

# TOWN OF FORT FRANCES

## Fort Frances Police Services Board

### AGENDA - January 24, 2020 - 8:30 a.m.

#### MEETING - Committee Room, Civic Centre

#### Session # 1

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. 1 dated January 24, 2020.
5. **Approval of Previous Board Minutes**
  - 5.1 Sessions No. 7 and 8 dated December 5th and December 19th, 2019. 3 - 10
6. **Business Arising From the Minutes**
  - 6.1 Update from L. Slomke, Municipal Clerk re: Request from Detachment Commander - Old Fort Frances Police Force Record Books.
  - 6.2 Update - 2 Special Constables for Court Security.
  - 6.3 2020 OAPSB Spring Conference and Annual General Meeting - May 27-30, 2020 - Toronto Eaton Centre (item deferred for further consideration). 11
  - 6.4 OAPSB OPP Governance Summit- January 30, 2020 - Four Points and Element - Toronto Airport. 12
7. **New Business**
  - 7.1 Fort Frances Police Services Board Detachment Commander's Report (Reporting on November and December 2019) dated January 24, 2020. (please refer to attached materials).
  - 7.2 OAPSB Zone 1 Membership Fee for 2020. 13
  - 7.3 Zone 1 E-Learning for Section 10 Police Services Boards. 14 - 19
8. **Standing Items**

8.1 Provincial Appointments to the Fort Frances Police Services Board.

**9. Information Correspondence:**

9.1 OAPSB Membership Update - Development of New Regulations.

**10. Next Meeting Date**

**11. In-Camera**

**12. Adjournment**

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 7

December 5, 2019

The meeting of Police Services Board of the Town of Fort Frances was held in the Committee Room, Civic Centre on December 5, 2019 from 8:45 a.m. to 10:35 a.m.

PRESENT: Councillor J. McTaggart, Chairperson, L. Hamilton, G. Rogozinski

ALSO PRESENT: Detachment Commander N. Schmidt (8:45 a.m. to 10:05 a.m.), Staff Sgt. D. McLean (8:45 a.m. to 10:05 a.m.), Sgt. A. McEwen (8:45 a.m. to 9:05 a.m.), K. Lawson, Board Secretary and R. Thoms, 93.1 The Border (8:58 a.m. to 10:05 a.m.)

REGRETS: Mayor J. Caul

1. **Call to Order - 8:45 a.m.**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - no matters identified**
3. **Disclosure of pecuniary interest and the general nature thereof - no matters identified**
4. **Approval of Agenda**

4.1 Session No. 7 dated December 5, 2019.

47/19 Rogozinski-Hamilton: THAT the Police Services Board approve the December 5, 2019 agenda as prepared.

CARRIED

### **5. Approval of Previous Minutes**

5.1 Session No. 6 dated October 25, 2019.

48/19 Hamilton-Rogozinski: THAT the minutes of the Board Meeting being Session No. 6 dated October 25, 2019 having been typed and distributed to members be approved.

CARRIED

### **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.

- Inspector Schmidt identified that as a result of the October 1st deadline for agreement completion not being met, that the HR portion for the hiring of Special Constables was delayed and will not be completed in time for the candidates to make the January 2020 training. The OPP are now looking at an April 2020 training start date. He advised that there were no internal candidates and that as of today 40 external applicants had applied. He stated that the background checks for candidates was rigorous and that in the interim the courts will continue to use OPP officers.

6.3 Provincial Appointments to the Fort Frances Police Services Board.

- Mr. McTaggart advised that he had responded to the questions regarding Provincial Appointments which Kevin Holland had forwarded to the Police Services Board.

**7. New Business**

7.1 Proceeds of Crime Application (2020-2023).

Sgt. Ann McEwen was in attendance to provide an overview of the application. Board gave approval to move this item on the agenda to accommodate Sgt. McEwen's presentation.

49/19 Rogozinski-Hamilton: THAT the Fort Frances Police Services Board approve the submission of the Proceeds of Crime Application (2020-2023).

CARRIED

7.2 Review of 2020 Rules & Procedures Protocol between the Town of Fort Frances Police Services Board and The Ontario Provincial Police.

- The Board reviewed the document and a final version will be brought forward to the next regular meeting for formal approval prior to forwarding to the Regional Commander.

7.3 Stuff A Cruiser.

- Board members were invited to participate in the "Stuff a Cruiser" campaign taking place Saturday, December 7, 2019 between 10:00 a.m. and 4:00 p.m. with all donations going to support local food banks.

7.4 2020 OAPSB Membership.

- Board approved the submission of the 2020 OAPSB Membership fees.

50/19 Hamilton-Rogozinski: THAT the 2020 OAPSB Membership Notice and the Membership Dues request be received and further that the Police Services Board approve payment of the 2020 membership dues in the total amount of \$1,321.87.

CARRIED

7.5 OAPSB Spring Conference and Annual General Meeting - May 27-30, 2020 - Toronto Eaton Centre.

- This item will be deferred to the next regular meeting to allow for all Board members to be in attendance.

7.6 OAPSB OPP Governance Summit - January 30, 2020 - Four Points & Element Toronto Airport.

- this item was received as information.

**8. Detachment Commander's Report**

8.1 Fort Frances Police Services Board - Detachment Commander's Report - October 2019. (please find attached).

51/19 Hamilton-Rogozinski: THAT the Police Services Board receive the October 2019 Detachment Commander's report as presented by Inspector N. Schmidt, Detachment Commander, Rainy River District O.P.P.

CARRIED

**9. Information Correspondence:**

9.1 Minutes of OAPSB Zone 1 Meeting and Reports.

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.

- these materials were received as information.

**10. Next Meeting Date - December 19, 2019**

**11. In-Camera**

11.1 Review of Protocol for the Monitoring of the Annual Performance of the Detachment Commander.

- With the Board's permission, this item was moved to in-camera in order to accommodate a discussion of the Detachment Commander's annual performance.

52/19 Rogozinski-Hamilton: THAT the Fort Frances Police Services Board now meet in-camera in order to address a matter pertaining to: personal matters about an identifiable individual, including municipal or local board employees; more specifically Annual Performance of the Detachment Commander.

CARRIED

**12. Adjournment**

12.1 The meeting adjourned at 10:35 a.m.

53/19 Rogozinski-Hamilton: THAT this meeting of the Town of Fort Frances Police Services Board be now closed.

CARRIED

---

Board Chair

---

Board Secretary

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 8

December 19, 2019

The meeting of Police Services Board of the Town of Fort Frances was held in the Committee Room on December 19, 2019 from 11:05 a.m. to 11:40 a.m.

PRESENT: Chairperson J. McTaggart, Mayor J. Caul, L. Hamilton and G. Rogozinski

ALSO PRESENT: K. Lawson, PSB Board Secretary, Inspector N. Schmidt, Detachment Commander, Staff Sgt. D. McLean (11:05 a.m. to 11:30 a.m.) and T. Thoms B93. The Border (11:05 a.m. to 11:30 a.m.)

### **1. Call to Order by K. Lawson, Board Secretary at 11:05 a.m.**

- 1.1 Nomination for Police Services Board Chairperson. - Calls for nomination from the Board Secretary.  
- J. McTaggart was unanimously nominated and accepted the nomination.

54/19 Caul-Hamilton: THAT the following be nominated as Town of Fort Frances Police Services Board Chairperson for the period of one year: Councillor John McTaggart

**CARRIED**

- 1.2 Nomination for Police Services Board Vice-Chairperson. - The meeting was turned over to the Board Chair who requested nominations for Vice- Chairperson. Mayor Caul was unanimously nominated and accepted.

55/19 Hamilton-Caul: THAT the following be nominated as Town of Fort Frances Police Services Board Vice-Chairperson for the period of one year: June Caul

**CARRIED**

### **2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**

- 2.1 1) Discussion respecting Memorial Sports Centre Arena security;  
2) Auxiliary Officer

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

### **4. Approval of Agenda**

- 4.1 Session No. 8 dated December 19, 2019.

56/19 Hamilton-Caul: THAT the Police Services Board approve the December 19th, 2019 agenda as prepared with the addition of the following non-agenda item(s):

- 1) Discussion respecting MSC Arena security;
- 2) Auxiliary Officer

CARRIED

## **5. Approval of Previous Board Minutes**

- 5.1 Session No. 7 dated December 5, 2019 - (will be deferred to the first regular meeting in 2020).

## **6. Business Arising From the Minutes**

- 6.1 Final Approval - 2020 Rules & Procedures Protocol between the Town of Fort Frances Police Services Board and The Ontario Provincial Police.  
- The final version was presented to the Board for their approval. The Board Secretary will forward to the Chief Superintendent for execution on behalf of the OPP.

57/19 Hamilton-Caul: THAT THE 2020 Rules & Procedures Protocol dated December 19th, 2019 between the Town of Fort Frances Police Services Board and the Ontario Provincial Police, having been reviewed now be approved for execution by the Board Chair on behalf of the Police Services Board and forwarded to Chief Superintendent Dave Lucas to be executed on behalf of the Ontario Provincial Police.

CARRIED

- 6.2 2020 OAPSB Spring Conference and Annual General Meeting - May 27-30, 2020 - Toronto Eaton Centre - (item deferred from December 5th meeting).  
- this item will be further considered at the next regular meeting.

- 6.3 Proceeds of Crime / Front Line Policing Grant Application (please refer to attached materials).  
Board was advised that this funding submission has been completed and forwarded. The Board recommended forwarding a letter of thanks to Sgt. Ann McEwen for all her hard work on the submission of the grant application.

## **7. New Business**

- 7.1 Retirements Receiving Recognition:  
1) Joseph Pierre Drouin - Badge #7343 - Service Dates February 29, 1988 to February 28, 2018;  
2) Kevin Orchard - Badge #7175 - Service Dates October 5, 1987 to April 30, 2019  
This item was moved to the end of the meeting, to accommodate the arrival of the honoree attending.



Board members and Inspector Schmidt presented Constable Drouin with a plaque honouring his service to the community. Sgt. Orchard was unable to attend and his plaque will be presented at a later date.

## **8. Non-agenda Items**

### **8.1 Discussion regarding security issues at the Memorial Sports Centre.**

The Chair advised that he has been made aware of security issues at the arena after consulting with staff and as a result of concerns expressed at a Health and Safety meeting. Inspector Schmidt advised what actions needed to be taken on the part of arena staff with respect to Trespass actions. A new procedure is being developed and MSC staff will contact the OPP station ahead of any large event and if manpower is available, officer(s) will make every attempt to provide a visible presence and walk through in the building. The Chair will arrange to have Mr. Bisson from the MSC come and sit down with the OPP to assist with proper procedures.

### **8.2 Auxiliary Officer.**

- Inspector Schmidt advised that Murray Alexander, Auxiliary Officer with more than 18 years of volunteer service passed away on December 18, 2019.

## **9. Next Meeting Date - January 24, 2020**

## **10. In-Camera**

### **10.1 Personnel Matter.**

Board Chair provided comments respecting the performance appraisal of Inspector Schmidt. Board members thanked Inspector Schmidt for his dedicated service to the community and district.

- 58/19 Caul-Hamilton: THAT the Fort Frances Police Services Board now meet in-camera in order to address a matter pertaining to: personal matters about an identifiable individual, including municipal or local board employees; more specifically Detachment Commanders performance review.

CARRIED

- 59/19 Hamilton-Caul: THAT the report on the performance of Inspector Nathan Schmidt, Detachment Commander having been reviewed and discussed by the Detachment Commander and the Fort Frances Police Services Board, how hereby be approved.

CARRIED

## **11. Adjournment**

- 11.1 The meeting adjourned at 11:40 a.m. followed by a Christmas luncheon.

60/19 Caul-Hamilton: THAT this meeting of the Town of Fort Frances Police Services Board  
be now closed.

CARRIED

---

Board Chair

---

Board Secretary

## 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.

**Ontario Association of Police Services Boards  
ZONE ONE**

Invoice: **Zone Membership Fee – 2020**

To: **Zone One Members**

Please remit **\$ 125.00** for Zone Membership Fee for 2020.

Due date: **March 31, 2020**

Please send cheques, made payable to:

Zone 1 – OAPSB

Send to:

Paul Malashewski  
Box 1233  
Terrace Bay, ON  
P0T 2W0

Thank you.

Paul Malashewski  
Treasurer Zone 1

[RETURN TO PUBLIC WEBSITE](#)Welcome Fortfrances  
[click here to log out](#)[HOME](#) [EDUCATION & TRAINING](#) [EVENTS](#) [ADVOCACY](#) [COORDINATED BARGINING](#)[OAPSB GOVERNANCE](#)

# Introduction to Police Services Board Governance E-Learning Program

*Please note: These links will open in a new browser window or tab. Once done, close the new window or tab to return to this page.*

## Session 1

### E-Learning Session 1 – Introduction to the Police Services Act

This first e-learning session is focused on the Police Services Act (PSA) and the Adequacy Standards Regulation. Learners will explore why there is civilian governance and its principles and the key documents and resources that form the accountability framework in which PSB members operate. Learners will also understand the key roles and responsibilities for Section

Ontario Association of Police Services Board (OAPSB)

The Ontario Association of Police Services Boards (OAPSB) is the leading voice of police governance in Ontario. We serve our members and stakeholders, as well as the general public. To learn more about OAPSB, [click here](#).

31 boards covered by the PSA and Adequacy Standards Regulation.

## Session 1 Review and Record of Completion

Once the e-learning session is complete OAPSB members are requested to click on the link above to complete ten Session 1 review questions. The questions are not a test but are designed to assist your retention of the material and to register your participation in the e-learning program.

A certificate of completion is available once you have completed the review questions.

## Session 2

E-Learning Session 2 – The Major Stakeholders: The Ministry of Community Safety and Correctional Services and Municipality, the Office of the Independent Police Review Director and the Ontario Civilian Police Commission

The second session is focused on the major stakeholders of police services boards in Ontario. This learning is important for the PSB member to understand the roles of these stakeholders in relation to the PSB. Learners will explore the roles of the following:

Province and the Ministry of Community Safety and Correctional Services

Municipality and discover the difference in roles between PSBs and their municipalities

Ontario Civilian Police Commission (OCPC)

Office of the Independent Police Review Director (OIPRD)

## Session 2 Review and Record of Completion

Once the e-learning session is complete OAPSB members are requested to click on the link above to complete ten Session 2 review questions. The questions are not a test but are designed to assist your retention of the material and to register your participation in the elearning program.

A certificate of completion is available once you have completed the review questions.

## Session 3

### E-Learning Session 3 – Introduction to Leader Roles and Responsibilities

The third session Introduction to Leader Roles and Responsibilities introduces the new board member to the roles and responsibilities of the Detachment Commander (or his or her designate) and the Police Services Board. The learner will explore the role of the Detachment Commander and the relationship between the Detachment Commander and the Police Services Board.

## Session 3 Review and Record of Completion

Once the e-learning session is complete OAPSB members are requested to click on the link above to complete ten Session 3 review questions. The questions are not a test but are designed to assist your retention of



the material and to register your participation in the e-learning program.

A certificate of completion is available once you have completed the review questions.

## Session 4

### E-Learning Session 4 – The Role of a PSB Member

The fourth e-learning session introduces the new PSB member to some additional civilian governance functions of a board including financial responsibilities. This session also introduces the PSB member to the Code of Conduct and explores personal accountability and personal ethics in your role as a PSB member. Information is also provided on the statutory requirements of a PSB meeting and the role and responsibilities of the PSB chair.

### Session 4 Review and Record of Completion

Once the e-learning session is complete OAPSB members are requested to click on the link above to complete nine Session 4 review questions. The questions are not a test but are designed to assist your retention of the material and to register your participation in the e-learning program.

A certificate of completion is available once you have completed the review questions.

This e-learning program would not be possible without the conscientious efforts of the OAPSB Training Committee. The training committee worked diligently

over the last year to put together this program to assist new members of police services boards in Ontario.

Our heartfelt thanks to committee members:

Name	Organization
Richard Beattie	Office of the Independent Police Review Director
Cathy Boxer	Ontario Civilian Police Commission
Joanne Campbell	Toronto Police Services Board
Brian Haggith	Ministry of Community Safety and Correctional Services
Liane Spong-Hooyenga	Ontario Provincial Police
Peter Osinga	Ministry of Community Safety and Correctional Services
Fred Kaustinen	Ontario Association of Police Services Boards
Kathy Wallace	Ontario Association of Police Services Boards
Joan Roberts	Joan Roberts Consulting

## Ontario Association of Police Services Board (OAPSB)

The Ontario Association of Police Services Boards (OAPSB) is the leading voice of police governance in Ontario. We serve our members and stakeholders, as well as the general public. To learn more about OAPSB, [click here](#).

This is a private and confidential portal for the members of the Ontario Association of Police Services Board.

Access is restricted to members only.