The notice must include:

- a. the proposed agenda for the meeting; and
- b. either,
  - i) the record/Minutes of the most recent meeting of the Board that was open to the public, other than the record/Minutes of any part of the meeting that was closed to the public, or

- ii) instructions on how a member of the public may access the record/Minutes referred to in subclause (i).

## 6.5 Special Meetings

- a. The Chair, may at any time summon a special meeting of the Board and shall do so whenever requested by a majority of the Members.
- b. The Secretary shall give notice to the Members of all special meetings of the Board whenever required by competent authority to do so. Such notice shall be by email, or other means deemed appropriate, such as but not limited to telephone call by the Secretary.
- c. No special meeting of the Board may be held with less than 7 days' Notice in accordance with the Notice section below, except in extraordinary circumstances.
- d. No business may be transacted at a special meeting of the Board other than that specified in the notice or Agenda.

## 6.6 Board Agenda

- a. At the direction of the Chair, the Board Secretary shall prepare an agenda for the use of the Members at the regular meetings of the Board which shall generally consist of the following headings, the order of which may change as the Chair deems appropriate.
  - 1. Call to Order
  - 2. Disclosure of Conflict of Interest and/or Pecuniary Interest and General Nature Thereof
  - 3. Approval of Agenda
  - 4. Approval of Past Minutes
  - 5. Presentations/Delegations
  - 6. Business from Previous Meetings
  - 7. Reports
    - 7.1. Inspector's Report
    - 7.2. Financial Report
  - 8. Correspondence
  - 9. Closed Session
  - 10. Next Meeting
  - 11. Adjournment
- b. An item, which is not included in the agenda may not be introduced at the meeting, without the consent of a majority of the Members present.

## 6.7 Conflict of Interest Disclosure

The Chair and Members shall be governed by the *Municipal Conflict of Interest Act, 1990*, as amended, and the agenda shall include a provision for Members to declare a conflict or conflicts of interest or a pecuniary interest in a matter.

Where a Member, either on his or her own behalf, or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Member shall:

- a. prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b. complete the Disclosure of Pecuniary Interest and General Nature Thereof Form available from the municipal clerk or appropriate local board official;
- c. not take part in the discussion of, or vote on any question in respect of the matter; and
- d. not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

Where the interest of a Member has not been disclosed by reason of his or her absence from the particular meeting, the Member shall disclose his or her interest and otherwise comply at the first meeting of the Board attended by him or her after the particular meeting.

The Board Secretary shall record in reasonable detail, the particulars of any disclosure of conflict of interest, and the particulars shall appear in the minutes of that meeting of the Board.

### 6.8 Record of meeting/Minutes

The Board shall record without note or comment all resolutions, decisions and other proceedings at the meeting, whether it is open to the public or not, ("Minutes").

Draft minutes shall be presented at the next regular meeting of the Board and the Chair shall ask the Board if there are any objections to the minutes so delivered or any motion to correct, and after correction and/or change, shall declare the minutes adopted.

Adopted minutes shall be distributed by the Board Secretary to the Clerk of each municipality for distribution to Council in accordance with the municipality's standard practices.

### 6.9 Hearing of Delegations

- a. Delegations wishing to address the Board shall submit a request to the Board Secretary no later than ten (10) business days before the scheduled regular Board



meeting. The purpose of the delegation shall be clearly stated and it shall be contained in the agenda delivered to Board Members prior to the meeting. The request shall also include a list of person(s) who will be appearing before the Board and a copy of the materials that will be presented.

- b. Delegations will not be permitted to appear before the Board to present the same information on more than one occasion, nor shall multiple delegations be permitted to repeat the same information as previous delegations, and the ruling of the Chair with respect to this matter shall be final.
- c. Delegations shall be restricted to presentations of ten (10) minutes and shall address their remarks to the stated business.
- d. The Board Secretary shall record the name and address of every person who speaks as a member of a delegation to the Board and the proceedings and outcome of the delegation shall be recorded in the Minutes of the Board meeting.
- e. The number of delegations or petitions to be heard at a Board Meeting shall not exceed three (3).
- f. Upon the completion of a presentation to the Board by a delegation, any discourse between Members of the Board and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of the Board shall not enter into debate with the delegation respecting the presentation.
- g. No delegation shall:
  - i. speak disrespectfully of any person;
  - ii. use offensive words or unparliamentary language;
  - iii. speak on any subject other than the subject for which they have received approval to address the Board; or
  - iv. disobey the rules of procedure or a decision of the Chair.
- h. The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this By-law and, where the Chair rules that the delegation is concluded, the person or persons appearing shall immediately withdraw.

#### 6.10 Recorded Vote

- a. Any member present at a meeting may request a recorded vote. The request that the vote be recorded should be made immediately before or after the taking of the vote.
- b. Each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the Secretary shall record each vote.

- c. The Voting shall start with the person who requested the recorded vote and proceed alphabetically, except the Chair who shall vote last, unless he or she requested the recorded vote.
- d. If any member refuses to vote, except where the member has declared a pecuniary interest, direct or indirect, they shall be recorded as voting in the negative on the question.
- e. The Secretary shall announce the results after the vote has been called.
- f. Any vote resulting in a tie vote, is deemed to be negative.

### 6.11 Proceedings open to the public

Subject to section 44 of the Act, meetings conducted by the Board, or by a committee of the board, shall be open to the public.

### 6.12 When meetings **may** be closed to public

#### 6.12.1 Consideration

Before holding a meeting, the Board, or a committee of the board, shall,

- a. consider whether to close the meeting or part of the meeting to the public, having regard to the matters listed below under “Subject Matter”; and
- b. if the Board or committee decides to close the meeting or part of the meeting, state by resolution,
  - i) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting, or
  - ii) in the case of a meeting for training or education, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.

#### 6.12.2 Subject matter

In accordance with s.44 (2) of the Act, the meeting or part of the meeting may be closed to the public if the subject matter being considered is,

- a. the security of the property of the board;
- b. personal matters about an identifiable individual, including members of the police service or any other employees of the board;
- c. a proposed or pending acquisition or disposition of land by the board;
- d. labour relations or employee negotiations;
- e. litigation or potential litigation affecting the board, including matters before administrative tribunals;
- f. advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- g. information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;

- h. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- i. a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;
- j. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board;
- k. information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record; or
- l. an ongoing investigation respecting the O.P.P. Detachment Board.

#### 6.12.3 Educational or training sessions

(6) A meeting of a O.P.P. Detachment Board, or of a committee of the board, may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members of the board or of the committee.
2. At the meeting, no member of the board or committee considers or otherwise deals with any matter in a way that materially advances the business or decision-making of the board.

#### 6.13 When meetings **must** be closed to the public

In accordance with s 44. (3) of the Act, a meeting or part of a meeting of a O.P.P. Detachment Board, or of a committee of the board, shall be closed to the public if the subject matter being considered is a request under the Municipal Freedom of Information and Protection of Privacy Act.

#### 6.14 Duty of confidentiality

In accordance with s. 44 (4) of the Act, the Members of the board or committee shall keep any matter considered in a Closed Meeting confidential, including by keeping confidential any information obtained for the purpose of considering the confidential matter, except,

- a. for the purpose of complying with an inspector exercising their powers or duties under this Act;
- b. as may otherwise be required in connection with the administration of this Act, the *Special Investigations Unit Act, 2019* or the regulations made under either of them;
- c. as may be required for a law enforcement purpose; or
- d. where disclosure is otherwise required by law.

### 6.15 Disclosure by resolution

Despite s.44 (4) of the Act, the Board may, by resolution, disclose or authorize a board member to disclose any matter considered under s.44 (2) or (3) of the Act, which may include disclosing information obtained for the purpose of considering the confidential matter.

## 7 General

### 7.1 O.P.P. Detachment Board may contract, sue and be sued

In accordance with s. 49 (1) of the Act, the Board may contract, sue and be sued in its own name.

### 7.2 Members not liable for O.P.P. Detachment Board's contracts

The members the Board are not personally liable for the board's contracts.

### 7.3 Prescribed standards

The Board shall comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under this Act.

### 7.4 Local policies

The Board may establish local policies in accordance with the Act.

### 7.5 Committees of the Board

The Board may establish a committee and delegate any of the Board's powers under the Act to the committee.

All committees of the Board shall be formed by by-law, the provision of which may govern the name, powers, duties and quorums of the committee and may, subject to provisions of the Act, govern the composition and appointment of individuals to the committee.

A committee shall be composed of, at least two members of the Board, unless otherwise provided for in the Act, and may have any number of additional members, if a majority of the committee is composed of members of the Board.



**Ontario Provincial Police  
South Bruce Detachment**

**Inspector Keegan Wilcox**

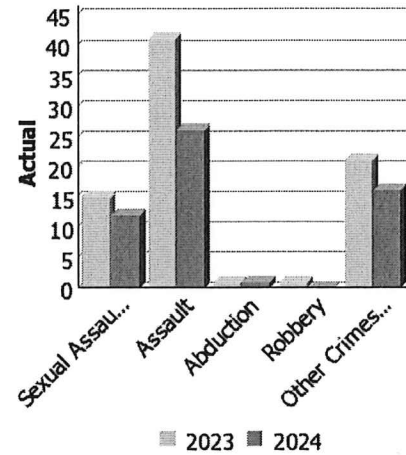
**Detachment Commander's Report  
Police Services Board**

**January - March 2024**

**Police Services Board Report for South Bruce OPP**  
**Records Management System**  
**January to March - 2024**

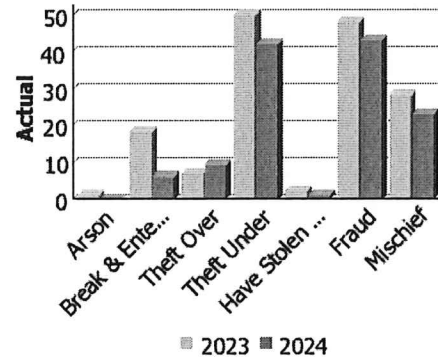
**Violent Crime**

Actual	January to March			Year to Date - March		
	2023	2024	% Change	2023	2024	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	15	12	-20.0%	15	12	-20.0%
Assault	41	26	-36.6%	41	26	-36.6%
Abduction	1	1	0.0%	1	1	0.0%
Robbery	1	0	-100.0%	1	0	-100.0%
Other Crimes Against a Person	21	16	-23.8%	21	16	-23.8%
<b>Total</b>	<b>79</b>	<b>55</b>	<b>-30.4%</b>	<b>79</b>	<b>55</b>	<b>-30.4%</b>



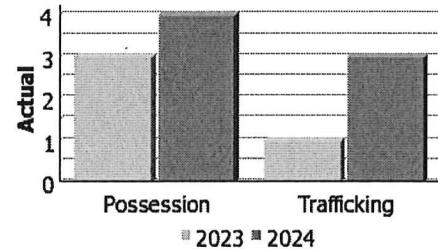
**Property Crime**

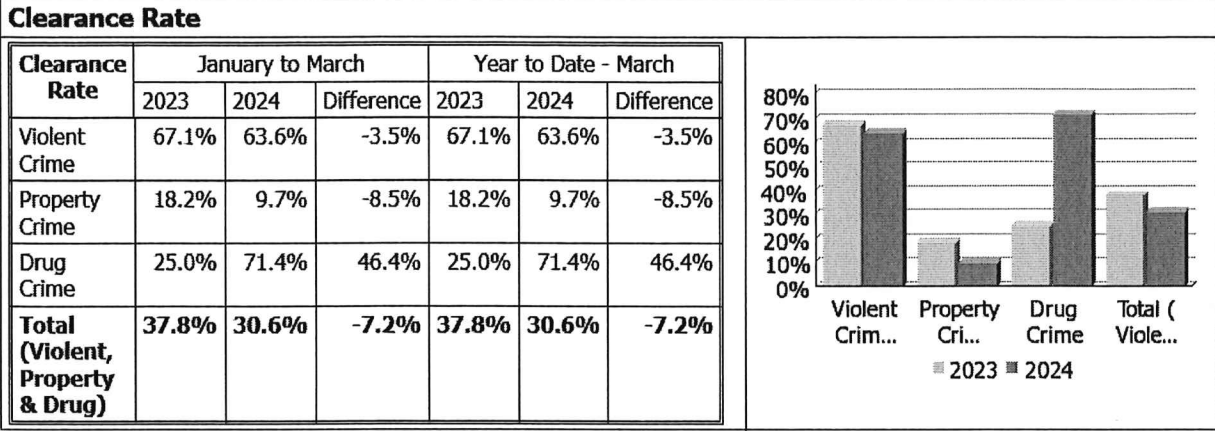
Actual	January to March			Year to Date - March		
	2023	2024	% Change	2023	2024	% Change
Arson	1	0	-100.0%	1	0	-100.0%
Break & Enter	18	6	-66.7%	18	6	-66.7%
Theft Over	7	9	28.6%	7	9	28.6%
Theft Under	50	42	-16.0%	50	42	-16.0%
Have Stolen Goods	2	1	-50.0%	2	1	-50.0%
Fraud	48	43	-10.4%	48	43	-10.4%
Mischief	28	23	-17.9%	28	23	-17.9%
<b>Total</b>	<b>154</b>	<b>124</b>	<b>-19.5%</b>	<b>154</b>	<b>124</b>	<b>-19.5%</b>



**Drug Crime**

Actual	January to March			Year to Date - March		
	2023	2024	% Change	2023	2024	% Change
Possession	3	4	33.3%	3	4	33.3%
Trafficking	1	3	200.0%	1	3	200.0%
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>4</b>	<b>7</b>	<b>75.0%</b>	<b>4</b>	<b>7</b>	<b>75.0%</b>





**Calls For Service (CFS) Billing Summary Report**

**Municipality of Arran-Elderslie, Municipality of Brockton, Municipality of Kincardine, Municipality of South Bruce, Township of Huron-Kinloss  
January to March - 2024**

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>	2024				2023			
	January to March	Year to Date	Time Standard	Year To Date Weighted Hours	January to March	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	65	65	15.4	1,001.0	90	90	15.4	1,386.0
Property Crime Violations	135	135	6.3	850.5	173	173	6.3	1,089.9
Other Criminal Code Violations (Excluding traffic)	33	33	7.3	240.9	36	36	7.3	262.8
Drug Possession	11	11	6.9	75.9	7	7	6.9	48.3
Drugs	3	3	80.6	241.8	1	1	80.6	80.6
Statutes & Acts	128	128	3.5	448.0	144	144	3.5	504.0
Operational	620	620	3.8	2,356.0	517	517	3.8	1,964.6
Operational2	134	134	1.5	201.0	134	134	1.5	201.0
Traffic	176	176	3.8	668.8	141	141	3.8	535.8
<b>Total</b>	<b>1,305</b>	<b>1,305</b>		<b>6,083.9</b>	<b>1,243</b>	<b>1,243</b>		<b>6,073.0</b>

**Police Services Board  
Collision Reporting System**

	January - March			Year to Date – March 31, 2024		
	2023	2024	% Change	2023	2024	% Change
<b>Fatal</b>	1	2	100%	1	2	100%
<b>Personal Injury</b>	11	11	0%	11	11	0%
<b>Property Damage</b>	187	242	29%	187	242	29%
<b>Total</b>	<b>199</b>	<b>255</b>	<b>28%</b>	<b>199</b>	<b>255</b>	<b>28%</b>

**Traffic Statistics  
January – March 2024**

Offence	Jan-Mar 2022	Jan-Mar 2023	Jan-Mar 2024	3 Year Average
<b>Traffic Complaint</b>	127	154	151	144
<b>Traffic Hazard</b>	90	51	78	73
<b>RIDE Programs</b>	64	195	202	154
<b>Dangerous Operation</b>	6	3	4	4
<b>Traffic Enforcement</b>	39	181	123	114
<b>Impaired/Over 80</b>	10	16	18	15
<b>Warn Range Suspensions</b>	3	4	4	4
<b>Stunt Driving</b>	0	2	2	1



## January – March 2024

### E-Ticketing Stats

	Jan- Mar 2023	Jan – Mar 2024	% Change
E-Ticketing Charges	598	691	16%
E-Ticketing Warnings	455	508	12%

### Calls for Service of Note

#### ***Violent Crime:***

Assault – During the first 3 months of 2024 assaults were down from the same months in the previous year. In 2024 there were a total of 26 assault occurrences compared to 41 in 2023. The most prevalent assault occurrences investigated were related to Intimate Partner Violence. There were a total of 12 assault occurrences that were related to Intimate Partner Violence.

Other Crimes Against a Person – During these 3 months there were 16 other crimes against a person reported to the South Bruce OPP in comparison to 21 occurrences the previous year. Only 1 of these occurrences were related to Intimate Partner Violence.

Abduction – There is 1 abduction listed on the occurrences over the 3 months. This abduction is related to an Intimate Partner Violence investigation where a victim was held against their will. The offender is being held accountable for their actions.

#### ***Property Crime:***

Break and Enter – The South Bruce Detachment area saw a significant reduction in break and enters when comparing the 3 months to the previous year. There were 6 break and enters investigated, 3 of which involved vacant properties and the other 3 were to residential properties.

Theft Over – There was a slight increase in theft over \$5000 when comparing these 3 months to the same 3 months in the previous year. The increase went from 7 occurrences to 9 occurrences. These occurrences were in relation to thefts of trailers, motor vehicles and copper wire. These investigation remain on-going.

Theft Under – Over the 3 month period there were a total of 42 thefts under \$5000 investigated. This demonstrated a slight decrease from the previous year. These thefts included but are not limited to thefts of fuel and of scrap metals. Further to this, there were 4 incidents related to gas drive-offs.

Fraud – Over the 3 month period officers responded to 43 fraud occurrences. In these frauds a substantial amount of money has been lost. These frauds include a combination of cyber frauds, grandparent scams and internet scams. Our detachment Community Safety Officer remains vigilant with education and awareness campaigns as they are the best form of fraud prevention.

#### ***Traffic:***

In early January the South Bruce OPP released their Festive RIDE statistics. Over the festive season officers set up 175 RIDE checkpoints across our detachment area. Approximately 540 hours were dedicated to the campaign which ended with the following results: 7 warn range suspensions and 11 motorists charged with impaired driving.

At the end of March our officers watched for traffic safety issues where they were focusing on appropriate seatbelt use in motor vehicles. During this 4 day campaign officers charged 3 motorists and 2 passengers for not properly wearing their seatbelts. Further to this, officers charged 54 drivers for speeding, 2 drivers for driving while under suspension, 1 driver for impaired driving, and 1 driver with distracted driving.

***Detachment Updates:***

Acting Sergeant Mike Wilken completed his temporary assignment as the leader of 'C' platoon. Acting Sergeant Steve Gingerich has started a temporary assignment as the leader of 'C' platoon until the vacant Sergeant's position is permanently filled in May of 2024. I would like to thank Mike for his leadership over the last number of months and wish Steve the best of luck as he continues in this position.

Acting Staff Sergeant Brandon Gale completed his temporary assignment as the interim Detachment Manager. Brandon has returned to his home location at the Grey Bruce detachment and is a frontline Sergeant there. With that, Staff Sergeant Deb McClure has taken over as the permanent Detachment Manager. Deb brings with her a wealth of experience and I am very excited to continue working with Deb in this role.

Detective Constable Neal Sheperd was successful in a recent Crime Unit competition. Neal brings with him a wealth of frontline experience and I am confident that he will excel in his new role. He started in his position in mid-February and is already having a positive impact on public safety in this role.

PC Kevin Martin has officially retired from the OPP. Kevin had a wonderful career and had very positive impact over the course of his career as a frontline officer and more recently as the Community Safety Officer. Kevin was in the CSO role for a number of years and had many extensive relationships in the community. Kevin will be missed! PC Matt Thorpe has been identified as his replacement and started shadowing Kevin in March prior to Kevin's departure.

In February we had 4 new Probationary Constables arrive at the detachment after completing their training at the Ontario Police College and at the OPP Academy. PC's Sebastien Bourgon and Jason Essery have been assigned to 'B' platoon, PC Christian Panhuis has been assigned to 'C' platoon and PC Spencer Lazarevich has been assigned to 'D' platoon. All 4 officers are currently working with their Coach Officers and are doing extremely well.

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# Police Service Board (PSB) Procedure Guide

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By: Trish Serratore, CFO

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# Start Up

## PROCESS

1. The PSB has appointed the Municipality of Brockton to manage the finances.
2. Appoint signing officers.
3. Brockton will need Council direction to open independent bank account.
  - Order chqs for this specific account – possible fee associated with this.
4. Complete budget. Excel document provided.
5. Each Municipality submit \$5,000 start-up funding to Brockton

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# Accounts Payable

## PROCEDURE

Purchase of all goods and services (which become payable once received in satisfactory condition) for the PSB is authorized by the board through the budget process. The **Chief Financial Officer** authorizes payment to vendors on a 30-day term from the invoice date unless otherwise stated on the invoice. The Board will take advantage of all possible discounts. Accounts payable payments are processed every Wednesday.

## PROCESS

6. All invoices must be forwarded to The Brockton Finance Department - Accounts Payable Clerk for payment as soon as the goods or services have been received in satisfactory order.
7. Invoices must be accompanied by proper documentation, stamped and account code to which the expenditure is to be expensed and signed by authorized board member with signing authority.
8. Payment of accounts payable is processed every Wednesday. Appropriately authorized supporting documentation for expenditures must be received by The Brockton Finance before 11:00 a.m. on the Friday prior in order to be included with that week's run.
9. Where a cheque is required within 24 hours, may be issued with the approval of the Chief Financial Officer of Brockton.

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# Accounts Receivable

## PROCEDURE

Accounts receivables are established for the purpose of collecting general revenues owed to the Municipality for goods and services rendered to its ratepayers or external customers. A comprehensive Accounts Receivable Policy and Procedure will ensure the Municipality bills and collects its revenues fairly, equitably, and in a timely manner. Timely collection allows the Municipality to have greater control over its cash flow and liquidity, which in turn makes it financially stronger and more viable.

## PROCESS

1. All invoicing processed by the Municipality must be recorded by Finance.
2. Customers wishing to set up an account must provide the following documentation:
  - a. Proof of address, i.e. Driver's License
  - b. Telephone Number
3. Statement of Accounts - Statements of unpaid account will be mailed monthly to all customers after adding penalty/interest.
4. Staff will make attempts to collect the outstanding balances on the account. Should staff have no success, the following steps will be taken:
  - a. Collection Agency: A collection agency is involved only after the debtor has received, via registered mail – return receipt requested - a final demand notice

- 
5. Payment Options - The Municipality of Brockton payment options include:
    - a. Cash, Cheque, Debit Cards
    - b. Payments can be made at financial institutions
    - c. Preauthorized Payment Plan
    - d. Online Banking
  
  6. Write-offs must be requested by the Board members.
  
  7. Interest will be charged on outstanding balances, in accordance with Policy F02-0500-15.



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# Month-end Statement

## PROCEDURE

Month-end is processed at the end of year month and to be fully completed by the 15<sup>th</sup> business day of the following month. Statements of each department will be circulated to the board for their review.

## PROCESS

1. At the beginning of each month, the Brockton Staff will circulate the departmental month-end statements.
2. If there are any discrepancy or adjustments needed, they will be reviewed and adjustments will be prepared by the Chief Financial Officer.

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# Chart of Accounts

## PROCEDURE

The general ledger is set-up in a sequential manner that best suits the reporting requirements of the Municipality. The chart of accounts was developed to provide an accounting for expenditures and revenues on a basis consistent with the municipal budget. The system is also designed to provide information necessary for other purposes; such as financial reporting. The accounts in the chart are intended to define purpose of expenditures and source and nature of revenues.

## PROCESS

1. Requests for a new account will be reviewed and approved by the Chief Financial Officer.
2. Any new accounts will be completed, once approved, by the Chief Financial Officer or Deputy Treasurer.

## Department Chart of Account - attached

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# Budgetary Process

## PROCEDURE

The Budget Process will establish timelines and guidelines for the PSB, Municipal Staff and Council to follow during the annual budget approval process.

## PROCESS

1. Early August, the PSB will begin to prepare their draft budget.
2. September/October, the PSB will compile their proposed Budgets and Business Plans for the upcoming year, including all anticipated revenues and expenditures and provide the information to each municipality to include in their draft budget.
3. November/December, each municipality will compile all information submitted, to ensure that a complete budget package is ready for submission to Council.
4. January, Council will meet again to consider the budget submission with all the amendments from the December meeting. At this time a recommendation to Council to accept the budget for the appropriate fiscal year will be presented.

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# Purchase and Procurement Policy

## PROCEDURE

The Municipal Act, 2001, Part VI, Section 271, as amended states that a municipality and a local board shall adopt policies with respect to its procurement of goods and services. The purpose of this policy is to set out guidelines for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service and an open and honest process shall be maintained that is fair and impartial. Refer to Policy F17-0520-11 for additional information.

## PROCESS

1. The Department Head shall be authorized to make Small Order Purchases of goods and services **up to an amount of \$10,000.00**, excluding applicable taxes, from such vendor and upon such terms and conditions as the Department Head deems appropriate.
2. For expenditures **exceeding \$10,000.00 and less than \$25,000.00**, Department Heads **shall obtain at least two (2) written quotations** whenever possible. Bid documents and specifications (as applicable) can be issued and received by e-mail and/or fax transmission.
3. The Department Head shall not order goods or services **exceeding \$25,000.00 without requesting and obtaining sealed tenders** for the goods and services unless specifically authorized to do so by a resolution of Council for a particular transaction

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# Year-end - Audit

## PROCEDURE

Section 296 of the Act requires that the municipality prepare the financial statements for the municipality in accordance with generally accepted accounting principles as per PSAB. All financial statements of government organizations in Canada (federal, provincial, territorial and municipal) are required to be audited annually by external (independent) auditors

## PROCESS

1. The Chief Financial Officer will make arrangements with the external auditor to complete the municipality's annual audit. This will take place in March of each year to allow sufficient time to prepare the mandatory annual reports required by the Federal and Provincial government, as well as time to complete the consolidated statements to be presented to Council within a timely manner,

**MUNICIPALITY OF BROCKTON  
OPERATING  
BUDGET FOR O.P.P.  
2024**

PARTICULARS	ACCOUNT NUMBER	2022	2023		2024	% Increase from PY
		ACTUAL	ACTUAL	BUDGETED	BUDGETED	
<b>EXPENDITURES</b>						
Employee Benefits from SBG Police	1240	-	2,338	2,200	-	-100.00%
Service Agreements -OPP	1344	2,360,885	2,629,794	2,636,226	-	-100.00%
<b>O.P.P. SERVICE BOARD</b>						
Honorarium	1212	4,938	5,250	5,500	-	-100.00%
Mileage	1270	357	-	1,000	-	-100.00%
Training and Seminars	1271	1,014	616	5,000	-	-100.00%
Membership	1303	1,701	250	1,800	-	-100.00%
Supplies	1305	356	7,724	10,000	-	-100.00%
Service Board Expenses	1309	80	80	-	-	0.00%
Legal Fees	1310	-	-	-	-	0.00%
Telephone	1350	678	676	900	-	-100.00%
Advertising	1370	-	-	250	-	-100.00%
Donation	1373	-	2,000	2,000	2,000	
Transfer to Reserve Fund	1720	2,000	2,000	2,000	2,000	0.00%
<b>OPERATING EXPENDITURES</b>		<b>2,372,008</b>	<b>2,650,727</b>	<b>2,666,876</b>	<b>4,000</b>	<b>-99.85%</b>
<b>REVENUES</b>						
Ontario Grants	0126	255,303	305,534	254,002	-	-100.00%
Transfers from Reserve fund	0142	-	110,000	110,000	-	-100.00%
Fines	0146	268	1,065	2,500	-	-100.00%
Miscellaneous Revenue	0150	5,074	305	-	-	0.00%
<b>OPERATING REVENUE</b>		<b>260,645</b>	<b>416,904</b>	<b>366,502</b>	<b>-</b>	<b>-100.00%</b>
<b>TOTAL OPERATING</b>		<b>2,111,363</b>	<b>2,233,823</b>	<b>2,300,374</b>	<b>4,000</b>	<b>-99.83%</b>

-99.83% Increase/(Decrease)

\$ (2,296,374) Increase/(Decrease)

as per billing statement

**OPERATING BUDGET BACK UP - EXPENDITURE  
2024**

ACCOUNT NUMBER	BUDGET AMOUNT	PARTICULARS	
1240	-	EMPLOYEE BENEFITS SBG POLICE-	
1344	-	SERVICE AGREEMENTS	-
	-		
		<b>OPP SERVICE BOARD</b>	
1212	-	HONORARIUM BOARD CHAIR	-
		BOARD MEMBERS 2	-
		BOARD SECRETARY	-
		no Council payment	0
1270	-	MILEAGE \$0.50	-
1271	-	TRAINING AND SEMINARS PER DIEM \$120 PER DAY, \$60 PER HALF DAY 4 ZONE MEETINGS, 1 WORKSHOP, 1 CONFERENCE CONFERENCES, SEMINARS, MEALS ETC.	
1303	-	MEMBERSHIPS	
1305	-	SUPPLIES	
1309	-	SERVICE BOARD EXPENSES	-
1310	-	LEGAL FEES	
1350	-	TELEPHONES Court Room Pager	
1370	-	ADVERTISING	
1720	2,000	TRANSFER TO RESERVE FUND Equipement	2,000
	<b>4,000</b>		

**OPERATING BUDGET BACK UP - REVENUE  
2024**

ACCOUNT NUMBER	BUDGET AMOUNT	PARTICULARS	
01-3121			
0126	-	Ontario Grants CSPTG RIDE Grant	
0142	-	Transfer from Reserve Fund	-
0146	-	Fines	
0150	0	Miscellaneous Revenue	-
	-		