

TOWN OF FORT FRANCES

POLICE SERVICES BOARD

AGENDA - December 5, 2019 - 8:30 a.m.

MEETING - Committee Room, Civic Centre

Session No. 7

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Agenda**
 - 4.1 Session No. 7 dated December 5, 2019.
5. **Approval of Previous Minutes**
 - 5.1 Session No. 6 dated October 25, 2019. 3 - 7
6. **Business Arising From the Minutes**
 - 6.1 Inspector Schmidt's request - Storage for old Fort Frances Police Force record books. - update from Municipal Clerk. (will be deferred to January 2020 Meeting).
 - 6.2 Update - 2 Special Constables for Court Security.
 - 6.3 Provincial Appointments to the Fort Frances Police Services Board. 8
7. **New Business**
 - 7.1 Review of 2020 Rules & Procedures Protocol between the Town of Fort Frances Police Services Board and The Ontario Provincial Police. 9 - 31
 - 7.2 Review of Protocol for the Monitoring of the Annual Performance of the Detachment Commander. 32 - 34
 - 7.3 Stuff A Cruiser.
 - 7.4 Proceeds of Crime Application (2020-2023).
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 - 7.6 OAPSB Spring Conference and Annual General Meeting - May 27-30, 2020 - Toronto Eaton Centre. 36

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7.7 OAPSB OPP Governance Summit - January 30, 2020 - Four Points & Element Toronto Airport.	37
8. <u>Detachment Commander's Report</u>	
8.1 Fort Frances Police Services Board - Detachment Commander's Report - October 2019. (please find attached).	
9. <u>Information Correspondence:</u>	
9.1 Minutes of OAPSB Zone 1 Meeting and Reports.	38 - 52
1) OAPSB Zone 1 Director Report	
2) Ministry of the Solicitor General Public Safety Division Zone Report September 2019.	
3) OAPSB Zone 1 Meeting Minutes dated October 10, 2019.	
10. <u>Next Meeting Date - December 19, 2019</u>	
11. <u>In-Camera</u>	
12. <u>Adjournment</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 006

October 25, 2019

The meeting of Police Services Board of the Town of Fort Frances was held in the Committee Room, Civic Centre on October 25, 2019 from 8:35 a.m. to 11:55 p.m.

PRESENT: Councillor J. McTaggart, Chairperson, L. Hamilton, G. Rogozinski, Mayor J. Caul (8:39 a.m. to 10:55 a.m.)

ALSO PRESENT: Detachment Commander N. Schmidt, Staff Sgt. D. McLean, K. Lawson, PSB Board Secretary, D. Brown, Municipal CAO (8:35 a.m. to 8:57 a.m.), E. Slomke, Municipal Clerk (9:00 a.m. to 9:13 a.m.) and R. Thoms, 93.1 The Border (8:45 a.m. to 9:47 p.m.)

1. **Call to Order 8:35 a.m.**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**

2.1 J. McTaggart, Chair re: Zone 1 OACP/OAPSB Joint Meeting - October 8-10, 2019 - Update.

2.2 J. McTaggart, Chair re: October 22, 2019 - Kenora - OPP Awards Ceremony (*Housekeeping Item*).

3. **Disclosure of pecuniary interest and the general nature thereof - none identified**

4. **Approval of Agenda**

4.1 Session No. 6 dated October 25th, 2019.

39/19 Hamilton-Rogozinski: THAT the Police Services Board approve the October 25, 2019 agenda as prepared with the addition of the following non-agenda item(s):

- 1) Zone 1 OACP/OAPSB Joint Meeting - October 8-10, 2019 - Thunder Bay - Update.
- 2) October 22, 2019 OPP Awards Ceremony Awards Ceremony attendance by J. McTaggart, Board Chair.

CARRIED

5. **Approval of Previous Board Minutes**

5.1 Session No. 5 dated September 20, 2019.

- 40/19 Rogozinski-Hamilton: THAT the minutes of the Board Meeting being Session No. 5 dated September 20, 2019 having been typed and distributed to members be approved as amended.

CARRIED

6. Business Arising from the Minutes

- 6.1 Update from J. McTaggart - Inspector Schmidt's request - Storage for old Fort Frances Police Force record books.
- E. Slomke, Town Clerk was in attendance to provide input respecting this matter. Inspector Schmidt identified that these records included old radio log books from the 1950 - 1970's. There were some police occurrence books and note books, which had been left in upstairs storage, from the period when the former Fort Frances Police detachment was in use. The Clerk shared her concerns with the prospect that identifiable persons names/personal information may be included in these documents and while living or deceased there is still an expectation that this information must be protected. Should these documents be moved to the Museum, the Clerk's Office would still require appropriate transfer documentation to provide for continuity of care and assumed ownership with expectation that some information would need redaction before being displayed. Inspector Schmidt suggested that these materials might be given on loan with set parameters for their use and offered to obtain the contact number for the Orillia Museum who is known to have this type of information in their care. The Clerk will also contact the Fort Frances Museum Curator to determine what the documentation might be used for. This item will be placed on the next regular agenda.
- 6.2 Request for Input from Police Services Board - R. Socholotuk - Use of Off Road Vehicles Within Town Limits (held over from previous meeting for additional input from Inspector N. Schmidt).
- The Chair advised that the Planning and Development Executive Committee had requested that the use of snowmobiles be added to the request. The Board determined that they were only interested in entertaining a recommendation on the original request from Mr. Socholotuk. After receiving input from Inspector Schmidt respecting the use of ATV's in other jurisdictions, the Board recommended supporting the request from Mr. Socholotuk for the use of Off Road Vehicles (ATV's) within Town limits.
- 41/19 Caul-Hamilton: THAT the Fort Frances Police Services Board support the use of Off Road Vehicles (ATV's) within Town Limits and further recommend that an appropriate authorizing by-law be supported.

CARRIED

- 6.3 Presentation from J. McTaggart, Chair re: 2019 OAPSB Spring Conference (held over from last meeting).
- The presentation materials were provided for Board Members by the Chair as information for their awareness.

- 42/19 Hamilton-Rogozinski: THAT the presentation from Councillor J. McTaggart, Chair re: 2019 OAPSB Spring Conference, May 22-25, 2019 - Windsor, Ontario be received.

CARRIED

- 6.4 Update - Provincial Appointments to Fort Frances Police Services Board (one additional Provincial appointee still required).
- The Ministry had identified that interviews are currently taking place and the Board will be contacted once an appointment has been approved.
- 6.5 Update - 2 Special Constables for Court Security and New OPP Contract.
- D. Brown, CAO was in attendance to provide input for this item along with the Board Chair and Detachment Commander. An overview of the costing data as provided by the Municipal Policing Bureau was presented to members. Inspector Schmidt advised that the OPP is not able to move the matter of posting for the Special Constable position until such time as the By-Law to approve the agreement has been executed on behalf of the Corporation. Inspector Schmidt also provided an overview of the funding available under the Proceeds of Crime - Front-Line Policing Grant. Inspector Schmidt is reviewing the documentation and the OPP will work in conjunction with the Town to submit a grant application with the submission date on or before December 16th for contract locations.

- 43/19 Rogozinski-Hamilton: THAT the Fort Frances Police Services Board support the recommendations as laid out in the joint report dated October 17, 2019 from D. Brown, Town of Fort Frances, CAO and Councillor J. McTaggart, Chairperson, Fort Frances Police Services Board re: Execution of a 5 Year Term Agreement with the Ministry of the Solicitor General for OPP Police Services commencing on January 1, 2020.

CARRIED

- 6.6 Update - Community Safety and Well Being Plan.
This information was provided as information for Board Members awareness.

7. New Business

- 7.1 On-Line Citizen Self Reporting Tools.
- Inspector Schmidt provided an overview and parameters for use of this reporting tool to the Board. He identified that of the 1,745 Year to Date Citizen calls for service, only 34 came from the North West Region and 2 from the Rainy River District (Fort Frances). He reported that calls for service via text messaging may begin as early as next year. He also identified the issue of increased 911 Hang Up Calls. Board Chair emphasized that the OPP were obligated to respond to each and every one of these calls, taking valuable time and resources away from real emergencies. Inspector Schmidt advised that the Regional Superintendent is reviewing calls for service to try and determine what can be done to reduce the increased number of 911 Hang Up Calls.
- 7.2 Annual Performance Report - Inspector N. Schmidt.

- The Chair provided an update on this matter. Members will receive appropriate documents for the performance reporting of Inspector Schmidt.

7.3 Rules and Procedures Protocol.

- The Chair provided an update on this matter. The document will be reviewed at the next regular meeting.

8. Information

8.1 Standing Template - Fort Frances Police Services Board Appointments,
- received as information.

9. Non-agenda items:

9.1 Zone 1 OACP/OAPSB Joint Meeting - October 8-10, 2019 - Thunder Bay - Update.
- Inspector Schmidt provided an update on the meeting.

9.2 October 22, 2019 OPP Awards Ceremony Update from J. McTaggart (housekeeping item).
- Inspector Schmidt and Councillor McTaggart attended the 2019 OPP Awards Ceremony and luncheon held on October 22nd, 2019 in Kenora. An overview of the awards presented to local recipients was provided.

44/19 Hamilton-Caul: THAT the following be authorized to attend the 2019 OPP Awards Ceremony - October 22, 2019 - Kenora: J. McTaggart, Board Chairperson.

CARRIED

10. Next Meeting Date - December 5, 2019

11. In-Camera - no items identified

11.1 Operational Matter. - No in-camera items were identified.

12. Detachment Commander's Report

12.1 Reporting on September 2019.
- Inspector Schmidt provided an overview of his September 2019 report.

45/19 Hamilton-Rogozinski: THAT the Fort Frances Police Services Board receive the September 2019 Detachment Commander's report as presented by Inspector N. Schmidt, Detachment Commander, Rainy River District O.P.P.

CARRIED

13. Adjournment

13.1 The meeting adjourned at 10:55 a.m.

46/19 Rogozinski-Hamilton: THAT this meeting of the Town of Fort Frances Police Services Board be now closed.

CARRIED

Board Chair

Board Secretary

From: [Debra Bruyere](#)
To: [Fort Frances Gary Rogozinski](#); [John McTaggart](#); [June Caul](#); [Kathy Lawson](#); [Fort Frances Linda Hamilton](#); [Ignace Don Cunningham](#); [Ignace Marsha Reader](#); [Ignace Roy Fuller](#); [Kenora Andrew Poirier](#); [Kenora Dan Reynard](#); [Kenora Dave Canfield](#); ["Kenora Heather Kasprick "](#); [Kenora Sara Dias](#); [Kenora Whitney Van Belleghem](#); [Dryden Anna Boily](#); [Dryden Bill Wiedenhoef](#); [Dryden Dave McKay](#); [Dryden John Carlucci](#); [Dryden Judi Green](#)
Subject: Request your input
Date: Thursday, November 28, 2019 9:54:55 AM

Hello Board members and Secretaries

Kevin has asked me to contact each board in Zone 1 to enquire about vacancies on your board. He wants to bring the issue of vacancies forward to the OAPSB and the Minister.

He would appreciate your input on the following questions.

1. Are there any vacancies on your board?
2. Are the vacancies provincial appointments or community appointments?
3. Have any names been submitted for consideration for any vacancies?
4. How long has there been a vacancy on your board?
5. How long have vacancies taken to fill in the past?

Thank you. Kevin and I appreciate your help.

Debra Bruyere, Secretary
Zone 1
DebraBruyere@Shaw.ca
H. (807) 567 2046
C. (807) 597 8055

RULES & PROCEDURES PROTOCOL

BETWEEN

The Town of Fort Frances Police Services Board

AND

The Ontario Provincial Police

RULES & PROCEDURES

The Town of Fort Frances Police Services Board –

AND WHEREAS the Police Services Board is required pursuant to Section 37 of the Police Services Act to establish its own rules and procedures in performing its duties under the Act.

THEREFORE, THE Town of Fort Frances Police Services Board enacts the following Rules and Procedures:

DEFINITIONS:

- a) “Act” means the Police Services Act, R.S.O. cP.15;
- b) “Board” means the Town of Fort Frances Police Services Board;
- c) “Chair” means the Chair of the Board;
- d) “Acting Chair” means a member of the Board required to act from time to time in the place of the stead of the Chair or Vice Chair;
- e) “Detachment Commander” means the member of the Ontario Provincial Police assigned as Detachment Commander reporting to the Town of Fort Frances Police Services Board;
- f) “Council” means the Council of the municipality of the Town of Fort Frances’
- g) “Days” means calendar days exclusive of Saturdays, Sundays and Statutory holidays;
- h) “Member” means a member of the Town of Fort Frances Police Services Board;
- i) “Police Service” means policing provided under contract by the Ontario Provincial Police to the municipality of the Town of Fort Frances;
- j) “Quorum” means a majority of the Members of the Board in accordance with Section 35(2) of the Act;
- k) “Secretary” means the secretary of the Town of Fort Frances Police Services Board;
- l) “Local Policies” means the written policies established for police services in accordance with Section 10(9)(c) of the Act;
- m) “Provincial Policies” means the written policies contained within OPP Police Orders or directives established by the Ontario Provincial Police for the delivery of police services.

APPLICATION:

The rules and procedures contained herein 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.

The Chair shall decide all points of order or procedure for which rules have not been provided for.

BOARD COMPOSITION:

In accordance with Section 27(4) of the Act shall consist of:

- a) the head of the Municipal Council or, if the head chooses not to be a member of the board, another member of the Council appointed by resolution of the Council;
- b) and another member of the Council appointed by resolution of the Council to the Board;
- c) one person appointed by resolution of the Council, who is neither a member of the Council nor an employee of the municipality;
- d) two persons appointed by the Lieutenant Governor in Council; and
- e) the terms of each board member be reviewed at the first meeting in December each year.

DUTIES AND RESPONSIBILITIES OF THE BOARD:

The Board shall be responsible for those duties as set out in Section 10 of the Act and Section 30 and 32 of the Adequacy and Effectiveness of Police Services Regulation.

DUTIES AND RESPONSIBILITIES OF THE CHAIR:

It shall be the duty and responsibility of the Chair to:

- a) Report on the activities of the Board and of the OPP to Council as required;
- b) Act as the spokesperson for the policy decisions of the Board;
- c) Set the agenda for all Board meetings;
- d) Open meetings of the Board by taking the chair and calling the members to order;
- e) Receive and submit all motions presented by the Members;
- f) Put to vote all resolutions presented by the Members and announce the results;
- g) Decline to put to vote all motions, which infringe upon the rules and procedures or are beyond the jurisdiction of the Board;
- h) Enforce the observance of order and decorum at all meetings;
- i) Close the meeting upon motion duly moved;
- j) If deemed necessary close, suspend, or recess the meeting;
- k) Sign all documents for and on behalf of the Board including but not limited to:
 - i) Policies;
 - ii) Resolutions;
 - iii) Agreements, and
 - iv) Protocols,which the Board has approved.
- l) Perform any other additional duties when directed to do so by motion of the Board.

DUTIES OF THE VICE CHAIR:

In the event that the Chair is absent or vacant, the Vice Chair shall act in place of the Chair and shall have the same authority, rights and powers of the Chair.

SELECTION OF CHAIR AND VICE-CHAIR:

In accordance with Section 28(1) and (2) of the Act, the members of the Board shall, at the first meeting held in December of each year, select from amongst its members, a chair and vice-chair for a term of one year.

The election of the Chair shall be conducted by the Secretary.

The election of the Vice-Chair shall be conducted by the Chair.

Any votes required under this section shall be taken as described by the provision of Section 61(1) and (2) of the Municipal Act, R.S.O. which requires that each member of the Board present shall indicate his or her vote openly, and that no vote be taken by ballot or any other method of secret balloting.

COMMITTEES OF THE BOARD:

The Board may at any time appoint one or more members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.

The Committee shall report upon its work to the Board at the meeting of the Board immediately following the date of the Committee meeting or at a specified time agreed to by the Board.

REGULAR MEETINGS OF THE BOARD:

The Board may hold their meetings the third Friday of every month at such place and time as may be determined by the Board.

The Chair shall preside at all meetings or in the absence of the Chair, the Vice Chair.

The Chair or in the absence of the Chair, the Vice Chair may cancel a regular meeting of the Board where the Chair or Vice Chair deems such meeting not warranted however such cancellation shall not permit the Board to hold less than four regular meetings each year.

SPECIAL MEETINGS OF THE BOARD:

The Chair, or in the absence of the Chair, the Vice Chair, may at any time summon a special meeting of the Board and shall do so whenever requested by the majority of the Board.

The Secretary shall give notice to all Members of such special meetings by whatever means deemed expedient by the Secretary.

No special meeting of the Board shall be held with less than 24 hours notice to the Members.

Notification to the public of a special meeting will be deemed complete with notification to the print media (or other means as determined by the Board) 24 hours in advance of the meeting.

A meeting deemed to be In-Camera, will not require public notification.

No business may be transacted at a special meeting other than that specified in the notice of agenda.

THE CALLING OF THE MEETING TO ORDER:

The Chair shall call the meeting to order as soon as possible after the time announced for the commencement of the meeting and a quorum is present.

If a quorum for either a regular or special meeting of the Board is not present within 30 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 closed until the next regular meeting or such time as determined by the Chair.

BOARD AGENDA

The secretary shall cause an agenda to be prepared for the use of the Members at the regular meetings of the Board in the following order:

- Call to Order
- Attendance
- Request for Non-Agenda Items
- Declaration of Pecuniary interest
- Approval of Agenda
- Approval of Minutes
- Issues arising from the Minutes
- Presentations/Delegations
- New Business
- Committee Reports
- Financial
- Public Discussion
- Information Correspondence
- Detachments Commander's Report
- Date of Next Meeting
- Close

The Secretary shall receive all reports and supporting materials for the agenda at least 7 days prior to the regular Board Meeting and shall consult with the Chair prior to the completion of the agenda. An item that is not included in the agenda may not be introduced at the meeting without the consent of a majority of the Members present.

The Secretary shall receive every letter, petition and other communication addressed to the Board and shall:

- a) If in the opinion of the Secretary and confirmed by the Chair, the subject matter is properly within the jurisdiction of the Board, place it upon the agenda to be dealt with; or
- b) If in the opinion of the Secretary, and confirmed by the Chair, the subject matter is properly within the jurisdiction of the OPP Detachment Commander, shall refer the matter to him or her for necessary action and subsequent report to the Board.

The Secretary shall provide the agenda for each regular meeting to each Member of the Board not less than two days prior to the meeting.

CODE OF CONDUCT OF MEMBERS

- a) Board Members shall attend and actively participate in all Board Meetings.
- b) Board Members shall not interfere with the Police Services operational decisions and responsibilities or with the day-to-day operation of the police force, including the recruitment and promotion of police officers.
- c) Board Members shall undergo any training that may be provided or required for them by the Ministry of Community Safety and Correctional Services and the OAPSB.
- d) Board members shall keep confidential any information disclosed or discussed at a meeting of the board, or part of a meeting of the board, that was closed to the public.
- e) No Board member shall purport to speak on behalf of the Board unless he or she is authorized by the Board to do so.
- f) A Board Member who expresses disagreement with a decision of the Board shall make it clear that he or she is expressing a personal opinion.
- g) Board Members shall discharge their duties loyally, faithfully, impartially and according to the Act, any other Act and any regulation, rule or by-law, as provided in their oath or affirmation of office.
- h) Board Members shall uphold the letter and spirit of this Code of Conduct and shall discharge their duties in a manner that will inspire public confidence in the abilities and integrity of the Board.
- i) Board Members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the *Human Rights Code* and the *Charter of Rights and Freedoms* (Canada).

- j) Board Members shall not use their office to advance their interests or the interests of any person or organization with whom or with which they are associated.
- k) Board Members shall not use their office to obtain employment with the Board or the Police Service for themselves, their family members ("family member" means the parent, spouse/same sex spouse or child of the person).
- l) A Board Member, who applies for employment with the Police Service, including employment on contract or on a fee for service, shall immediately resign from the Board.
- m) Board Members shall refrain from engaging in conduct that would discredit or compromise the integrity of the Board or the Police Service.
- n) A Board Member whose conduct or performance is being investigated or inquired into by the Ontario Civilian Police Commission(OCPC) under Section 25 of the Act or is the subject of a hearing before the Commission under that section shall decline to exercise his or her duties as a member of the Board for the duration of the investigation or inquiry and hearing.
- o) If the Board determines that a Board Member has breached the Code of Conduct set out in this Regulation, the Board shall record that determination in its minutes and may –
 - i) require the member to appear before the Board and be reprimanded
 - ii) request that the Ministry of Community Safety and Correctional Services conduct an investigation into the member's conduct; or
 - iii) request that the Commission conduct an investigation into the member's conduct under Section 25 of the Act.

CONFLICT OF INTEREST

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

- a) prior to any consideration of the matter at the meeting, disclose the conflict of interest and general nature thereof;
- b) not take part in any discussion of, or vote on any question in respect of the matter; and
- c) not attempt in any way influence the voting on any such matter either before, during or after the meeting
- d) forthwith leave the meeting for that part of the meeting during which the matter is under consideration.

Where the conflict of interest has not been disclosed by reason of the Member's absence from the meeting, the Member shall disclose his or her interest and otherwise comply at the first meeting of the Board immediately following the meeting in which the matter was considered.

The Secretary shall record the particulars of any disclosure of interest in the minutes of the meeting.

HEARING OF DELEGATIONS

Delegations will only be heard at regular meetings of the Board provided that the person(s) representing the delegation has provided at least 5 days written notice of the request.

A request for a delegation shall include a list of the person(s) who will be appearing before the Board and information as to the content of the presentation.

Unless approved by the Chair delegations shall be restricted to presentations of no more than 10 minutes.

Upon receipt of the written notice the Secretary shall list the delegation on the appropriate meeting agenda.

The Chair may curtail any delegation, any questions or debate during a delegation for disorder or any other breach of this policy and, where the Chair rules that the delegation is concluded, the person(s) appearing shall immediately withdraw.

RULES OF DEBATE:

Every Member, before speaking to a question or motion, shall first receive recognition from the Chair.

When a Member wishes to speak on any question, motion, or item, they shall in an orderly manner obtain the Chair's attention and the Chair shall keep a list of those Members who wish to speak. The Chair then shall recognize the Members in the order in which they came to the Chair's attention.

When a Member is speaking, no other Member shall pass information between any Member of the Board or interrupt that Member except to raise a point of order.

No Member shall speak to the same question or motion for more than 10 minutes, without leave of the Chair.

After a question is put by the Chair, no Member shall speak to the question nor shall any other motion be put forward until after the vote has been taken and the results declared.

If a Member considers that a ruling by the Chair is not in order, an appeal may be made. In the event of an appeal, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the chair upheld?" In the event of a tie vote, the ruling is upheld. The Decision of the Board under this section is final.

MOTIONS:

All motions shall be duly moved and seconded before being discussed or put to a vote.

The Chair shall read a motion before a vote is taken.

After a motion has been moved, the mover may withdraw it at any time prior to a vote being taken.

A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions to:

- a) close;
- b) amend;
- c) refer;
- d) suspend the rules of procedure;
- e) vote on the question.

A motion to close the meeting may be made at any time except when:

- a) a Member is speaking;
- b) the question has been called;
- c) a Member has indicated to the Chair his or her desire to speak on the question.

A motion to amend shall:

- a) be relevant to the question to be decided;
- b) not be received if it in essence constitutes a rejection of the main questions.

A motion to refer the question shall include:

- a) the name of the Committee or other body or official to whom the question is referred; and
- b) the terms upon which the question is to be deferred.

Debate upon a motion to refer shall only be permitted on the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment thereto shall be permitted until dealt with.

No question shall be considered more than once at a meeting of the Board.

VOTING ON MOTIONS:

A motion shall be deemed to be carried when a majority of the Members present, and voting have expressed their agreement.

When, in the opinion of the Chair or upon the request of a Member, a question contains distinct proposals, the Chair may divide the question, and then a vote upon each proposal shall be taken separately.

Every Member present at a meeting of the Board when a question is put shall vote unless prohibited by statute, and the secretary shall record the name of the Member and the reason for prohibition.

The Secretary shall conduct the vote in a counter-clockwise direction starting on the chair's right hand, asking the Members to indicate in favour with "yea" and opposed with "nay".

The Secretary will advise the Chair of the count of the vote who in turn will announce the results.

Where on any question there is a tie vote, the motion shall be deemed to have been lost.

PUBLIC AND IN-CAMERA MEETINGS:

Meetings and hearings conducted by the Board shall be open to the public, subject to subsection (2), and notice of them shall be published in the manner that the Board determines.

The Board may exclude the public from all or part of a meeting or hearing if it is of the opinion that:

- a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or
- b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.
- c) Members may attend a meeting via electronic means such as teleconference or video conference.

No person other than the Members, Secretary, Detachment Commander, and other persons invited by the Chair shall attend in-camera meetings of the Board.

POLICIES

Every policy shall be introduced upon written motion by a Member, and any number of policies may be introduced together in one motion, but the Chair may, at the request of a Member, deal separately with each.

Every policy introduced shall be in typewritten form and shall be complete with the exception of the number and the date of the policy.

Every policy which has been passed by the Board shall be numbered, dated and signed by the Chair and Secretary, and shall be filed by the Secretary in a secure and proper facility.

**Protocol for the Participation in the Selection of the
Detachment Commander**

BETWEEN

THE TOWN OF FORT FRANCES POLICE SERVICES BOARD

AND

THE ONTARIO PROVINCIAL POLICE REGIONAL COMMANDER

WHEREAS the Municipality of Fort Frances is required pursuant to Section 4(1) of the *Police Services Act* to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Municipality of Fort Frances has entered into a contract with the Ministry of Community Safety & Correctional Services, pursuant to Section 10(1) of the *Police Services Act* for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the municipality is required pursuant to Section 10(2) of the *Police Services Act* to have a Police Services Board;

AND WHEREAS, the Police Services Board is required, pursuant to Section 10(9)(a) of the *Police Services Act*, to participate in the selection of the Detachment Commander;

THEREFORE, THE PARTIES HEREBY AGREE THAT:

1. The Ontario Provincial Police Regional Commander shall ensure that the Fort Frances Police Services Board is advised, at the earliest opportunity, of the need to select a new Detachment Commander.
2. Fort Frances Police Services Board shall participate in the selection of the Detachment Commander by providing sufficient members to a joint committee consisting of board members and persons nominated by the Commissioner.
3. In the event two or more municipalities receive policing services under Section 10 from the same Detachment, the Fort Frances Police Services Board shall work with all other involved boards to ensure the Police Services Boards supply sufficient numbers, so as to provide equal representation on the selection review panel.

**Protocol for the Monitoring of the Performance of the
Detachment Commander**

Between

The Fort Frances Police Services Board

And

The Ontario Provincial Police Regional Commander

WHEREAS the Municipality of Fort Frances is required pursuant to Section 4(1) of the *Police Services Act* to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Municipality of Fort Frances has entered into a contract with the Ministry of Community Safety & Correctional Services, pursuant to Section 10(1) of the *Police Services Act* for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the municipality is required pursuant to Section 10(2) of the *Police Services Act* to have a Police Services Board;

AND WHEREAS, the Police Services Board is required, pursuant to Section 10(9)(d) of the *Police Services Act*, to monitor the performance of the Detachment Commander;

THEREFORE, THE PARTIES HEREBY AGREE THAT

1. The Fort Frances Police Services Board shall provide the Ontario Provincial Police Regional Commander before March 31st each year with a report on the performance of the Detachment Commander.
2. The report shall indicate the Detachment Commander's performance as it directly relates to the responsibilities of the board;
3. The Board shall include specific examples of unsatisfactory performance.

ANNUAL PERFORMANCE REPORT

In accordance with Board responsibilities as per Section 10(9) of the Police Services Act the Board shall:

1. ***Generally, determine objectives and priorities for police services, after consultation with the detachment commander or his/her designate;***

The Detachment Commander consistently provides the Board with the necessary information, support and personal access to meet this requirement.

☐

Strongly Agree

☐

Agree

☐

Somewhat Agree

☐

Disagree

☐

Strongly Disagree

Comments: _____

2. ***Establish, after consultation with the detachment commander or his/her designate, any local policies with respect to police services.***

The Detachment Commander consistently provides the Board with the necessary information, support, advice, and personal access to meet this requirement.

☐

Strongly Agree

☐

Agree

☐

Somewhat Agree

☐

Disagree

☐

Strongly Disagree

Comments: _____

3. ***Receive regular reports from the Detachment Commander or his/her designate on disclosures and decisions made under Section 49 (Secondary Activities);***

The Detachment Commander regularly provides the Board with the required information.

☐

Strongly Agree

☐

Agree

☐

Somewhat Agree

☐

Disagree

☐

Strongly Disagree

Comments: _____

4. Review the Detachment Commander's administration of the complaints system under Part V and receive regular reports from the detachment commander or his/her designate on his/her administration of the complaints system.

The Detachment Commander regularly provides the Board with the required information and administers the complaints system in an appropriate manner.

☐

Strongly Agree

☐

Agree

☐

Somewhat Agree

☐

Disagree

☐

Strongly Disagree

Comments: _____

5. Under Section 4(1) of the Police Services Act, each municipality is responsible for the provision of adequate and effective police services in accordance with its needs.

The Detachment Commander consistently strives to ensure the delivery of adequate and effective policing services consistent with local objectives, priorities, and policies.

☐

Strongly Agree

☐

Agree

☐

Somewhat Agree

☐

Disagree

☐

Strongly Disagree

Comments: _____

**Protocol for the Review of the Detachment Commander's Administration of The
Complaints System Under Part V of the Police Services Act**

BETWEEN

THE TOWN OF FORT FRANCES POLICE SERVICES BOARD

AND

THE ONTARIO PROVINCIAL POLICE DETACHMENT COMMANDER

WHEREAS the Town of Fort Frances is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Town of Fort Frances has entered into a contract with the Ministry of Community Safety & Correctional Services pursuant to Section 10(1) of the Police Services Act for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the Town of Fort Frances is required pursuant to Section 10(2) of the Police Services Act to have a Police Services Board;

AND WHEREAS, the Town of Fort Frances Police Services Board is required pursuant to Subsection 10(9)(f) of the Police Services Act to review the Detachment Commander's administration of the complaints system under Part V of the Police Services Act;

AND WHEREAS, the Town of Fort Frances Police Services Board has a responsibility to ensure that complaints are properly administered;

AND WHEREAS, the Town of Fort Frances acknowledges that the complaints system under Part V of the Police Services Act is administered by the Professional Standards Bureau of the Ontario Provincial Police;

AND WHEREAS, the Town of Fort Frances Police Services Board acknowledges that the Detachment Commander is responsible under section 62 of the Police Services Act for administering complaints made against local polices established under Section 10(9)(c) of the Police Services Act.

THEREFORE, THE PARTIES HEREBY AGREE THAT:

1. The Ontario Provincial Police Detachment Commander shall provide the Town of Fort Frances Police Services Board with statistical monthly reports on complaint administration.
2. The report shall be restricted to complaints that occur within or are a result of activity within the Town of Fort Frances.

The Report shall include:

- whether the complaint was from a member of the public or generated internally;
- the nature of the alleged misconduct or service complaint;
- whether the complaint is under investigation or complete;
- whether the complaint is substantiated or unsubstantiated; and
- Any Criminal or Police Services Act proceedings as a result of a complaint.

**Protocol for the Report of Disclosures and Decisions made under
Section 49 of the Police Services Act (Secondary Activities)**

BETWEEN

The Town of Fort Frances Police Services Board

AND

The Ontario Provincial Police Detachment Commander

WHEREAS the Town of Fort Frances is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Town of Fort Frances has entered into a contract with the Ministry of Community Safety & Correctional Services pursuant to Section 10(1) of the Police Services Act for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the Town of Fort Frances is required pursuant to Section 10(2) of the Police Services Act to have a Police Services Board;

AND WHEREAS, the Detachment Commander is required to provide to the Police Services Board regular reports on disclosures and decisions made under Section 49 of the Police Services Act;

AND WHEREAS, The Town of Fort Frances Police Services Board acknowledges that disclosures and decisions made under Section 49 of the Police Services Act are the responsibility of the Director, Professional Branch;

THEREFORE, THE PARTIES HEREBY AGREE THAT:

1. The Ontario Provincial Police Detachment Commander shall provide the Town of Fort Frances Police Services Board with monthly reports, on disclosures and decisions under Section 49 Police Services Act.
2. The report shall be restricted to disclosures and decisions for those officers under the command of the Detachment Commander who are assigned full-time or regular policing responsibilities within the municipality.

Protocol for the Sharing of Information

BETWEEN

The Town of Fort Frances Police Services Board

AND

The Corporation of the Town of Fort Frances

WHEREAS the Town of Fort Frances is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Town of Fort Frances has entered into a contract with the Ministry of Community Safety & Correctional Services pursuant to Section 10(1) of the Police Services Act for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the Town of Fort Frances is required pursuant to Section 10(2) of the Police Services Act to have a Police Services Board;

AND WHEREAS, the Town of Fort Frances Police Services Board is required by Section 32(1) of the Ontario Regulation 3/99 (The Adequacy and Effectiveness of Police Services Regulation) to enter into a protocol with the Council of the municipality that addresses:

- a) the sharing of information with municipal council, including the type of information to be shared and the frequency for sharing such information;
- b) the dates by which the Action Plan and Annual Report shall be provided to municipal council;
- c) the responsibility for making public the Action Plan and annual report, and the dates by which the Action Plan and Report must be made public; and
- d) if the municipal council chooses, jointly determining and participating in, the consultation processes for the development of the Action Plan.

THEREFORE, THE PARTIES HEREBY AGREE THAT:

1. The Town of Fort Frances Police Services Board shall provide the Clerk/CAO for the Corporation of the Town of Fort Frances:
 - a) In January of each year, with notices of the dates, times and locations of the Police Services Boards regular meetings;
 - b) The Town of Fort Frances shall send their request to the Police Services Board for the Detachment Commander to appear/report before council. The Chair of the Police Services Board will also appear at the Council Meeting with the Detachment Commander.
 - c) Copies of the public agenda on the Monday preceding the Boards scheduled meeting dates; and
 - d) Copies of the minutes two weeks following the Boards' said meetings.
2. The Board and the Detachment Commander may host a public information session on current policing issues in the Town.
3. The Town of Fort Frances Police Services Board shall:
 - Provide the Clerk/CAO with notice of any public meetings, or other consultation processes scheduled by the Board for the development of the Action Plan.
 - Provide the Clerk/CAO with a copy of the Action Plan no later than 30 days following completion;
 - Make the Action Plan available to the public no later than 30 days following release to the Clerk/CAO; and
 - Provide copies of the Police Services Annual Report to the Clerk/CAO and make it available to the public on or before June 30th annually.
4. This protocol is subject to the provisions of Section 41 (1.1) of the Police Services Act, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

**Protocol for the Preparation of an Action Plan in Accordance with Section 30
Of the Adequacy and Effectiveness of Police Services Regulation**

BETWEEN

The Town of Fort Frances Police Services Board

AND

The Ontario Provincial Police Detachment Commander

WHEREAS the Municipality of Fort Frances is required pursuant to Section 4(1) of the Police Services Act to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Municipality of Fort Frances has entered into a contract with the Ministry of Community Safety & Correctional Services pursuant to Section 10 (1) of the Police Services Act for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the municipality is required pursuant to Section 10 (2) of the Police Services Act to have a Police Services Board.

AND WHEREAS, the Police Services Board is required, pursuant to Section 30 of the Adequacy and Effectiveness of Police Services Regulations to prepare an Action Plan at least once every three years;

THEREFORE, THE PARTIES HEREBY AGREE THAT:

1. The Ontario Provincial Police Detachment Commander shall, with the support and direct participation of the Board, prepare an Action Plan for submission to the Board at least once every three years;
2. The development of the Action Plan shall include a consultation process that involves and includes;
 - a) the Municipal Council;
 - b) the School Boards
 - c) Community organizations and groups;
 - d) Business and members of the Public

3. The Action Plan shall address:

- a) the objectives, core business and functions of the contracted OPP Police Service, including how it will provide adequate and effective police services;
- b) quantitative and qualitative performance objectives and indicators relating to:
 - i) the police force's provision of community-based crime prevention initiatives, community patrol and criminal investigation services,
 - ii) community satisfaction with police services
 - iii) emergency call for service
 - iv) violent crime and clearance rates for violent crime,
 - v) property crime and clearance rates for property crime,
 - vi) youth crime, and clearance rates for youth crime
 - vii) police assistance to victims of crime and re-victimization rates, and
 - viii) road safety.
- c) information technology;
- d) resource planning; and
- e) police facilities.

**Protocol for the Monitoring of the Performance of the
Detachment Commander**

Between

The Fort Frances Police Services Board

And

The Ontario Provincial Police Regional Commander

WHEREAS the Municipality of Fort Frances is required pursuant to Section 4(1) of the *Police Services Act* to provide adequate and effective police service in accordance with its needs;

AND WHEREAS, the Municipality of Fort Frances has entered into a contract with the Ministry of Community Safety & Correctional Services, pursuant to Section 10(1) of the *Police Services Act* for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS, the municipality is required pursuant to Section 10(2) of the *Police Services Act* to have a Police Services Board;

AND WHEREAS, the Police Services Board is required, pursuant to Section 10(9)(d) of the *Police Services Act*, to monitor the performance of the Detachment Commander;

THEREFORE, THE PARTIES HEREBY AGREE THAT

1. The Fort Frances Police Services Board shall provide the Ontario Provincial Police Regional Commander before March 31st each year with a report on the performance of the Detachment Commander.
2. The report shall indicate the Detachment Commander's performance as it directly relates to the responsibilities of the board;
3. The Board shall include specific examples of unsatisfactory performance.

ANNUAL PERFORMANCE REPORT

In accordance with Board responsibilities as per Section 10(9) of the *Police Services Act* the Board shall:

1. ***Generally, determine objectives and priorities for police services, after consultation with the detachment commander or his/her designate;***

The Detachment Commander consistently provides the Board with the necessary information, support and personal access to meet this requirement.

☐

Strongly Agree

☐

Agree

☐

Somewhat Agree

☐

Disagree

☐

Strongly Disagree

Comments: _____

2. ***Establish, after consultation with the detachment commander or his/her designate, any local policies with respect to police services.***

The Detachment Commander consistently provides the Board with the necessary information, support, advice, and personal access to meet this requirement.

☐

Strongly Agree

☐

Agree

☐

Somewhat Agree

☐

Disagree

☐

Strongly Disagree

Comments: _____

3. ***Receive regular reports from the Detachment Commander or his/her designate on disclosures and decisions made under Section 49 (Secondary Activities);***

The Detachment Commander regularly provides the Board with the required information.

☐

Strongly Agree

☐

Agree

☐

Somewhat Agree

☐

Disagree

☐

Strongly Disagree

Comments: _____

4. Review the Detachment Commander's administration of the complaints system under Part V and receive regular reports from the detachment commander or his/her designate on his/her administration of the complaints system.

The Detachment Commander regularly provides the Board with the required information and administers the complaints system in an appropriate manner.

Strongly Agree

Agree

Somewhat Agree

Disagree

Strongly Disagree

Comments: _____

5. Under Section 4(1) of the Police Services Act, each municipality is responsible for the provision of adequate and effective police services in accordance with its needs.

The Detachment Commander consistently strives to ensure the delivery of adequate and effective policing services consistent with local objectives, priorities, and policies.

Strongly Agree

Agree

Somewhat Agree

Disagree

Strongly Disagree

Comments: _____



2020 OAPSB MEMBERSHIP

2020 Membership Dues

Voting Members (Police Services Boards)

Force Size	Membership Dues	HST	Total
1-10	CAD 685.67	CAD 89.14	CAD 774.81
11-30	CAD 1,169.80	CAD 152.07	CAD 1,321.87
31-50	CAD 1,425.73	CAD 185.34	CAD 1,611.07
51-100	CAD 2,991.14	CAD 388.85	CAD 3,379.99
101-200	CAD 4,362.48	CAD 567.12	CAD 4,929.60
201-300	CAD 5,041.75	CAD 655.43	CAD 5,697.18
Over 300	CAD 5,722.08	CAD 743.87	CAD 6,465.95

***Force size includes all paid employees - sworn officers, civilian & special constables**

Share

(<http://www.addthis.com/bookmark.php?v=250&username=epl2>).

SAVE THE DATE:



Registration will open soon!

Please share the 2020 fees with your boards.

Early Bird (Ends April 1, 2020) \$550

Full Conference (member) \$625

Full Conference (non member) \$799

Companion \$400

Single Day (member) \$399

Single (non member) \$499

Announcing the OAPSB OPP Governance Summit!



Seminar Information:

OAPSB is planning an OPP Governance Summit in the new year, tentatively scheduled for 9am-4pm on **30 Jan 2020**, at **FOUR POINTS & ELEMENT TORONTO AIRPORT**

(6257 Airport Road, Mississauga, ON L4V 1E4 Canada) near Pearson Airport. The purpose of this note is to give you advance notice so you hold the date in your calendar! This event has been timed to coincide with the Solicitor General's regulation-writing schedule.

The aim of the Summit is to identify key regulatory opportunities, challenges and solutions regarding OPP Detachment Boards. The Solicitor General's Regulation Writing Team is committed to participate in our Summit, so they can hear your views first-hand.

This event is open to all members (Section 10 & 31) and guests.

Ministry of the Solicitor General

ZONE UPDATE

October 11, 2019

1. COMPREHENSIVE ONTARIO POLICE SERVICES ACT, 2019

- Bill 68, the *Comprehensive Ontario Police Services Act, 2019* received Royal Assent on March 26, 2019, however its proclamation date has not been determined yet.
- The Act creates the *Community Safety and Policing Act, 2019* and the *Special Investigations Unit Act, 2019*; it also amends the *Mandatory Blood Testing Act, 2006* and the *Coroners Act*.
- When the *Community Safety and Policing Act, 2019* comes into force it will repeal and replace the current *Police Services Act* (1990). Until then the *Police Services Act* remains in force.
- The amendments to the *Police Services Act* (1990) that added new community safety and well-being (CSWB) planning provisions, came into force on January 1, 2019. They will continue to be in force with a new provision requiring the participation of local police services in developing the plan.
- The *Comprehensive Ontario Police Services Act, 2019* also repeals the following statutes that were passed in 2018 under the previous government but had not yet come into force: *Police Services Act, 2018*, *Ontario Special Investigations Unit Act, 2018*, *Policing Oversight Act, 2018* and the *Ontario Policing Discipline Tribunal Act, 2018*.
- The *Missing Persons Act, 2018*, and *Forensic Laboratories Act, 2018*, and most of the previous amendments to the *Coroners Act* will remain as passed in the *Safer Ontario Act, 2018*.
 - An All Chiefs Memo (ACM 19-0044) went out on June 7th which confirms that the *Missing Persons Act, 2018* came into force on July 1, 2019.
- In order to bring the *Community Safety and Policing Act, 2019* into force supporting regulations must be developed to fully implement the Act. In late July, the Ministry of the Solicitor General began preparations to engage stakeholders on the new regulatory framework that will need to be developed to support the Act. Stakeholders from the policing sector and community and social services were invited to participate in engagement tables. The ministry will also set up an engagement table with First Nations partners. Engagement will be ongoing as the ministry works towards developing a robust regulatory framework. The ministry will continue to seek

collaborative input from our policing partners, the public and subject matter experts on this critical next phase.

A. THE COMMUNITY SAFETY AND POLICING ACT, 2019 (CSPA, 2019)

CSPA and Oversight

- The CSPA, 2019 transforms the Office of the Independent Police Review Director (OIPRD) into the Law Enforcement Complaints Agency (LECA). Its responsibilities would include:
 - Receiving and screening public complaints involving police officers, special constables employed by the Niagara Parks Commission, peace officers employed by the Legislative Protective Service, and forwarding complaints about members of a board (e.g., municipal or First Nations) to the Inspector General of Policing (IG).
 - Assigning complaints for investigation relating to police officers, Niagara Parks Commission special constables, and peace officers employed in the Legislative Protective Service to a police service (of the officer or alternate) or an agency investigator.
 - Requiring investigative entities (e.g., chief of police) to explain delays in the completion of an investigation after 120 days and every 30 days thereafter.
- The CSPA, 2019 also establishes the office of the IG within the Ministry of the Solicitor General to monitor, inspect, and ensure compliance with the act and its regulations. The IG would also be responsible for ensuring the delivery of adequate and effective policing. It also empowers the IG to receive and review policy/service complaints.
- The IG would also be empowered to impose remedies for non-compliance with the CSPA, 2019, and board member misconduct.
- The IG would be required to forward the investigative report regarding a board member's misconduct to the entity responsible for the appointment of the board member. The IG would serve a term of five years, with the possibility of a one-term renewal of five years.

CSPA & Policing Functions

- The CSPA, 2019 stipulates that policing functions that meet the following two standards must be provided by members of a police service:
 - The policing function is either (i) crime prevention, (ii) law enforcement, (iii) emergency response, or (iv) maintaining the public peace; and
 - The function requires the exercise of the powers of a peace officer or a police officer.
- The CSPA, 2019 also:
 - mandates human rights, systemic racism, diversity and Indigenous training for new police officers, new special constables, and Police Service Board members.
 - requires police service board members to successfully complete basic training on roles and responsibilities before exercising powers and performing duties; and,
 - mandates public consultations for Lieutenant Governor in Council regulations made under the new policing and police oversight legislation.

2. COMMUNITY SAFETY AND WELL-BEING

A. COMMUNITY SAFETY AND WELL-BEING PLANNING

- New legislative requirements related to community safety and well-being (CSWB) planning came into force on January 1, 2019, as an amendment to the current *Police Services Act* (1990).
 - Municipalities have two years from the in-force date to prepare and adopt their first CSWB plan (i.e., by January 1, 2021), working in collaboration with local police services/boards and various other sectors such as health/mental health, education, community and social services, and children/youth services.
 - Municipalities have the discretion and flexibility to develop CSWB plans either individually or jointly with other municipalities or First Nation band councils.
- Schedule 2 of the COPSA, 2019 amends the CSWB planning provisions in the current *Police Services Act* (1990) and these amendments came into force immediately upon Royal Assent (i.e., March 26, 2019).
- Amendments to the CSWB planning provisions (included in Scheduled 2 of COPS Act, 2019) that came into force on March 26, 2019, include:
 - Advisory Committee:
 - The chief of police of a police force that provides policing in the area, or his or her delegate, must be included on the advisory committee.
 - One person may satisfy multiple representation requirements of the Advisory Committee (i.e., one person could represent a community service as well as an educational service).
 - Plans adopted before these changes to the Advisory Committee section continue to be valid despite these changes.
 - Transition:
 - A transition provision allows for plans where consultations took place before January 1, 2019, to be deemed to have met consultation obligations if the Minister determines there is substantial compliance.
 - Publication:
 - Reports relating to the CSWB plan (i.e., reports on the effect the plan is having, if any, on reducing the prioritized risk factors) must also be published on the Internet.
- In support of this, in December 2018, the Ministry released an updated version of the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet, which now includes reference to the new legislative requirements related to CSWB planning, a new critical success factor that highlights the importance of cultural responsiveness in the planning process, as well as a new tool to assist municipalities with the engagement of Indigenous partners as part of their municipally-led CSWB plan. The booklet is available on the Ministry's website at: <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSSOPanningFramework.html>
- In addition, the Ministry hosted webinars in spring 2019 to support municipal, policing, and community partners as they engage in the CSWB planning process.

B. RISK-DRIVEN TRACKING DATABASE:

- The Ministry initiated the Risk-driven Tracking Database (RTD) project to provide a standardized means of gathering de-identified information on situations of elevated risk for communities implementing multi-sectoral risk-based intervention initiatives, such as Situation Tables.

- Complementary to the Ministry's Community Safety and Well-Being Planning Framework, the RTD is an important tool that can help communities collect local risk-based data that can be used to inform the community safety and well-being planning process.
- The Ministry continues to on-board new communities to the RTD. As of August 2019, 54 sites have been on-boarded.
- For any new communities considering use of the RTD for local multi-sectoral risk intervention initiatives (such as Situation Tables) or for a list of sites currently accessing the RTD, please reach out to Claudia Tenuta (416-212-1888).

3. ANIMAL WELFARE LEGISLATION

ANIMAL WELFARE INTERIM STRATEGY

- An agreement was in place between the Government of Ontario and the Ontario Society for the Prevention of Cruelty to Animals to extend animal welfare law enforcement services until June 28, 2019.
- As referenced in the All Chiefs Memorandum 19-0048, on June 6, 2019, the legislature passed the *Ontario Society for the Prevention of Cruelty to Animals Amendment Act (Interim Period), 2019*, a temporary measure to keep animals safe until a permanent animal welfare model is implemented.
 - The legislation includes provisions that allow for the following during the interim period of June 29, 2019 – December 31, 2019:
 - The Solicitor General may appoint any person as the Chief Inspector for the interim period; and,
 - The Chief Inspector may appoint any person as an inspector for the interim period.
 - The Solicitor General has appointed a Chief Inspector for the interim period, and the Chief Inspector has appointed inspectors employed by certain local humane societies and/or SPCAs to deliver enforcement services at the regional level.
 - Should you have any further questions, be seeking further clarity on the interim model or further information who your local humane society may be, please contact Chief Inspector, Paula Milne at Paula.Milne@ontario.ca.
- The ministry continues to engage a diverse range of interested individuals and groups, including police services and municipalities, in the development of a long-term model for animal welfare.

4. PROVINCIAL BOARD MEMBER APPOINTMENTS

- Appointments and potential candidates are being reviewed and processed by the Office of the Solicitor General. Please be aware that reappointments are not automatic or guaranteed, regardless of the number of years served.
- In July (2018), Ontario's Public Appointments Secretariat launched a new website and online application system. The new online application allows users to create an account to apply for multiple public appointments at once, or express interest in appointments with specific agencies.

- It is recommended that you visit Ontario.ca/public appointments to sign up and create a user profile in order to keep information up-to-date, apply for other/new positions, and receive email alerts.

5. POLICE SERVICES BOARD MEMBERS AND ELECTIONS

The Ministry distributed an All Chiefs Memorandum 19-0045 on June 14, 2019, stating it is the Ministry's position that a declaration of candidacy for the federal election is not necessarily cause for a board member's resignation. However, should a board member feel that, at any point in his/her political activity during the election period, he/she would be, or had the potential to be, in a real or perceived conflict of interest, it may warrant further consideration.

Should any individual police services boards have its own rules and procedures related to this issue, including those developed in accordance with s.37 of the *Police Services Act*, the board member or the board may wish to discuss this particular situation with their legal counsel. The board member might also wish to consult with the municipality to determine if there are any municipal by-laws to this issue.

6. GRANTS

Community Safety and Policing (CSP) Grant

- As a result of the Ministry's recent review of its grant programs, the Ministry has developed the new, outcomes-based CSP Grant through the transformation of the following grant programs: Policing Effectiveness and Modernization (PEM), Community Policing Partnerships (CPP), Safer Communities – 1,000 Officers Partnership (1,000 Officers), Provincial Anti-Violence Intervention Strategy (PAVIS), and Supporting Police Response to Sexual Violence and Harassment (SVHAP).
 - Beginning in 2019-20, the PEM, CPP, 1,000 Officers, PAVIS and SVHAP grant programs are no longer available.
- The new CSP Grant operates on a three-year grant cycle and supports eligible police services/boards in combatting crime on a more sustainable basis. It also provides eligible police services/boards with greater flexibility to implement initiatives that address policing and community needs related to safety and well-being.
- The CSP Grant offers two funding streams – one focused on addressing local priorities and the other focused on addressing provincial priorities. Projects funded under the provincial priorities funding stream must focus on addressing gun and gang related violence, sexual violence and harassment and/or human trafficking.
- The grant is available to municipal and OPP contract police services that were eligible to receive funding under the PEM, CPP, 1,000 Officers and/or PAVIS grant programs in 2018-19.
- The Call for Applications for the 2019-20 - 2021-22 CSP Grant cycle was issued to all eligible police services on April 18, 2019. The deadline to submit applications under the local and provincial funding streams of the CSP Grant was June 6, 2019.
- Successful applicants under the local priorities funding stream have been notified. Applications under the provincial priorities funding stream have been reviewed by the CSP Grant Review Committees and recommendations for funding are currently moving through

approvals. All grant applicants will be notified of the status of their provincial priorities application as soon as possible.

- For more information about the CSP Grant, please contact James Lee, Community Safety Analyst at James.Y.Lee@ontario.ca or Tiana Biordi, Community Safety Analyst, at Tiana.Biordi@ontario.ca.

Court Security and Prisoner Transportation (CSPT) Program

- The province has allocated a total of \$125 million in 2019 to assist municipalities in offsetting their CSPT costs.
- Funding is allocated based on each municipality's percentage share of the total provincial CSPT cost. For example, if a municipality's CSPT cost represents one per cent of the total provincial CSPT cost, then it will be allocated one per cent of the available funding. This is why allocations may vary from year to year.
- Agreements were distributed to municipalities on March 1st.
- Agreements have been fully executed and mailed back to municipalities on May 8th.
- Payment requests for the 2019 second instalments have been processed for municipalities who have submitted their 2018 Annual Financial Report.

Guns and Gangs Funding

- The province recently introduced the new Guns, Gangs and Violence Reduction Strategy (GGVRS) to address the increase in gun violence and gang-related activity in Ontario. The GGVRS is being implemented in a phased approach that balances the government's policy objective to deliver a comprehensive and effective solution to the gun and gang crisis, with the government's fiscal priorities and commitments.
- Phase I of the GGVRS included an investment of \$25 million over four years to fight an increase in gun and gang violence in the City of Toronto (2018-19 to 2021-22). Funding was allocated to Toronto Police Service to provide them with additional digital, investigative and analytical resources necessary for fighting gun and gang violence and support Intensive Bail Firearms Teams in Toronto courthouses.
 - Most recently, on August 12, 2019, the government announced that it is authorizing up to \$1.5 million to be used by Toronto Police Service as part of the \$4.5 million in funding commitments Toronto Police Service will receive from all three levels of government.
- On March 26, 2019, the government announced Phase II of the GGVRS, which involves boosting local crime prevention, enforcement and prosecution across the province. An investment of approximately \$16.4 million has been made over two years in the fight against guns and gangs. This includes approximately \$11.4 million over two years from the federal government in support of Phase II.
- Phase II will equip police officers, law enforcement teams and justice partners with the resources and tools including enhancing their ability to conduct multi-jurisdictional investigations to effectively combat gun and gang-related crime. In addition, recognizing that enforcement and prosecution become more effective at combatting guns and gangs when combined with prevention and intervention, Phase II will implement initiatives that tackle root causes of violence and provide exit strategies for youth and young adults already involved in gang activity.

Reduce Impaired Driving Everywhere (R.I.D.E.) Grant

- The R.I.D.E. Grant provides funding to police services to enhance local enforcement capabilities and ensure a year-round provincial program to conduct spot checks aimed at deterring and detecting impaired drivers. The R.I.D.E. Grant has an annualized budget of \$2.4M and is intended to cover only sworn officers' overtime and paid duty R.I.D.E. activities. All municipal and First Nations police services and OPP municipal contract locations are eligible to apply for funding.
- As part of the 2018/19 – 2019/20 R.I.D.E. Grant cycle, the Ministry has approved the 2019/20 R.I.D.E. Grant funding allocations and issued agreements to 171 grantees on June 11, 2019.
- As this grant program is currently mid-cycle, the next Call for Applications is not anticipated until 2020.

Proceeds of Crime – Frontline Policing (POC – FLP) Grant

- The POC – FLP Grant reinvests assets seized by the provincial and federal governments during criminal prosecutions to support front-line policing efforts related to crime prevention and community safety and well-being initiatives.
- This grant is only available to municipal and First Nation police services as well as the OPP.
- There is an eligibility requirement to partner with a minimum of two other sectors (e.g., a community mental health agency, a local social service provider, etc.).
- As part of the 2018/19 – 2019/20 POC-FLP Grant cycle, the Ministry is funding 28 projects. This grant program is currently mid-cycle, and the Call for Applications is not anticipated until later this year or early 2020.

Safer and Vital Communities (SVC) Grant

- The SVC Grant provides one-time funding to incorporated non-profit/community-based organizations and First Nations Chiefs and Band Councils to implement local community safety and well-being projects.
- As part of the SVC Grant, non-profit/community-based organizations and First Nations communities are required to partner with their local police service as well as an organization from a sector different from their own on their proposed project.
- The Ministry is currently funding 26 projects as part of the 2018/19 – 2019/20 SVC Grant cycle. Similar to the POC-FLP Grant, this grant program is currently mid-cycle, and the Call for Applications is not anticipated until later this year or early 2020.

7. APPROACH TO CONSTABLE SELECTION

- The Ministry issued an All Chiefs Memorandum 19-0063, indicating that the review of the Constable Selection System (CSS) has concluded. Furthermore, the Ministry has announced an approach to constable selection in which police service have:
 - Local flexibility to determine their hiring and selection processes: the ministry will make the existing CSS tools available, on an as-is basis, for use by police

service or by organizations interested in providing pre-hire screening services (including the OACP).

- Expert advice informing post-hire assessment at Ontario Police College (OPC): All CSS components are already assessed as part of Basic Constable Training (BCT), either through formal assessments, or through occupational tasks. As such, an advisory body to the OPC, the Executive Education and Training Advisory Group (EETAG), is being established to provide ongoing input and feedback to the curriculum and assessments for BCT and other areas as appropriate.
- The Ministry is now working with the OACP to fully transition to the new approach.
 - As part of this move, there are additional operational changes with respect to stage two of the CSS hearing assessment, which involves the Hearing in Noise Test (HINT) conducted by the University of Ottawa.
 - Going forward, the decision to require the HINT as an assessment of a candidate's hearing abilities will be at the discretion of police services. As part of the transition, the ministry will continue to cover expenses for candidates being tested in Ottawa until January 01, 2020.
- Police services seeking more information on obtaining the CSS tools from the ministry for use in recruitment may contact Lindsey Gray, Manager – Operations Unit, at lindsey.gray@ontario.ca

Recent All Chiefs Memoranda (ACMs)

- On September 4, 2019, the ministry distributed an All Chiefs Memorandum (19-0067) – which outlined changes to fees for Basic Constable Training and senior course fees.

8. MAJOR CASE MANAGEMENT INSPECTION

- The Ministry is currently conducting a focused inspection on the Major Case Management (MCM) Regulation (354/04), which sets out procedures and processes for undertaking and managing investigations into major cases in accordance with the MCM Manual.
- The regulation also requires that police services use the provincial PowerCase software for managing major case investigations.
- As referenced in the All Chiefs Memorandum, 17-0078, the inspection of the MCM Regulation includes a two-pronged approach beginning with a review of closed 2016 investigations entered in PowerCase and analysis of data from the Service's Records Management System (RMS).
- The inspection notice was issued to all municipal police services at the end of January 2018 and, so far, the onsite component of the inspections of 44 municipal police services has been completed. As always, inspection findings and recommendations will be outlined in inspection reports to be provided to the board and chief.

- The remaining municipal police service inspections, and the OPP, will take place throughout the rest of 2019.

9. CANNABIS LEGALIZATION

- On June 6, 2019, Bill 108, *More Homes, More Choice Act, 2019* received Royal Assent and came into force on the same day. This legislation included amendments to the *Cannabis Control Act, 2017* to provide police with enhanced tools to address the illegal sale and distribution of cannabis.
- On August 22, 2019, the Alcohol and Gaming Commission (AGCO) conducted a second licence allocation lottery to add 50 new retail cannabis stores.
- Ontario Regulation 468/18 under the *Cannabis Licence Act, 2018* was amended to reflect this new allocation. The regulation establishes that the AGCO must use a method for selecting applicants that does not rely on the discretion of the Registrar or of any other person.
- Of the 50 new private cannabis retail stores being licenced, the government has allocated eight stores to retailers who wish to operate on a First Nations reserve, and the remaining 42 stores allocated as follows:
 - East Region: seven stores
 - GTA Region: six stores
 - Toronto Region: 13 stores
 - West Region: 11 stores
 - North Region: One store in each of the following cities: Kenora, North Bay, Sault Ste. Marie, Thunder Bay and Timmins

Provincial Funding for Municipalities Update:

- The Ontario Cannabis Legalization Implementation Fund (OCLIF) was created to provide \$40 million in funding over 2 years to help municipalities with incremental implementation costs related to the legalization of recreational cannabis.
- On August 13, 2019, the Minister of Finance provided an update on OCLIF in a letter to the Heads of Council. Through early 2019, the government provided municipalities with \$30 million in OCLIF funding, and \$10 million was set aside to address costs from unforeseen circumstances related to the legalization of recreational cannabis, for which priority would be given to municipalities that did not opt-out of hosting cannabis retail stores.
- With respect to the \$10 million that was set aside, so as to support the objectives of protecting our youth and communities and to combat the illegal cannabis markets, the government made an investment of \$3.26 million to support enhanced enforcement against illegal cannabis operations (including but not limited to enhanced enforcement through provincial joint forces cannabis enforcement teams, led by the OPP).
- The government announced it would distribute the remaining \$6.74 million in OCLIF funding through the end of August as follows:
- Funding would be provided on a per household basis to municipalities that did not opt-out of hosting retail stores as of January 22, 2019, adjusted so that each recipient municipality will receive at least \$5,000.

Federal Developments – New Legislation and amendments to the Canada Gazette:

Bill C-93 - *An Act to provide no-cost, expedited record suspensions for simple possession of cannabis*

- An Act to provide no-cost, expedited record suspensions for simple possession of cannabis (formerly known as Bill C-93) came into force on August 1, 2019.
- The Act permits Canadians who have been previously convicted only of simple cannabis possession to apply for a pardon (also known as a record suspension) with no application fee or wait period, once their sentence has been served.
- Individuals convicted only of simple possession of cannabis can now apply to the Parole Board of Canada (PBC) for a pardon through a streamlined, simplified process. The \$631 fee and five-year waiting period associated with pardon applications have been eliminated. Applicants will be eligible even if they have outstanding fines or surcharges associated with their conviction, as long as they have completed the rest of their sentence.
- This Act amends the *Criminal Records Act* to, among other things, allow persons who have been convicted under the *Controlled Drugs and Substances Act*, the *Narcotic Control Act* and the *National Defence Act* merely of simple possession of cannabis offences committed before October 17, 2018 to apply for a record suspension without being subject to the period required by the *Criminal Records Act* for other offences or to the fee that is otherwise payable to the PBC in applying for a suspension.

Announcement by Health Canada about *The Regulations Amending the Cannabis Regulations (New Classes of Cannabis)*

- On June 14, 2019, Health Canada announced *The Regulations Amending the Cannabis Regulations (New Classes of Cannabis)*, which establish new regulatory controls to address the public health and public safety risks associated with edible cannabis, cannabis extracts and cannabis topicals.
- The amended regulations introduce a series of controls including restrictions on product composition and ingredients, tetrahydrocannabinol (THC) limits and new requirements pertaining to promotion, packaging and labelling, good production practices and record keeping. These amendments will also enable a comprehensive range of product forms, consistent with the objective of enabling the legal industry to displace the illegal industry. The amended regulations will come into force on October 17, 2019.
- In conjunction with the release of the new regulations, a new Cannabis Tracking System (CTS) Order has been issued to enable the collection of necessary data on the new cannabis products. The new CTS Order, which will apply to participants in the legal supply chain, will come into force at the same time as the amended regulations, on October 17, 2019.
- The new regulations allow for a broad variety of product forms, consistent with the Government's objective of displacing the illegal market, subject to regulatory controls to reduce public health and public safety risks. The amendments to the *Cannabis Regulations* control the production and sale of three new cannabis products: Edible cannabis, such as baked goods and beverages, Cannabis extracts, such as vaping liquids, tinctures, wax, hash and cannabis oil and Cannabis topicals, such as creams, lotions and balms, and similar products that are meant to be applied to a person's skin, hair or nails.

Recent All Chiefs Memoranda (ACMs)

- On June 7, 2019, the ministry distributed an All Chiefs Memorandum (19-0043) – entitled “Amendments to the *Cannabis Control Act, 2017*”. It outlined the amendments to this act to provide police with enhanced tools to address the illegal sale and distribution of cannabis.
- On August 13, 2019, the ministry distributed an All Chiefs Memorandum (19-0058) – which provided information on “Drug Impaired Driving Detection Training and Enforcement 2019/20 - Eligible Expenses and Submission Processes”.
- On September 12, 2019, the ministry distributed an All Chiefs Memorandum (19-0071), entitled “Final Federal Regulations for the Production and Sale of Cannabis Edibles, Extracts and Topicals”.
- On October 17, 2019, regulations under the Cannabis Act (Canada) will be amended to add new classes of cannabis (edibles, extracts and topicals). Once the Cannabis Regulations are amended, the Ontario Cannabis Retail Corporation (Ontario Cannabis Store) will be able to purchase these new classes of cannabis and sell them online. The ACM also summarized the remaining associated timelines:
 - **October 17, 2019:** Regulations and Order come into force, and federal cannabis processing licence holders will be able to begin submitting new product notifications to Health Canada.
 - **December 16, 2019:** Earliest date new products could be available for purchase by the Ontario Cannabis Store.
 - **Mid-January 2020:** Anticipated timing for new product classes to be available for sale to the public through AGCO-licensed private retailers and the Ontario Cannabis Store online channel.

October 9, 2019
Zone 1 Director Report

I will start off by thanking everyone for taking time from their busy schedules to be here today, even though I am not. I apologize for not being with you to deliver this report in person. Unfortunately, the scheduling of this conference coincided with the OAPSB labour conference being held in Toronto. As your new representative on this board I felt it was important for me to be in attendance to forge working relationships with the board members and represent our communities. The OAPSB conference has been scheduled for a year and I had booked my flight and accommodations many months ago, prior to learning of this conference. I wish all of you a successful conference.

Since our last meeting, held in Windsor at the OAPSB annual conference, I have continued to advocate on the concerns that you brought to me both at the conference and over the months following the conference.

I have met with the Solicitor General on 3 separate occasions and have discussed with her your concerns and offered possible solutions.

- Community safety plans: I spoke about plans needing to be developed that are specific to each community. Too many of our communities are forced to develop plans that are not reflective of their need. In a lot of cases the agencies that are required to be part of the plan are not represented in our communities.
- Board amalgamations: I continue to advocate that consideration needs to be given to the distances between our communities making the proposal difficult in the North. The future of the OAPSB will be challenged with the reduction of Police Boards across the province.
- Police Costing Formulae: After four years of the new police billing models many communities are struggling with high police costs. The model needs continued scrutiny and consideration of issues in the North. I believe that the high costs experienced by many communities are associated with increased calls related to mental health and addiction problems. I have requested that the Solicitor General call together various Ministries to take a more holistic approach to the problems that are driving up policing and ambulance costs. Much of the policing costs we are experiencing are actually health care costs. There needs to be a better, cost-effective way to deal with the issues that are resulting in increased police and emergency medical costs falling on Municipal property tax bills.

- Board Training Requirements: The OAPSB has approved the development of training for police boards. My understanding is that this was attempted in the past with varying opinions on the value for the cost. This training program may be difficult for the OAPSB to fund with the reduction in revenue expected as a result of board amalgamations. I have requested the Solicitor General work with the OAPSB in cost sharing and development of training requirements.
- Provincial Appointments: Many of our boards are experiencing slow provincial appointments to their boards. There has been some movement on appointments. I have heard from many boards that their appointments were made rather quickly after the submission of names. I can't explain the discrepancies that are occurring. I continue to raise this with the Solicitor General.

The concerns of the membership of Zone 1 are being brought to NOMA for advocacy as well. The advocacy work needs to continue and forging a good working relationship with the Solicitor General and her ministry is, in my opinion, key to making sure that our needs are addressed and solutions that work for our communities are found and implemented. Zone 1 needs to have continued conversations with the Solicitor General to ensure our challenges are being effectively communicated to her.

Thank you for the opportunity to serve the Zone and again best wishes for a successful conference.

Thank you,

Kevin Holland
Director
Zone 1 - OAPSB

O.A.P.S.B. Zone 1 Meeting – Thunder Bay

Thursday October 10, 2019 – 11:00

Board Members Present: Debra Bruyere (A/Chair) Brian Stimson, (Recording Secretary) Paul Malaschewski (Treasurer), Don Smith (OPP Director - North) Bill Wiedenhoeft, Judi Green, Roy Fuller, David Canfield, Dennis Peterson, Rick Dumas, Shelly Kocis, Bob Van Natto, Horst Prager, Teresa Roberts, Georjann Morriveau, Pauline McRae.

Board Secretaries Present: Rosalie Evans, Christine Goulet, Marsha Reader

1. Call to order/Welcome

Debra called the meeting to order at 11:00 a.m. and welcomed everyone. Debra passed on Kevin Holland regrets for not being able to attend today's meeting. Kevin had previously committed to attend the Fall Labour Conference. It was unfortunate that this conference coincided with the fall conference and hopefully going forward we can double check to avoid the conflict in the future.

2. Additions/accept Agenda

No addition to the agenda

Moved by Judy Green, **Seconded by** Dave Canfield

Resolved that the October 10, 2019 agenda be accepted as presented.

...Carried

3. Adoptions of the minutes

Moved by Bob Van Natto **Seconded by** Roy Fuller

Resolved that the minutes of the May 24, 2019 held in Windsor be accepted as presented

...Carried

4. Business arising from the minutes:

None

5. Delegation/Presentations

None

6. Directors' Reports:

- Debra provided Kevin Holland's, Zone 1 Director's report to the members. She will also include the report with the minutes for those not in attendances.
- Don Smith gave a verbal report. He pointed out that more needs to be done for the North, including the issue of one board one detachment, which is still going forward. The regulations are now being created. He suggested that the North needs to lobby before the regulations are rolled out.

Moved by Paul Malasheusk; **Seconded by** Rick Dumas
Resolved that the directors' reports be accepted as presented.

...Carried

7. Old Business

None

8. New Business

- Communication: Debra, (Zone secretary) informed everyone that when she sends e-mails to everyone she has to send them in batches of 15 to 20 members at a time, otherwise it is detected as a spam with some of the e-mails and gets returned to her. Therefore if a member replies "all" it won't be delivered to all the members. Debra suggested that if you want to respond to all the members send the e-mail to her and she will forward the e-mail to everyone.
- Don Smith suggested a letter of thanks be sent to Chief Sylvie Hauth for the excellent conference and to Chief Superintendent Dave Lucas for the excellent attendance of the OPP officers and Detachment Commanders.
- The issue of drugs and money transported by air was discussed and what can be done about it. Airport security checks for weapons not drugs or money.
- Suggestions a policy change to alert police when money and drugs are detected at the airport. Don Smith will check into it and find out what we can do.

9. Treasurer's Report:

Paul gave the treasurer's report. \$300.00 was included in the end of year budget to assist with the zone meeting, if necessary. The Bank balance is \$4,726.25.

Moved by Dennis Peterson; **Seconded by** Rick Dumas
Resolved that the treasurer's report be accepted as presented

...Carried

- Discussions continued on the Zone advocating for the North to the OAPSB and the Government as there is strength in numbers.
- Check for future conference to avoid conflicts with the Fall Zone 1 2020 meeting.

10. Next meeting: At the AGM on May 28/29 – Marriott downtown Toronto

Moved by Dave Canfield **Seconded by** Shelly Kocis
Resolved that the meeting close.

...Carried

Meeting closed: **11:52**