

# TOWN OF FORT FRANCES

## Town of Fort Frances Police Services Board

### AGENDA - February 22, 2019 - 9:30 a.m.

#### MEETING - Committee Room, Civic Centre

#### Session # 1

Page

1. **Call to Order**

1.1 Nomination for Police Services Board Chairperson.

1.2 Nomination for Police Services Board Vice-Chairperson.

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 February 22nd, 2019 Meeting Agenda.

5. **Approval of Previous Board Minutes**

5.1 Session No. 11 dated November 22nd, 2018.

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6. **New Business**

6.1 Councillor Orientation Materials - please refer to attached binder.

Materials included:

1) Introduction - Orientation

2) MCSCS - Members Information

3) Ontario Regulation 421/97 - Members Code of Conduct

4) Ontario Police Services Board Education and Training

5) Police Services Act R.S.O. 1990, Chapter P. 15

6) Current Agreement between Town of Fort Frances and the Ontario Provincial Police for provision of policing services

7) Rules and Protocols Between Town of Fort Frances and the Ontario Provincial Police

8) 2017-2019 O.P.P. Rainy River Detachment Action Plan

6.2 2019 OAPSB Zone 1 Membership Invoice.

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	Page
- approval of this request will direct the Board Secretary to forward the Zone 1 membership invoice payment in the amount of \$125.00 for payment.	
6.3 Request from the Office of the Information and Privacy Commissioner of Ontario - 2018 Reporting.	7 - 8
- approval of this request will direct the Board Secretary to complete and forward the 2018 Reporting for the Town of Fort Frances Police Services Board.	
6.4 2019 OAPSB Spring Conference and Annual General Meeting - May 22 - 25, 2019 - Caesars Hotel, Windsor, Ontario.	9 - 12
- Board will receive the registration request and approve up to 2 members to attend the 2019 Spring Conference and Annual General Meeting.	
6.5 Notice of the 2018 Annual General Meeting - May 24, 2019 - Caesars Windsor - Windsor Ontario.	13 - 14
6.6 OAPSB Education and Training Summary for Members - January 2019.	15 - 16
6.7 Fort Frances Police Services Board - Detachment Commanders Report - November - December 2018.	
approval of this report will receive the Detachment Commanders November - December 2018 report as presented by Inspector N. Schmidt, Rainy River Detachment O.P.P.	
- (please refer to materials attached separately).	
7. <b><u>Next Meeting Date</u></b>	
8. <b><u>In-Camera</u></b>	
9. <b><u>Adjournment</u></b>	

**TOWN OF FORT FRANCES  
POLICE SERVICES BOARD**

**Minutes  
Session 11**

**November 22, 2018**

The regular Meeting of the Police Services Board was held in the Council Chambers November 22, 2018 from 8:01 a.m. - 10:01 a.m.

The following members were present: John McTaggart, Rick Wiedenhoeft, John Albanese, A. Hallikas and R. Avis 8:01 a.m. to 9:02 a.m.

Also Present: Insp. N. Schmidt, S/Sgt. D. McLean, L. Holt Secretary and K. Lawson, Deputy Clerk

1. **Call to order:** Chair called meeting to order at 8:01 A.M.

2. **Non-Agenda Items:**

i) AMO Municipal Cannabis Update

3. **Disclosure of Pecuniary Interest:** None identified.

4. **Approval of Agenda:**

**59/18 A. Hallikas - R. Wiedenhoeft:** That the Police Services Board approve the Agenda as prepared with the addition of the Non-Agenda Items.

**CARRIED.**

5. **Approval of Minutes:**

**60/18 R. Wiedenhoeft - A. Hallikas:** That the Minutes of the Board Meetings being Session No. 9 dated October 26, 2018 and Session No. 10 dated November 13, 2018 having been typed and distributed to the members be approved.

**CARRIED.**

6. **Business Arising from Previous Meeting:**

i) OPP 2019 Action Plan - Board Input  
R. Wiedenhoeft questioned Cannabis Legislation - The Action Plan is enhancing the drug strategy

7. **New Business:**

i) Review Rules and Procedures Protocol 2018 - Discussion was held - numerous changes to the Protocol.

**61/18 A. Hallikas - R. Wiedenhoeft:** That the Police Services Board approves the Rules and Procedures Protocol as amended between the Town of Fort Frances Police Services Board and the Ontario Provincial Police - except for Page 20 - 3. Action Plan - needs revision and is under review.

**CARRIED.**

- ii) OAPSB 2019 Membership Renewal

**62/18 R. Wiedenhoeft - A. Hallikas:** That the Police Services Board authorizes payment of the OAPSB 2019 Membership Renewal in the amount of \$1,295.96.

**CARRIED.**

- iii) Stuff a Cruiser - December 8, 2018 across the district. A. Hallikas will collect and meet members at the Place at 10:00 a.m.
- iv) Police and School Board Response Protocol - this is a 'draft' document to be adopted by all School Boards and Police Services. S/Sgt. D. McLean has been working on this document. Training for all staff will take place after the signing of the document.

- 8. Inspector N. Schmidt, Detachment Commander - October 2018 OPP Activity Report

**63/18 A. Hallikas - R. Wiedenhoeft:** That the Police Services Board receive Insp. N. Schmidt October 2018 OPP Activity Report. **CARRIED.**

- 9. Non-Agenda Items:

- i) Municipal Cannabis Update - The Town has until January 22, 2019 to decide if they will allow cannabis retail stores. The Document provides framework, funding and licensing information. Inspector Schmidt forwarded a document to K. Lawson, Deputy Clerk regarding Cannabis Retail and details of a Webinar on November 27, 2018 at 12:00 noon.

- 10. Standing Items:

- i) Speed Signs - new council/executive committees will pursue
- ii) New OPP Building - nothing new to update.

- 11. Information/Correspondence Received:

- i) Media Release - Fort Frances Police Services Board Seeks Individuals

- 12. Next Meeting - To be determined

- 13. In-Camera:

- i) Detachment Commanders Performance Appraisal

**64/18 R. Wiedenhoeft - A. Hallikas:** That this 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. **CARRIED.**

**65/18 A. Hallikas - R. Wiedenhoef:** That the Police Services Board now come out of in-camera 9:59 a.m.

**CARRIED.**

**66/18 R. Wiedenhoef - A. Hallikas:** That this meeting of the Board be now closed.

**CARRIED**

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Loreen Holt, Secretary

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John McTaggart, Chair

/elh  
22/11/2018

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

Invoice: **Zone Membership Fee – 2019**

To: **Zone One Members**

Please remit **\$ 125.00** for Zone Membership Fee for 2019.

Due date: **March 31, 2019**

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

**From:** [Office of the Information and Privacy Commissioner of Ontario](#)  
**To:** [Kathy Lawson](#)  
**Subject:** Reminder to institutions and health information custodians: 2018 Annual Statistical Reporting - Reports due on March 1, 2019  
**Date:** Friday, January 18, 2019 1:44:39 AM

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January 18, 2019

As you know, the IPC's [Statistics Submission Website](#) is open for institutions under the *Freedom of Information and Protection of Privacy Act (FIPPA)* and *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, and for health information custodians under the *Personal Health Information Protection Act (PHIPA)* to submit their annual statistics for the 2018 reporting year.

**We have not yet received your statistical report(s) for 2018.**

Please be sure to submit your [online statistical reports](#) to the Information and Privacy Commissioner of Ontario by **Friday, March 1, 2019**. We do not accept statistical reports by fax or email.

**ACCESS STATISTICS**

*FIPPA* and *MFIPPA* require institutions to submit their annual statistics to the IPC, even those that received no formal freedom of information (FOI) requests during the reporting year.

If you are both a health information custodian under *PHIPA* and an institution under *FIPPA* or *MFIPPA*, such as a hospital or medical officer of health, you must submit a *FIPPA/MFIPPA* and a *PHIPA* report.

**2018 Statistical Reporting Tip:** All formal (written) FOI requests, accompanied by a \$5 application fee, must be reported, including those requests that were withdrawn or abandoned.

Use our helpful [Frequently Asked Questions: FIPPA and MFIPPA Statistical Report](#) for guidance on this statistical report.

All institutions and health information custodians must file reports online. Please submit your report at <https://statistics.ipc.on.ca>.

**BREACH STATISTICS UNDER PHIPA**

New this year, health information custodians must submit their statistics relating to **health information privacy breaches**. Health information custodians that are also institutions under *FIPPA/MFIPPA* must submit their statistics, even if they experienced no breaches in 2018.

**Statistical Reporting Tip:** Anything that required notice to a patient under section 12(2) of *PHIPA* should be included in the statistical report, even if you did not need to report it to the IPC.

Learn more in our [FAQs on health privacy breach reporting](#).

The online questionnaire is user-friendly and you should find it easy to submit your report.

If you have any questions, please email the IPC at [statistics.ipc@ipc.on.ca](mailto:statistics.ipc@ipc.on.ca) or call (416) 326-3333 or 1-800-387-0073 and ask to speak with an Information Officer.

Thank you for your co-operation.

Sincerely,

Brian Beamish  
Commissioner



Information and Privacy Commissioner of Ontario



If you have any questions, call us at **416.326.3333 / 1.800.387.0073**, send us an email at [info@ipc.on.ca](mailto:info@ipc.on.ca), or write to us at: Office of the Information and Privacy Commissioner of Ontario, 2 Bloor St. East, Suite 1400, Toronto, ON, M4W 1A8.

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30 DEC 2018 / 0 COMMENT / EVENTS, NON

REGISTER NOW! OAPSB 2019 SPRING  
CONFERENCE & AGM – MAY 22-25, 2019

## 2019 OAPSB Spring Conference & AGM

The Spring Conference Registration is now **OPEN!**  
([click here to get started](#))

### Location

Caesars Hotel, Windsor Ontario  
377 Riverside Dr E, Windsor, ON N9A 7H7

### Accommodations

**Click here – you can book your room today!**

Or by calling 1-866-503-4782 and provide code APS0521  
(code not required when using link above)

### 2019 CAPG Governance Summit

09 Jan 2019

### The Independent Street Checks Review – Public Release

07 Jan 2019

### 'Blind' Thunder Bay police services board disbanded over racism crisis | The Star

28 Dec 2018

### Upcoming Events

### CAPG 2018 Conference Presentations

01 Dec 2018

## Program

Information to be added February 1, 2019.

## Partnership Opportunities

Are now available for our members and corporate partners.

Click here for your package:

- **Corporate Partners** (for businesses and suppliers interested in partnership)
- **Member Partners** (for member organizations able to support the conference with additional funding)

## Fees

- Early Bird Pricing: \$525 until March 30, 2019
- Full Conference (OAPSB Member): \$585 (as of April 1, 2019)
- Full Conference (Non OAPSB Member): \$699
- Companion: \$400 (Includes 3 Breakfast and Chair's Dinner, Opening Reception and tour)
- Single Day (OAPSB Members) : \$350
- Single Day (Non OAPSB Members): \$425
- OAPSB Invitational Dinner: \$99

Companion Activity

Announced February 2019

**For more information please email Holly Doty at [admin@oapsb.ca](mailto:admin@oapsb.ca) or by calling 1-800-831-7727.**

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CAPG 2018 CONFERENCE PRESENTATIONS

LEAVE A REPLY

Name\*

Email\*

Website

POST COMMENT

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](#).

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LINKS



**From:** [Holly Doty](#)  
**To:** [Holly Doty](#)  
**Subject:** OAPSB NOTICE OF THE 2018 ANNUAL GENERAL MEETING  
**Date:** Wednesday, January 23, 2019 3:23:34 PM

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Dear Fellow OAPSB Members,

Pursuant to Section 11.04 of the General By-law of the Ontario Association of Police Services Boards, this is formal notice of the 2018 Annual General Meeting of the Association's membership. The 2018 Annual General Meeting will be held at Caesars Windsor in Windsor Ontario on **Friday, May 24, 2019** commencing at **2:15 p.m.** or shortly thereafter for the purpose of:

1. Confirming the Minutes of the 2018 Annual Meeting held on Friday, May 25th, 2018
2. Receiving the Financial Statements and Auditor's Report for the 2018 Fiscal Year.
3. Appointment of an Auditor for the 2019 Fiscal Year.
4. Ratification of the Board of Directors for the term 2018-2019 as submitted by the Zones
5. Consideration of proposed Resolutions

**Please forward any Proposed Resolutions, in WORD format, [admin@oapsb.ca](mailto:admin@oapsb.ca) no later than the cut-off date of April 1, 2019.**

Looking forward to seeing you in Windsor in May!

Holly Doty  
Ontario Association of Police Services Boards  
180 Simcoe Street, London Ontario N6B 1H9  
T: 1-800-831-7727 | C: 519.636.7707  
[admin@oapsb.ca](mailto:admin@oapsb.ca)



## OAPSB Education and Training – An Overview of Offerings

OAPSB's Education and Training program has been developed to provide members with the knowledge and skills they need to become the most effective board members they can be, by:

1. Helping indoctrinate new board members
2. Providing updates and refreshers for veteran board members
3. Introducing emergent and topical issues to all members.

Emergent and topical issues (number 3 above) are built into the spring Annual Conference and fall Labour Seminar events, and participation is highly encouraged.

Education and training for both new and veteran members can be accessed by members by accessing the Member portal of the OAPSB website <https://oapsb.ca/members/> using your Board's unique login and password. All of this training is based on the 1990 Police Services Act.

In summary, we offer:

**Police Services Board Orientation** – this **booklet** is summary of key elements of the 1990 Police Services Act, compiled by the Ministry of Community Safety & Correctional Services. This is, in essence, the board training offered by the Ministry.

**Introduction to Police Governance** – this is a series of 4 short **vignettes** (10-15 minutes) summarizing aspects for the 1990 Police Services Act, for each of OPP boards (section 10) and municipal boards (section 31). These vignettes are self-paced and include multi-choice questions and answers to help solidify learning.

Topics for OPP boards are: **Introduction to Police Governance, Provincial Ministries and Oversight Bodies, Board Relationship with the OPP Detachment Commander, and Board Member Responsibilities & Conduct**. Topics for municipal boards are: **Introduction to Police Governance, Provincial Ministries and Oversight Bodies, Board Relationship with the Police Chief, and Board Member Responsibilities & Conduct**.

**Governing Police Operations** – This topic has become increasingly controversial. This 5-minute **vignette** serves to clarify the boards responsibilities, authorities and limitations regarding governing police operations.

**Study Guides** – 5 comprehensive study guides for each of OPP boards (section 10) and municipal boards (section 31) are now available on-line at no additional cost of

the first time. Modules for OPP boards are: **Accountability Framework, Policy & Governance, Responsibilities of the Board, Contract Monitoring, Strategic and Business Planning, and Community / Public Relations**. Modules for municipal boards are: **Accountability Framework, Policy & Governance, Responsibilities of the Board, Budgeting, Strategic and Business Planning, and Community / Public Relations**. These modules include some games and puzzles, and are based on the 1990 Police Services Act.

**How-To Manuals** – How to manuals cover 4 specific areas: board governance, human resources, evaluating the top cop, and collaborative community safety. Board governance is addressed in the **Section 10 Handbook**, which includes lots of information also applicable to section 31 municipal boards. The **Human Resources Training Manual** is specially designed for section 31 municipal boards. **Chief/Detachment Commander Monitoring and Evaluation** is a joint OAPSB-OPP-produced evaluation system that can easily be adapted for municipal boards and their police chiefs. Finally, we offer 3 Ministry-produced handbooks on the **Community Safety and Well-being Framework** regarding collaborative, risk-based, public safety planning and operations.

**Research Papers** – 2 short research papers are offered for a more in-depth look at police governance: **Independent Citizen Governance of Police** and **Police Governance Reform – The Age of Enlightenment**.

**Questions?** – Please feel free to contact either your Ministry Zone Advisor or the OAPSB office if you have any questions regarding police board responsibilities, authorities, limitations or best practices.