

HALDIMAND O.P.P. DETACHMENT BOARD AGENDA

Date: November 28, 2024
Time: 9:30 A.M.
Location: Haldimand County Administration Building - Council Chambers

Pages

A. Call to Order

B. Land Acknowledgement

C. Roll Call

D. Disclosures of Pecuniary Interest

E. Approval of Previous Meeting Minutes

1. Haldimand O.P.P. Detachment Board Minutes - October 24, 2024

1

THAT the minutes of the October 24, 2024 Haldimand O.P.P. Detachment Board meeting be adopted as circulated.

F. Delegations and Presentations

G. Items for Consideration

1. Report from the Detachment Commander (to be tabled)

THAT the Report from the Detachment Commander for the month of October, 2024 be received as presented.

2. Rescheduling of February 27, 2025 Meeting

THAT, due to a scheduling conflict, the February 27, 2025 Haldimand O.P.P. Detachment Board meeting be rescheduled to February 20, 2025 at 9:30 a.m. in the Council Chamber at the Haldimand County Administration Building.

3. Review of Operational Budget

8

THAT the Board Financials and Current Reserve Figures, dated November 20, 2024, be received as presented.

4. HDB-01-2024 Proposed Budget for 2025

10

THAT Report HDB-01-2024 Proposed Budget for 2025 be received;

AND THAT the draft 2025 Haldimand O.P.P. Detachment Board budget with a net levy of \$36,260 be approved as presented, with Haldimand County responsible for \$33,520 and Mississaugas of the Credit First Nation responsible for \$2,740;

AND THAT this motion be forwarded to Haldimand County and Mississaugas of the Credit First Nation Councils for inclusion in their budget deliberations;

AND THAT the 2025 OAPSB membership dues in the amount of \$4,642.89 plus HST be paid from the Memberships & Associations budget;

AND THAT the 2025 OAPSB Zone 4 membership dues in the amount of \$50.00 be paid from the Memberships & Associations budget.

5. HDB-M01-2024 O.P.P. Billing Estimate 2025

19

THAT Memorandum HDB-M01-2024 O.P.P. Billing Estimate 2025 be received.

H. Unfinished Business

1. Verbal Update on O.P.P. Reporting to Haldimand County and Mississaugas of the Credit First Nation Councils

I. Other Business

1. Process for Reporting Policing Concerns
2. Verbal Update on Board Vacancies

J. By-laws

THAT By-law 1, as listed, be enacted.

1. Being a by-law to govern the proceedings of the Haldimand O.P.P. Detachment Board

40

K. Announcements

L. Adjournment

THAT this meeting is now adjourned at _____ a.m.

HALDIMAND O.P.P. DETACHMENT BOARD MINUTES

Date: October 24, 2024
Time: 9:30 A.M.
Location: Haldimand County Administration Building - Council Chambers

Members Present L. Boyko, Chair
 N. LaForme, Vice Chair
 S. Bentley, Member
 S. McAskill, Member

Others Present Staff Sergeant Fox, Haldimand O.P.P. Detachment
 T. Cassidy, Board Administrator/Deputy Clerk

A. Call to Order

The Deputy Clerk called the Haldimand O.P.P. Detachment Board meeting to order at 9:40 a.m.

B. Land Acknowledgement

The Deputy Clerk read the Land Acknowledgement statement.

C. Election of Chair and Vice Chair

After receiving nominations from the floor, the Deputy Clerk called for a vote on the following motions:

Resolution 1

Moved By: S. Bentley
Seconded By: S. McAskill

THAT Lorne Boyko is hereby appointed to serve as Chair of the Haldimand O.P.P. Detachment Board from this date forward until the first Board meeting in the 2025 calendar year.

CARRIED

Resolution 2

Moved By: S. Bentley
Seconded By: L. Boyko

THAT Nadine LaForme is hereby appointed to serve as Vice Chair of the Haldimand O.P.P. Detachment Board from this date forward until the first Board meeting in the 2025 calendar year.

CARRIED

D. Appointment of Board Administrator

L. Boyko assumed the Chair for the remainder of the meeting.

Resolution 3

Moved By: L. Boyko
Seconded By: S. Bentley

THAT Tracey Cassidy, Council Services Coordinator/Deputy Clerk for Haldimand County, be authorized to act as Board Administrator for the Haldimand O.P.P. Detachment Board to provide administrative and procedural support to the board.

CARRIED

E. Disclosures of Pecuniary Interest

None.

F. Approval of Previous Meeting Minutes

- 1 Haldimand County Police Services Board Minutes - March 28, 2024

Resolution 4

Moved By: S. Bentley
Seconded By: S. McAskill

THAT the minutes of the March 28, 2024 Haldimand County Police Services Board meeting be received.

CARRIED

- 2 Closed Session - Haldimand County Police Services Board Minutes - March 28, 2024

Resolution 5

Moved By: S. Bentley
 Seconded By: S. McAskill

THAT the minutes of the Closed Session of the March 28, 2024 Haldimand County Police Services Board meeting be received and remain confidential.

CARRIED**G. Delegations and Presentations**

None.

H. Items for Consideration

1 Report from the Detachment Commander

Staff Sergeant Fox reviewed the April to September, 2024 report with the Board, noting that the report is in a new format that is consistent province-wide for all detachment boards.

The Board asked questions and received answers on the following:

- Causal factors and proactive enforcement measures to address the increase in fatal and non-fatal motor vehicle collisions;
- Location of the majority of motor vehicle collisions;
- Reasons and similar factors that may contribute to increases in impaired driving occurrences and traffic-related charges;
- Whether e-ticket warnings can be broken down by type of infraction;
- Speeding concerns;
- Unfounded occurrences;
- Role of School Resource Officer;
- Use of O.P.P. drones and aircraft patrol;
- Bicycle patrol;
- Youth Diversion Program;
- Mental Health Act occurrences and process for responding to and investigating these types of calls for service;
- Mobile Crisis Rapid Response Team (MCRRT) activity; and
- O.P.P. reporting structure and circulation of information to Haldimand County and Mississaugas of the Credit First Nation (MCFN) Councils.

The Board requested that the next report include:

- Page numbers;
- Breakdown by type of infraction for e-ticket warnings;
- Crown or Police-initiated Youth Diversion Program statistics;
- Additional details related to Mental Health Act occurrences;
- Definitions on terminology to better understand report; and
- Narratives.

Resolution 6

Moved By: S. Bentley

Seconded By: N. LaForme

THAT the Report from the Detachment Commander for the months of April to September, 2024 be received as presented.

CARRIED

2 Review of Abuse, Violence and Harassment Policy

It was clarified that this policy is required as part of insurance coverage conditions and was developed based on information provided from the insurance provider and Ontario Association of Police Service Boards (OAPSB).

Resolution 7

Moved By: S. Bentley

Seconded By: S. McAskill

1. THAT Haldimand O.P.P. Detachment Board Abuse, Violence and Harassment Policy 2024-01 be approved;
2. AND THAT, as required as part of insurance coverage conditions, this policy be sent to the Board's insurance broker.

CARRIED

3 Review of Operational Budget

The Board was advised that the proposed 2025 budget will be included in the November 28, 2024 agenda for consideration.

Resolution 8

Moved By: S. Bentley
 Seconded By: S. McAskill

THAT the Board Financials and Current Reserve Figures be received as presented.

CARRIED

4 Review of Procedure By-law

The Board reviewed the Procedure By-law and highlighted the following items:

- Importance of quorum and process for a member to follow if they are unable to attend a meeting; and
- Role of the detachment board.

The Board asked questions regarding:

- The interpretation of Part 13.1 c. Advising the detachment commander with respect to policing provided by the detachment; and
- The frequency of Part 13.1 d. Monitoring the performance of the detachment commander.

Resolution 9

Moved By: S. Bentley
 Seconded By: S. McAskill

1. THAT the Haldimand O.P.P. Detachment Board Procedure By-law be received;
2. AND THAT the by-law be approved at a future meeting.

CARRIED

5 Review of Terms of Reference

The Board reviewed the Terms of Reference and recommended the following adjustments:

- Since the term of Community, Council and Provincial Appointments vary, add wording on Page 2 under Term to include “until their successor is appointed”; and

- Similar to the reasoning above, add wording on Page 2 under Responsibilities, item 4. to include “once every four (4) year term”.

Discussion ensued about the participation of the detachment commander in closed session meetings, and further relationship building opportunities.

Resolution 10

Moved By: N. LaForme

Seconded By: S. Bentley

1. THAT the Haldimand O.P.P. Detachment Board Terms of Reference be received as amended;
2. AND THAT this document be circulated to Haldimand County and Mississaugas of the Credit First Nation Councils for approval.

CARRIED

I. Unfinished Business

None.

J. Other Business

- 1 Verbal Update on Provincial Appointment

The Board was advised that provincial appointments are in the final stages; however, no timeline has been provided from the Ministry.

- 2 Verbal Update on Traffic Management Strategy Stakeholder Consultation

The first round of community engagement and stakeholder consultation sessions have been completed. The second round of open houses to present the preliminary conclusions will be scheduled in the near future.

The Chair provided an overview of the stakeholder consultation meeting held on September 4, 2024, noting that the former Police Services Board was supportive of the Safe Streets Program. Concerns were expressed related to speeding, flow of information, and roles/responsibilities.

K. By-laws

None.

L. Announcements

None.

M. Closed Session

None.

N. Motions Arising From Closed Session

None.

O. Adjournment

Resolution 11

Moved By: S. Bentley

Seconded By: N. LaForme

THAT this meeting is now adjourned at 11:46 a.m.

CARRIED

CHAIR

ADMINISTRATOR

Haldimand County

2024 Haldimand O.P.P. Detachment

Board

	2023	2023	2023	2024	2024	2024
	YTD	Revised	Variance	YTD	Revised	Variance
	Actuals	Budget		Actuals	Budget	
EXPENDITURES:						
<u>General Activity</u>						
Salaries & Wages						
Honoraria	8,492	12,000	3,508	3,846	13,200	9,354
Employee Benefits						
Part-time Stat Benefits	193	570	377	200	690	490
Materials						
Donations/Gifts	1,500	1,000	(500)		1,000	1,000
Promotional/Event Supplies	0	350	350		350	350
Insurance				3,888		(3,888)
Memberships & Assoc	3,422	3,300	(122)	3,456	3,700	244
Meeting Expenses	90	150	60	37	150	113
Travel Expenses	20	1,000	980	1,429	1,000	(429)
Professional Development	3,465	4,250	785	6,038	4,250	(1,788)
Grants & Donations						
Sponsorship	580	750	170		750	750
NET LEVY	17,762	23,370	5,608	18,894	25,090	6,196

REVENUES:

<u>Reserve Fund Transactions</u>						
Rental/Recoveries						
Recoveries	329	100	(229)	148	100	(48)
Other Revenues						
Auction Proceeds	0	500	500	233	500	267
Transfers from Reserve Funds						
Police Reserve Fund	(500)		500			
NET RESERVE	(171)	600	771	381	600	219

POLICE RESERVE FUND**Purpose of Reserve Fund:**

The Police Reserve Fund is used to finance policing related activities as approved by the Haldimand County Police Services Board. The Police Reserve Fund is for the sole use of the Police Services Board, to be used at their discretion.

[Back to Overall Summary](#)

	2020	2021	2022	2023	2024
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS
	\$	\$	\$	\$	\$
Opening Balances, January 1	6,960.24	7,476.24	7,931.75	8,138.78	8,262.73
Sources of Funds:					
Division of financial assets of joint PSB Bank Account per funding formula					
Proceeds from Police auction					
Proceeds from unclaimed property/beer bottle returns/property disposal	25.00	0.00	26.70	329.40	148.00
Interest	199.64	227.39	180.33	294.55	
Proceeds from On-line Auction	291.36	228.12			233.00
Other Proceeds					
Total Source of Funds	516.00	455.51	207.03	623.95	381.00
Use of Funds:					
Assist sending Crimestoppers Student to Conference Presentation to VCARS					
Purchase of 4 radar units					
Plaques					
Donation to Flood Disaster Relief					
Purchase of defibrillator case					
Speed Statistics Radar and Data Logger					
ATV Stretcher Trailer					
Request to draw from reserve per board				500.00	
Total Uses of Funds	0.00	0.00	0.00	500.00	0.00
Closing Balance, December 31	7,476.24	7,931.75	8,138.78	8,262.73	8,643.73

HALDIMAND O.P.P. DETACHMENT BOARD

Report HDB-01-2024 Proposed Budget for 2025

For Consideration by Haldimand O.P.P. Detachment Board on November 28, 2024

OBJECTIVE:

To seek approval of the 2025 budget for the Haldimand O.P.P. Detachment Board.

RECOMMENDATIONS:

1. THAT Report HDB-01-2024 Proposed Budget for 2025 be received;
2. AND THAT the draft 2025 Haldimand O.P.P. Detachment Board budget with a net levy of \$36,260 be approved as presented, with Haldimand County responsible for \$33,520 and Mississaugas of the Credit First Nation responsible for \$2,740;
3. AND THAT this motion be forwarded to Haldimand County and Mississaugas of the Credit First Nation Councils for inclusion in their budget deliberations;
4. AND THAT the 2025 OAPSB membership dues in the amount of \$4,642.89 plus HST be paid from the Memberships & Associations budget;
5. AND THAT the 2025 OAPSB Zone 4 membership dues in the amount of \$50.00 be paid from the Memberships & Associations budget.

Prepared by: Tracey Cassidy, Board Administrator

EXECUTIVE SUMMARY:

In order to comply with legislation, the Haldimand O.P.P. Detachment Board (Board) is required to prepare estimates for submission to the municipalities within their detachment area. A summary of operational expenses has been described within this report and shown in Attachment 1.

BACKGROUND:

The *Community Safety & Policing Act, 2019* (CSPA) came into effect on April 1, 2024, replacing the *Police Services Act, 1990*. The new legislation changed the Police Services Board governance structure for communities policed by the Ontario Provincial Police (O.P.P.) to Detachment Boards. The new structure is based on the overall detachment area, rather than individual boards for each municipality. The Haldimand O.P.P. Detachment consists of Haldimand County and Mississaugas of the Credit First Nation (MCFN) communities.

Section 71 of the CSPA provides that an O.P.P. detachment board shall prepare estimates of the total amount that will be required to pay the expenses of the board's operation and such estimates shall be submitted to the municipalities along with a statement of each municipality's share of the costs. Each municipality shall contribute their share of the costs unless they provide written notice to the Board that it is referring the matter to arbitration.

ANALYSIS:

The proposed 2025 budget (Attachment 1) is based on what is currently known about the operation of the Board and its related activities.

Remuneration

The amount of remuneration paid to each Council and Community Appointees on the Board shall be determined and paid by their respective Council.

The amount of remuneration paid to the Provincial Appointee on the Board shall be determined in accordance with Section 7 of Ontario Regulation 135/24 of the CSPA. The province does not cover provincial appointee remuneration on any boards in the province. The remuneration for the provincial appointee has historically been covered by Haldimand County.

Donations/Gifts

These funds have historically been allocated to charitable groups and organizations that have requested funding for initiatives consistent with the Board's mandate.

Insurance

Detachment boards no longer meet the definition of a local board under the Municipal Act. Insurers consider an O.P.P. Detachment Board as an "outside" board of any municipality which means that the board cannot be included under municipal insurance policies. The Ontario Association of Police Service Boards (OAPSB) has secured a group insurance policy for O.P.P. Detachment Boards. The policy term is from September 27, 2024 to September 27, 2025 with an annual premium of \$3,888. Insurance coverage is a mandatory requirement for all detachment boards.

Memberships and Associations

The Board is a current member of the OAPSB. This provides access to best practices, and valuable information that is shared from the association and O.P.P. Detachment Boards. Samples of reports and policies are resources that can be used in developing similar documents for the Board.

Membership fees will be changing in 2025 and future years and will be based on the number of properties within the geographical boundaries of the detachment area, similar to the cost model for O.P.P. services. This results in an increase of \$1,247.71 (exclusive of HST) from 2024.

Meeting Expenses

Original funds were included in the 2024 Haldimand County Police Services Board budget to account for meeting expenses.

Travel Expenses

Mileage will be consistent with Haldimand County's Expense Reimbursement Policy 2001-05 (Attachment 2) and paid to each member who attends board meetings in person. Mileage will not be reimbursed if a member chooses to attend virtually.

Professional Development

As current members of the OAPSB, there is an opportunity to attend its annual conference to participate in educational sessions and network with other O.P.P. Detachment Boards and Police Service Board members from across the province. The professional development expenses for 2025 are based on all seven members attending the annual OAPSB conference.

Staff are recommending that professional development expenditures for Council and Community Appointees be paid by their respective Council. Professional development expenses shall include conference registration costs, reasonable accommodations for the detachment board member and

mileage or travel expenses to/from the conference location. Other associated costs or per diems would be at the discretion of each respective Council.

Since this budget line includes costs for all detachment board members, yet the expenses are to be paid by their respective Council, it is suggested that Haldimand County, as the administrator of the budget, would invoice MCFN for reimbursement of the relevant expenditures associated with professional development for the MCFN appointed members.

Sponsorship

These funds have historically been allocated to charitable groups and organizations that have requested funding for community events consistent with the Board's mandate.

FINANCIAL/LEGAL IMPLICATIONS:

Financial implications are outlined above. The former Haldimand County Police Services Board net levy budget was \$25,090. This budget was based on a five-member board.

The proposed 2025 net levy budget is \$36,260, reflecting a year-over-year increase of \$11,520. This increase is attributed to the expansion of board membership from five to seven, along with additional costs driven by inflation and mandatory insurance coverage.

Mississaugas of the Credit First Nation will be responsible for the professional development expenditures for their appointed members. This amount would total \$2,740. Haldimand County will be responsible for all other expenditures which would total \$33,520. This will be reviewed annually to ensure appropriate cost sharing.

STAKEHOLDER IMPACTS:

Upon approval of the proposed budget, this report will be sent to Haldimand County and Mississaugas of the Credit First Nation Councils for consideration during their budget deliberations. The actual 2025 draft budget may vary as it will be submitted during the budget cycle and presented to each Council for approval during budget deliberations.

REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

REFERENCES:

1. [Community Safety and Policing Act, 2019.](#)
2. [Ontario Regulation 135/24.](#)

ATTACHMENTS:

1. Proposed 2025 Budget.
2. Haldimand County Expense Reimbursement Policy 2001-05.

Haldimand County

2024 Haldimand O.P.P. Detachment Board

	2023	2023	2023	2024	2024	2024	2025	2025
	YTD	Revised	Variance	YTD	Revised	Variance	Proposed Budget	Year-over year budget change
	Actuals	Budget		Actuals	Budget			
EXPENDITURES:								
<u>General Activity</u>								
Salaries & Wages								
Honoraria	8,492	12,000	3,508	3,846	13,200	9,354	13,200	0
Employee Benefits								
Part-time Stat Benefits	193	570	377	200	690	490	690	0
Materials								
Donations/Gifts	1,500	1,000	(500)		1,000	1,000	1,350	350
Promotional/Event Supplies	0	350	350		350	350		
Insurance				3,888		(3,888)	4,000	4,000
Memberships & Assoc	3,422	3,300	(122)	3,456	3,700	244	4,780	1,080
Meeting Expenses	90	150	60	37	150	113	250	100
Travel Expenses	20	1,000	980	1,429	1,000	(429)	1,400	400
Professional Development	3,465	4,250	785	6,038	4,250	(1,788)	9,590	5,340
Grants & Donations								
Sponsorship	580	750	170		750	750	1,000	250
NET LEVY	17,762	23,370	5,608	18,894	25,090	6,196	36,260	11,520



POLICY No. 2001-05 Expense Reimbursement Policy – Members of Council, Members of Staff, Volunteers and Appointees

Originating Department	CS-SS-04-2001		
SMT Approval:	2001-03-02		
Council in Committee:	2001-03-05	Recommendation #:	8
Council Approval:	2001-03-12	Resolution #:	91-01
Revision History:	Click here for revision history		

1. PURPOSE

To establish a policy to reimburse Members of Council, Staff, Volunteers and Appointees, acting on behalf of Council, for expenses incurred at conferences, seminars and other business events, as well as for the use of personal vehicles while on County business.

2. POLICY

APPLICABILITY:

This policy provides for the reimbursement of eligible expenses incurred by those persons authorized to attend conferences, seminars and for other business travel deemed to be in the best interests of the Corporation of Haldimand County.

All persons attending such events must follow the requirements of this policy to substantiate eligibility for reimbursement. Supporting documentation must include and clearly identify the event attended, date of the event and purpose of the event. Claims for reimbursement must be submitted on the prescribed form and be duly authorized.

1. Reimbursable Expenses

The Corporation recognizes the following as reimbursable expenses.

- a) Registration/Entrance Fees for Business Events:
 - actual registration cost supported by a receipt voucher/copy of agenda which provides information on cost, location, date and meals applicable to the event. Advance discounts should be realized where possible.
- b) Parking at Hotel, Airport or Event location:
 - actual parking cost supported by a receipt voucher.

- c) Accommodation:
- reasonable expenses where overnight accommodation is required
 - accommodation chosen should be based on the most economical and advantageous to the conduct of the County's business
 - actual expense based upon the rate for a single room, provided such cost does not exceed the "Government rate" when available, supported by a receipt voucher.
 - If vehicular travel to the event is greater than 300 km one-way, an additional night of accommodation may be arranged subject to the specific approval of the appropriate General Manager or Chief Administrative Officer.
- d) Meals, Gratuities, Personal Telephone Charges and Incidentals:
- i) Conferences, seminars and business events lasting more than one day:
- a per diem allowance of \$60.00 will be paid to cover out-of-pocket expenses.
 - One per diem is allowed for each full day of the event attended. Additional reasonable expenses incurred while travelling to and from the event will be reimbursed provided receipts are submitted.
 - Transportation around an event (ie. taxi) shall be reimbursed upon presentation of specific receipts and shall not be considered as part of the per diem.
 - For those events held outside Canada, the per diem shall be \$60 in U.S. currency.
- ii) Conferences, seminars and business events lasting one day or less:
- actual expenditures, to a maximum of the amounts stipulated in item (i) above, supported by itemized receipts.
- e) Travelling Expenses:
- i) The most economical and practical method of transportation must be utilized and shared transportation is encouraged where appropriate. Other means of transportation, besides personal vehicles, may be used if proven to be more economical and efficient, including: economy airfare, bus/train, car rental, etc. If circumstances warrant, the applicable General Manager, in consultation with the Manager of Fleet and Equipment Operations, may decide to supply a vehicle for a specific travel purpose as long as consistent with the Corporate Fleet Policy.
- ii) Unless exceptional circumstances apply, the charges for the use of a personal vehicle shall not exceed the equivalent cost of economy airfare plus airport parking and transfers.
- iii) **Use of Personal Vehicles While on County Business**
Use of personal vehicles while on approved County business will be compensated on the basis of \$0.51 per kilometer effective January 1st, 2018. This rate of compensation shall be subject to an annual adjustment based on the year-over-year change in the December Consumer Price

Index for Private Transportation in Ontario. The adjusted corporate mileage rate cannot exceed the Government of Canada's prescribed mileage rate for taxable benefit purposes.

When traveling to other than the normal place of work, compensation for personal vehicle use will be as follows:

- a) If the distance to or from a work site is less than the normal distance to or from home to the normal work site, no compensation will be provided.
- b) For travel to other than the normal work site, mileage will be reimbursed from the normal work site, or from the employee's residence, whichever is less.
- c) Once at the work site, any additional travel shall be compensated with the exception of travel home. Travel home shall be compensated on the basis of the preceding items (a) or (b).
- d) Staff that do not need to respond frequently to emergencies, and are not placed on-call and are not paid overtime, will be paid mileage from their home to the emergency and back when responding on an after hours situation.

For the purposes of this Policy, a work site includes: satellite office, municipal facility, conference, seminar, training facility, meeting location, etc.

While operating a personal vehicle on County business, the employee is responsible for all vehicular costs (i.e. insurance, fuel, repairs, fines, etc.). The employee is responsible for notifying their insurance company of any business use of their personal vehicle and will ensure that they carry at least the minimum amount of automobile liability insurance as mandated by Provincial Legislation. Haldimand County's automobile insurance policy provides no coverage for physical damage to an employee's personal vehicle while being used for County business.

f) Expenses for Upgrades or Additional Persons:

An individual may choose to upgrade the accommodations at his/her own expense. Also, any costs related to an accompanying spouse/person must be paid by the individual.

NOTE: In exceptional circumstances, the Chief Administrative Officer may approve staff expenses over or outside the limits of this policy.

2. **Authorization of Attendance**

- a) Members of Council:
 - the Mayor or Chief Administrative Officer must authorize all Councillors expense accounts in accordance with the terms of this policy.
 - each Councillor be allowed one out of Province attendance per year.

- b) Staff, Volunteers & Council Appointees:
- must receive prior approval by the appropriate Manager, General Manager or Chief Administrative Officer.
 - must receive prior authorization by the Chief Administrative Officer to attend out of Province conferences, seminars or business events.
- c) Financial Limitations:
- attendance at any conference, seminar or business event is conditional upon the availability of funds in the Current Budget as approved by Council.
 - the full costs for conferences, seminars and workshops shall be budgeted in a separate expense account entitled "Professional Development" for each individual department.

3. **Payment Procedure**

- a) Advances:
- the Treasurer is authorized to issue an appropriate advance, within the limits of this policy, provided a written request (in the approved form) is received at least ten working (10) days prior to the date required.
- b) Expense Account:
- an itemized expense account on the prescribed form must be completed within thirty (30) days following the event.
 - Any advances previously given must be clearly identified and reconciled on the expense form. If applicable, attach a cheque payable to the "Corporation of Haldimand County" for any advances received in excess of approved expenditures.
 - All expense accounts of Members of Council or Council appointees must bear the approval of the Mayor or Chief Administrative Officer.
 - All expense accounts of the General Managers must bear the approval of the Chief Administrative Officer.
 - All staff or volunteer expense accounts must bear the approval of the respective General Manager or designate.

4. **Expense Remuneration for Council Members**

Normal day-to-day expenses incurred by Council members conducting municipal business are covered through the one-third tax free portion of their remuneration, with the exception of mileage directly related to the conducting of municipal business.

An exception to this policy is expenses that directly relate to the Head of Council's stated Municipal Act role "to represent the municipality at official functions". For the purpose of this policy, "official functions" are events that are unique in nature, provide the opportunity to profile and promote the community at large, and are community based. Examples are: special business promotions, open houses or workshops; local festivals, special service club celebrations, annual community association dinners, and major public fundraising events.

Such expenses will be eligible for reimbursement through the County provided:

- 1) – A formal personal written invitation is extended to the Head of Council to attend the event and is included with any expense claim.
- 2) – That no discrimination will be applied regarding preference to a specific political party if the invitations are for attendance at political fund raisers.
- 3) – Where possible, the Head of Council will endeavour at such events to actively promote and profile the County in a positive way.
- 4) – When the Head of Council is expected to take a major active role in the event, such as keynote speaker, the expectation is that the event sponsors or organizers will defray event costs (other than mileage) of the Head of Council.
- 5) – Where registration or other types of event costs include a tax deductible portion, only the expenses net of the tax deductible portion will be eligible for reimbursement.

The policy regarding additional expenses that may be claimed by the Head of Council also apply to the Deputy Mayor when fulfilling the role of Head of Council.

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
CAO-02-2003	Date	Rec#	12-May-03	Res#128-03	
CAO-10-2005	24-May-05	Rec#13	30-May-05	Res#188-05	
CAO-01-2011	17-Jan-11	Rec#22	24-Jan-11	Res#02-11	
PW-FLE-01-2014	3-Jun-14	Rec#17	9-Jun-14	Res#101-14	
	Date	Rec#	Date	Res#	February, 2015 - Section 1 e) iii) – Use of Personal Vehicles While on County Business – Corporate Mileage Rate decreased from \$0.52 per kilometer to \$0.50 per kilometer effective January 1, 2015
	Date	Rec#	Date	Res#	February, 2016 – Section 1 e) iii) – Use of Personal Vehicles While on County Business – Corporate Mileage Rate remains unchanged at \$0.50 per kilometer effective January 1, 2016
	Date	Rec#	Date	Res#	February, 2017 – Section 1 e) iii) – Use of Personal Vehicles While on County Business – Corporate Mileage Rate remains unchanged at \$0.50 per kilometer effective January 1, 2017
	Date	Rec#	Date	Res#	February, 2018 – Section 1 e) iii) – Use of Personal Vehicles While on County Business – Corporate Mileage Rate remains unchanged at \$0.51 per kilometer effective January 1, 2018

HALDIMAND COUNTY

Memorandum HDB-M01-2024 O.P.P. Billing Estimate 2025

For Consideration by Haldimand O.P.P. Detachment Board on November 28, 2024



To: Haldimand O.P.P. Detachment Board
From: Jerri Whiting, Project Manager, Continuous Improvement / Executive Assistant to the CAO

RECOMMENDATIONS:

1. THAT Memorandum HDB-M01-2024 O.P.P. Billing Estimate 2025 be received.

Haldimand County is policed by the Ontario Provincial Police (O.P.P.) under the terms and conditions of the *Community Safety and Policing Act, 2019*. Under the Act, [O. Reg. 413/23](#) guides the cost allocation methodologies applied to O.P.P. policed municipalities. The full cost recovery methodology allocates O.P.P. policing costs through three main categories:

- Base costs:
 - determined by the number of properties in the municipality and the standard province-wide average cost per property of \$189.44 estimated for 2025.
- Calls for service:
 - proportionate share of the total cost allocated for municipal calls for service costs across the province;
 - proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service;
 - total weighted time is calculated as a percentage of the total of all municipalities.
- Other detachment specific costs:
 - contract enhancements (currently Haldimand has no enhancements);
 - overtime;
 - court security and prisoner transportation (offset partially by grant funding);
 - detachment accommodation and cleaning services.

Haldimand County has received the 2025 billing estimate for O.P.P. policing services (Attachment 1) totalling \$9,371,858, an increase of \$1,300,148 or 16% over the 2024 estimate. In addition, the 2023 year-end reconciliation resulted in a one-time, year-end adjustment (deficit) of \$688,046 which increases the 2025 billing to \$10,059,904.

It is worth noting that other O.P.P. policed municipalities are experiencing significant increases to their 2025 billing estimates and have been communicating their concerns with the Province.

REFERENCES:

1. [O.P.P. Billing Model resources and materials.](#)

ATTACHMENTS:

1. O.P.P. 2025 Annual Billing Statement – Haldimand.

OPP 2025 Annual Billing Statement

Haldimand Co

Estimated costs for the period January 1 to December 31, 2025

Please refer to www.opp.ca for 2025 Municipal Policing Billing General Information summary for further details.

		Cost per Property \$	Total Cost \$
Base Service	Property Counts		
	Household	22,358	
	Commercial and Industrial	903	
	Total Properties	<u>23,261</u>	
		189.44	4,406,462
Calls for Service	(see summaries)		
	Total all municipalities	209,489,870	
	Municipal portion	1.8250%	164.36
			3,823,269
Overtime	(see notes)	18.80	437,264
Court Security	(see summary)	22.93	533,429
Prisoner Transportation	(per property cost)	1.67	38,846
Accommodation/Cleaning Services	(per property cost)	5.70	132,588
Total 2025 Estimated Cost		<u>402.90</u>	9,371,858
2023 Year-End Adjustment	(see summary)		688,046
Grand Total Billing for 2025			<u>10,059,904</u>
2025 Monthly Billing Amount			838,325

OPP 2025 Annual Billing Statement

Haldimand Co

Estimated costs for the period January 1 to December 31, 2025

Notes to Annual Billing Statement

- 1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2025 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.7 % Base Services and 49.3 % Calls for Service. The total 2025 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.

- 2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$189.44 estimated for 2025. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.

- 3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.

- 4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2020, 2021, 2022, and 2023 has been analyzed and averaged to estimate the 2025 costs. The costs incorporate the estimated 2025 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2025 hours and salary rates and included in the 2027 Annual Billing Statement.

- 5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2025 costs have been estimated based on the 2023 activity levels. These costs will be reconciled to the actual cost of service required in 2025.

There was no information available about the status of 2025 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

- 6) Year-end Adjustment - The 2023 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2025 Estimated Base Services and Calls for Service Cost Summary
Estimated Costs for the period January 1, 2025 to December 31, 2025

Salaries and Benefits	Positions	Base	Total Base Services and Calls for Service		Base Services	Calls for Service
			FTE	%	\$/FTE	\$
Uniform Members	Note 1					
Inspector	26.56	100.0	187,318		4,975,177	-
Staff Sergeant-Detachment Commander	8.60	100.0	156,717		1,347,770	-
Staff Sergeant	38.53	100.0	168,657		6,498,335	-
Sergeant	226.23	50.7	143,480		32,459,478	16,460,024
Constable	1,618.15	50.7	120,835		195,529,705	99,147,813
Part-Time Constable	11.97	50.7	91,572		1,096,112	555,839
Total Uniform Salaries	1,930.04				241,906,577	128,984,959
Statutory Holiday Payout			6,207		11,906,411	6,262,929
Shift Premiums			1,129		2,095,821	1,062,740
Uniform Benefits - Inspector			29.47%		1,466,114	1,466,114
Uniform Benefits - Full-Time Salaries			36.38%		85,791,541	44,909,750
Uniform Benefits - Part-Time Salaries			18.75%		205,571	104,245
Total Uniform Salaries & Benefits					343,372,035	182,790,737
Detachment Civilian Members	Note 1					
Detachment Administrative Clerk	164.29	50.7	75,342		12,377,949	6,276,748
Detachment Operations Clerk	3.41	50.7	69,798		238,011	120,750
Detachment Clerk - Typist	1.74	50.7	62,349		108,488	54,867
Court Officer - Administration	28.73	50.7	92,124		2,646,719	1,342,245
Crimestoppers Co-ordinator	0.89	50.7	73,240		65,184	32,958
Cadet	1.62	50.7	51,219		82,974	41,999
Total Detachment Civilian Salaries	200.68				15,519,324	7,869,568
Civilian Benefits - Full-Time Salaries			36.13%		5,606,608	2,843,009
Total Detachment Civilian Salaries & Benefits					21,125,933	10,712,577
Support Costs - Salaries and Benefits	Note 2					
Communication Operators			6,682		12,896,527	6,782,230
Prisoner Guards			2,061		3,977,812	2,091,915
Operational Support			7,119		13,739,955	7,225,785
RHQ Municipal Support			3,208		6,191,568	3,256,120
Telephone Support			157		303,016	159,355
Office Automation Support			938		1,810,378	952,070
Mobile and Portable Radio Support			357		693,298	364,522
Total Support Staff Salaries and Benefits Costs					39,612,554	20,831,997
Total Salaries & Benefits					404,110,521	214,335,311
Other Direct Operating Expenses	Note 2					
Communication Centre			150		289,506	152,250
Operational Support			1,112		2,146,204	1,128,680
RHQ Municipal Support			360		694,814	365,400
Telephone			1,458		2,813,998	1,479,870
Mobile Radio Equipment Repairs & Maintenance			168		326,258	171,540
Office Automation - Uniform			4,487		8,660,089	4,554,305
Office Automation - Civilian			1,154		231,585	116,485
Vehicle Usage			10,219		19,723,079	10,372,285
Detachment Supplies & Equipment			1,073		2,070,933	1,089,095
Uniform & Equipment			2,360		4,583,144	2,409,725
Uniform & Equipment - Court Officer			1,037		29,793	15,109
Total Other Direct Operating Expenses					41,569,403	21,854,744
Total 2025 Municipal Base Services and Calls for Service Cost					\$ 445,679,925	\$ 236,190,055
Total OPP-Policed Municipal Properties						1,246,809
Base Services Cost per Property						\$ 189.44

OPP 2025 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2025 to December 31, 2025

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2020 through 2023. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 85.71 FTEs with a cost of \$17,779,996 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2025 salaries incorporate the 2025 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024 and 2.75% in 2025.)

The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

Two new premiums were added in these new agreements: a 3% Frontline Patrol Premium (which applies to Constables and Sergeants in Frontline roles only) and a 3% Second-In-Command Premium (which applies to members when temporarily backfilling a short term platoon command position.) An allowance of \$2,101 per Constable FTE and \$3,330 per Sergeant FTE for the Frontline Patrol Premium and \$76 per Constable FTE for the Second-In-Command premium have been included in the salary rates for Constables and Sergeants. These allowances are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.7% Base Services : 49.3% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2024 Municipal Policing Cost-Recovery Formula.

OPP 2025 Calls for Service Billing Summary

Haldimand Co

Estimated costs for the period January 1 to December 31, 2025

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	46	49	30	24	37	5.9	220	0.0121%	25,280
Drugs	8	8	10	10	9	88.1	793	0.0435%	91,205
Operational	4,026	3,444	3,603	3,744	3,704	3.9	14,447	0.7932%	1,661,755
Operational 2	792	701	731	800	756	1.7	1,285	0.0706%	147,833
Other Criminal Code Violations	216	195	171	167	187	7.1	1,329	0.0730%	152,926
Property Crime Violations	1,021	908	877	1,039	961	6.2	5,960	0.3272%	685,535
Statutes & Acts	520	592	636	647	599	3.5	2,096	0.1151%	241,055
Traffic	725	672	748	590	684	3.8	2,598	0.1427%	298,870
Violent Criminal Code	306	289	287	337	305	14.8	4,510	0.2477%	518,809
Municipal Totals	7,660	6,858	7,093	7,358	7,242		33,238	1.8250%	\$3,823,269

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,803	2,979	2,483	2,363	2,657	5.9	15,676	0.8608%	1,803,207
Drugs	1,127	1,050	797	920	974	88.1	85,765	4.7092%	9,865,380
Operational	178,171	180,823	176,502	180,423	178,980	3.9	698,021	38.3272%	80,291,662
Operational 2	48,046	48,395	46,304	47,019	47,441	1.7	80,650	4.4283%	9,276,939
Other Criminal Code Violations	12,123	12,103	12,206	12,931	12,341	7.1	87,619	4.8110%	10,078,638
Property Crime Violations	46,799	47,403	48,878	49,446	48,132	6.2	298,415	16.3855%	34,325,987
Statutes & Acts	31,261	32,888	32,697	34,047	32,723	3.5	114,531	6.2887%	13,174,266
Traffic	32,067	34,757	38,776	32,713	34,578	3.8	131,397	7.2148%	15,114,318
Violent Criminal Code	19,343	20,055	21,513	22,640	20,888	14.8	309,139	16.9743%	35,559,474
Provincial Totals	371,740	380,453	380,156	382,502	378,713		1,821,214	100%	\$209,489,870

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2021 municipal police force amalgamations.

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OPP 2025 Calls for Service Details
Haldimand Co
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Grand Total	7,660	6,858	7,093	7,358	7,242.25
Drug Possession	46	49	30	24	37.25
Drug Related Occurrence	35	30	17	9	22.75
Possession - Cocaine	3	3	2	1	2.25
Possession - Heroin	0	1	0	0	0.25
Possession - Methamphetamine (Crystal Meth)	4	7	2	4	4.25
Possession – Opioid (other than heroin)	2	4	2	3	2.75
Possession - Other Controlled Drugs and Substances Act	2	4	7	6	4.75
Possession of > 5g dried cannabis (or equiv) youth	0	0	0	1	0.25
Drugs	8	8	10	10	9.00
Cultivate/Propagate/Harvest cannabis by adult	0	1	0	0	0.25
Drug Operation - Residential Grow Indoor	1	0	0	0	0.25
Possession of cannabis for purpose of selling	2	0	0	0	0.50
Sale of cannabis to youth	0	0	1	0	0.25
Trafficking - Cocaine	2	2	4	4	3.00
Trafficking - Methamphetamine (Crystal Meth)	2	2	1	2	1.75
Trafficking – Opioid (other than heroin)	0	1	0	1	0.50
Trafficking - Other Controlled Drugs and Substances Act	1	2	4	3	2.50
Operational	4,026	3,444	3,603	3,744	3,704.25
Accident - non-MVC - Commercial	2	1	0	0	0.75
Accident - non-MVC - Construction Site	1	0	1	0	0.50
Accident - non-MVC - Industrial	0	1	0	1	0.50
Accident - non-MVC - Master Code	8	6	6	6	6.50
Accident - Non-MVC - Others	1	1	0	0	0.50
Accident - non-MVC - Residential	1	2	0	0	0.75
Alarm - Master Code	0	0	1	0	0.25
Animal - Bear Complaint	0	1	0	0	0.25
Animal - Bite	13	8	9	7	9.25
Animal - Dog Owners Liability Act	7	2	8	5	5.50
Animal - Injured	22	21	38	26	26.75
Animal - Left in Vehicle	7	8	10	14	9.75
Animal - Master Code	5	2	10	6	5.75
Animal - Other	13	13	11	9	11.50
Animal - Rabid	1	2	3	0	1.50
Animal - Stray	34	36	43	36	37.25
Assist Fire Department	16	17	22	20	18.75
Assist Public	1,219	903	831	907	965.00
Bomb Threat	1	0	1	0	0.50
By-Law - Master Code	12	11	9	12	11.00
Compassionate Message	0	1	0	0	0.25
Distressed / Overdue Motorist	14	5	14	7	10.00
Dogs By-Law	0	1	1	0	0.50
Domestic Disturbance	362	319	342	341	341.00
Family Dispute	273	302	313	317	301.25
Fire - Building	23	19	42	25	27.25

OPP 2025 Calls for Service Details
Haldimand Co
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Fire - Other	18	16	15	16	16.25
Fire - Vehicle	22	31	26	22	25.25
Firearms (Discharge) By-Law	2	0	1	1	1.00
Fireworks By-Law	1	1	1	2	1.25
Found - Bicycles	2	1	0	3	1.50
Found - Gun	3	0	0	2	1.25
Found - Household Property	1	5	6	3	3.75
Found - Jewellery	0	1	0	0	0.25
Found - License Plate	5	4	1	0	2.50
Found - Machinery & Tools	1	0	0	0	0.25
Found - Others	11	5	5	4	6.25
Found - Personal Accessories	9	7	12	6	8.50
Found - Radio, TV, Sound-Reprod. Equip.	2	2	1	0	1.25
Found - Sci., Optical, Measuring Devices	0	0	0	1	0.25
Found - Sporting Goods, Hobby Equip.	0	1	3	2	1.50
Found - Vehicle Accessories	2	2	0	1	1.25
Found Property - Master Code	85	89	92	105	92.75
Insecure Condition - Building	1	2	5	1	2.25
Insecure Condition - Master Code	16	11	14	13	13.50
Insecure Condition - Others	0	0	0	1	0.25
Loitering By-Law	1	0	0	1	0.50
Lost - Gun	0	1	0	0	0.25
Lost - Household Property	1	4	7	1	3.25
Lost - Jewellery	0	1	0	0	0.25
Lost - License Plate	10	6	1	4	5.25
Lost - Others	6	7	4	2	4.75
Lost - Personal Accessories	7	9	14	0	7.50
Lost - Radio, TV, Sound-Reprod. Equip.	1	2	1	0	1.00
Lost - Scientific, Optical, Measuring Devices	0	0	0	1	0.25
Lost - Sporting Goods, Hobby Equip.	1	0	1	0	0.50
Lost - Vehicle Accessories	0	0	1	0	0.25
Lost Property - Master Code	22	21	39	41	30.75
Medical Assistance - Other	4	0	1	1	1.50
Missing Person - Master Code	0	3	4	2	2.25
Missing Person 12 & older	28	14	25	20	21.75
Missing Person Located 12 & older	20	19	32	31	25.50
Missing Person Located Under 12	6	5	6	7	6.00
Missing Person under 12	8	3	4	3	4.50
Neighbour Dispute	254	288	289	265	274.00
Noise By-Law	5	3	6	2	4.00
Noise Complaint - Animal	15	15	20	31	20.25
Noise Complaint - Business	1	0	0	1	0.50
Noise Complaint - Master Code	205	160	180	195	185.00
Noise Complaint - Others	14	7	7	7	8.75
Noise Complaint - Residence	14	15	4	7	10.00

OPP 2025 Calls for Service Details
Haldimand Co
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Noise Complaint - Vehicle	3	0	1	2	1.50
Other Municipal By-Laws	81	63	28	37	52.25
Overdose/Suspected Overdose	1	1	0	0	0.50
Overdose/Suspected Overdose -Opioid Related	3	1	3	1	2.00
Phone - Master Code	11	2	26	2	10.25
Phone - Nuisance - No Charges Laid	31	22	21	17	22.75
Phone - Obscene - No Charges Laid	2	1	0	0	0.75
Phone - Other - No Charges Laid	8	2	10	1	5.25
Phone - Threatening - No Charges Laid	3	10	5	1	4.75
Protest - Demonstration	6	4	5	0	3.75
Sudden Death - Accidental	1	2	1	3	1.75
Sudden Death - Apparent Overdose/Overdose	0	3	3	3	2.25
Sudden Death - Drowning	2	1	1	2	1.50
Sudden Death - Master Code	1	0	1	1	0.75
Sudden Death - Natural Causes	46	31	46	43	41.50
Sudden Death - Others	11	4	9	2	6.50
Sudden Death - Suicide	3	8	3	4	4.50
Suspicious Package	1	0	1	1	0.75
Suspicious Person	395	292	350	417	363.50
Suspicious vehicle	291	220	208	235	238.50
Text- related Incident (Texting)	0	1	1	1	0.75
Traffic By-Law	27	18	17	11	18.25
Trouble with Youth	116	144	160	235	163.75
Unwanted Persons	93	120	105	109	106.75
Vehicle Recovered - All Terrain Vehicles	0	1	2	0	0.75
Vehicle Recovered - Automobile	19	22	34	43	29.50
Vehicle Recovered - Construction Vehicles	1	3	0	2	1.50
Vehicle Recovered - Farm Vehicles	0	1	0	1	0.50
Vehicle Recovered - Master Code	1	2	2	4	2.25
Vehicle Recovered - Motorcycles	0	0	0	2	0.50
Vehicle Recovered - Other	2	4	2	5	3.25
Vehicle Recovered - Trucks	28	18	15	15	19.00
Operational 2	792	701	731	800	756.00
911 call - Dropped Cell	111	107	104	143	116.25
911 call / 911 hang up	188	197	150	145	170.00
911 hang up - Pocket Dial	0	3	0	1	1.00
False Alarm - Accidental Trip	2	2	1	3	2.00
False Alarm - Cancelled	3	1	0	0	1.00
False Alarm - Malfunction	1	0	0	1	0.50
False Alarm - Others	248	181	263	279	242.75
False Holdup Alarm - Accidental Trip	37	31	50	36	38.50
Keep the Peace	202	179	163	192	184.00
Other Criminal Code Violations	216	195	171	167	187.25
Animals - Cruelty	4	2	1	0	1.75
Animals - Kill or injure	2	1	0	0	0.75

OPP 2025 Calls for Service Details
Haldimand Co
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Animals - Others	0	0	1	0	0.25
Bail Violations - Breach of Recognizance	1	0	1	2	1.00
Bail Violations - Fail To Comply	44	67	40	46	49.25
Bail Violations - Master Code	3	3	0	3	2.25
Bail Violations - Others	6	4	2	3	3.75
Breach of Firearms regulation - Unsafe Storage	0	1	0	0	0.25
Breach of Probation	33	20	39	39	32.75
Breach of Probation - In relation to children	0	0	0	1	0.25
Child Pornography - Making or distributing	3	0	0	0	0.75
Child Pornography - Master Code	1	2	0	0	0.75
Child Pornography - Other	0	0	2	0	0.50
Child Pornography - Possess child pornography	3	0	2	1	1.50
Common nuisance	0	1	0	0	0.25
Contraband Tobacco	1	0	1	0	0.50
Counterfeit Money - Master Code	5	3	1	2	2.75
Counterfeit Money - Others	0	3	1	0	1.00
Disobey court order / Misconduct executing process	33	9	2	2	11.50
Disturb the Peace	24	40	36	31	32.75
Indecent acts - exposure to person under 16	0	1	1	0	0.50
Indecent acts - Master Code	1	2	4	0	1.75
Indecent acts - Other	4	1	0	4	2.25
Interception / Disclosure of communication	0	1	0	0	0.25
Obstruct Public Peace Officer	5	1	4	4	3.50
Offences Related to Currency	0	1	0	0	0.25
Offensive Weapons - Careless use of firearms	2	2	0	2	1.50
Offensive Weapons - Carry concealed	1	2	0	0	0.75
Offensive Weapons - Explosives	0	1	0	0	0.25
Offensive Weapons - Fail to Report Losing/Finding Firearm	0	0	1	0	0.25
Offensive Weapons - False Statements	0	0	2	0	0.50
Offensive Weapons - In Vehicle	1	0	0	1	0.50
Offensive Weapons - Other Offensive Weapons	4	3	4	1	3.00
Offensive Weapons - Other Weapons Offences	9	4	3	5	5.25
Offensive Weapons - Possession of Weapons	5	5	8	6	6.00
Offensive Weapons - Prohibited	2	1	1	3	1.75
Offensive Weapons - Restricted	0	0	1	0	0.25
Other Criminal Code * Sec. 215 - Sec. 319	1	0	0	0	0.25
Other Criminal Code * Sec. 337 - Sec. 352	0	0	1	0	0.25
Possess Firearm while prohibited	0	2	3	0	1.25
Possession of Burglary Tools	1	0	0	1	0.50
Possession Of Counterfeit Money	0	1	2	1	1.00
Public Mischief - mislead peace officer	3	2	1	0	1.50
Public Morals	4	1	0	0	1.25
Trespass at Night	4	1	2	6	3.25
Utter Threats to damage property	2	3	1	0	1.50
Utter Threats to injure animal	1	1	0	0	0.50

OPP 2025 Calls for Service Details
Haldimand Co
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Utter Threats to Property / Animals	1	1	2	1	1.25
Uttering Counterfeit Money	2	2	1	2	1.75
Property Crime Violations	1,021	908	877	1,039	961.25
Arson - Auto	1	1	1	5	2.00
Arson - Building	4	1	1	1	1.75
Arson - Others	1	0	1	0	0.50
Breach of Trust (fraud-corruption)	1	0	0	0	0.25
Break & Enter	94	70	70	86	80.00
Break & Enter - Firearms	0	1	0	0	0.25
Break & Enter - steal firearm from motor vehicle	1	0	0	0	0.25
False Pretence - Other	1	1	1	0	0.75
Fraud - False Pretence Over \$5,000	1	1	2	3	1.75
Fraud - False Pretence Under \$5,000	4	4	13	14	8.75
Fraud - Forgery & Uttering	2	2	2	7	3.25
Fraud - Fraud through mails	5	5	0	7	4.25
Fraud - Master Code	8	19	27	33	21.75
Fraud - Money/property/security Over \$5,000	10	13	20	30	18.25
Fraud - Money/property/security Under \$5,000	41	47	43	57	47.00
Fraud - Other	65	59	61	49	58.50
Fraud - Steal/Forge/Poss./Use Credit Card	14	10	12	9	11.25
Fraud - Transportation	2	0	1	0	0.75
Fraud - Welfare benefits	0	3	0	1	1.00
Identity Fraud	7	4	5	6	5.50
Identity Theft	1	0	1	0	0.50
Interfere with lawful use, enjoyment of property	14	8	1	5	7.00
Mischief	184	180	170	164	174.50
Mischief Graffiti - Gang Related	0	1	0	0	0.25
Mischief Graffiti - Non-Gang Related	16	9	12	7	11.00
Mischief Relating to War Memorials	0	1	0	0	0.25
Mischief with Data	0	1	0	1	0.50
Personation with Intent (fraud)	3	2	0	1	1.50
Possession of Stolen Goods over \$5,000	8	12	8	7	8.75
Possession of Stolen Goods under \$5,000	5	6	2	2	3.75
Property Damage	34	33	35	26	32.00
Theft Over - Master Code	0	1	4	5	2.50
Theft from Motor Vehicles Over \$5,000	1	5	0	1	1.75
Theft from Motor Vehicles Under \$5,000	96	78	53	58	71.25
Theft of - All Terrain Vehicles	17	11	2	5	8.75
Theft of - Automobile	16	12	13	33	18.50
Theft of - Buses	1	0	0	0	0.25
Theft of - Construction Vehicles	3	2	0	2	1.75
Theft of - Farm Vehicles	1	0	0	1	0.50
Theft of - Mail	4	1	3	2	2.50
Theft of - Motorcycles	1	2	2	2	1.75
Theft of - Other Motor Vehicles	3	0	1	5	2.25

OPP 2025 Calls for Service Details
Haldimand Co
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Theft of - Snow Vehicles	2	2	3	3	2.50
Theft of - Trucks	42	21	17	28	27.00
Theft of Motor Vehicle	41	42	44	78	51.25
Theft Over \$,5000 - Construction Site	0	2	3	3	2.00
Theft Over \$5,000 - Bicycles	1	0	0	0	0.25
Theft Over \$5,000 - Boat (Vessel)	4	4	1	1	2.50
Theft Over \$5,000 - Boat Motor	0	1	0	0	0.25
Theft Over \$5,000 - Building	1	0	0	0	0.25
Theft Over \$5,000 - Farm Agricultural Produce	0	0	0	1	0.25
Theft Over \$5,000 - Farm Equipment	0	0	2	1	0.75
Theft Over \$5,000 - Mine Equipment/Property	0	0	1	0	0.25
Theft Over \$5,000 - Other Theft	10	7	12	16	11.25
Theft Over \$5,000 - Trailers	12	4	13	11	10.00
Theft Over \$5,000 Shoplifting	0	0	0	1	0.25
Theft Under \$5,000 - Bicycles	14	10	9	10	10.75
Theft Under \$5,000 - Boat (Vessel)	3	0	1	1	1.25
Theft Under \$5,000 - Boat Motor	1	0	2	0	0.75
Theft Under \$5,000 - Building	1	2	1	1	1.25
Theft Under \$5,000 - Construction Site	1	13	7	6	6.75
Theft Under \$5,000 - Farm Equipment	1	1	3	0	1.25
Theft Under \$5,000 - Gasoline Drive-off	62	32	19	11	31.00
Theft Under \$5,000 - Master Code	10	13	22	37	20.50
Theft Under \$5,000 - Other Theft	90	103	88	94	93.75
Theft Under \$5,000 - Persons	2	0	1	2	1.25
Theft Under \$5,000 - Trailers	9	7	5	5	6.50
Theft Under \$5,000 Shoplifting	36	35	54	94	54.75
Unlawful in a dwelling house	4	0	2	0	1.50
Willful act / Omission likely to cause mischief	4	3	0	0	1.75
Statutes & Acts	520	592	636	647	598.75
Custody Dispute	1	0	1	0	0.50
Family Law Act - Custody/Access order	0	0	1	0	0.25
Family Law Act - Order for possession of matrimonial home	0	0	1	0	0.25
Family Law Act - Other	1	0	0	0	0.25
Landlord / Tenant	95	103	104	114	104.00
Mental Health Act	113	152	197	239	175.25
Mental Health Act - Apprehension	12	34	33	40	29.75
Mental Health Act - Attempt Suicide	31	18	18	13	20.00
Mental Health Act - No contact with Police	2	14	14	13	10.75
Mental Health Act - Placed on Form	22	23	25	16	21.50
Mental Health Act - Threat of Suicide	55	64	77	81	69.25
Mental Health Act - Voluntary Transport	29	26	41	25	30.25
Trespass To Property Act	159	158	124	103	136.00
Youth Criminal Justice Act (YCJA)	0	0	0	3	0.75
Traffic	725	672	748	590	683.75
MVC - Fatal (Motor Vehicle Collision)	2	4	2	3	2.75

OPP 2025 Calls for Service Details
Haldimand Co
For the calendar years 2020 to 2023

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
MVC - Others (Motor Vehicle Collision)	0	8	3	3	3.50
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	3	4	1	3	2.75
MVC - Personal Injury (Motor Vehicle Collision)	91	66	51	56	66.00
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	53	42	65	59	54.75
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	202	132	147	74	138.75
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	372	413	465	375	406.25
MVC (Motor Vehicle Collision) - Master Code	1	3	14	16	8.50
Road Rage	1	0	0	1	0.50
Violent Criminal Code	306	289	287	337	304.75
Aggravated Assault - Level 3	1	2	2	1	1.50
Assault - Level 1	125	92	103	127	111.75
Assault Peace Officer	5	1	1	2	2.25
Assault Peace Officer with weapon OR cause bodily harm	1	1	0	0	0.50
Assault With Weapon or Causing Bodily Harm - Level 2	42	38	45	51	44.00
Corrupting morals of a child	0	0	1	0	0.25
Criminal Harassment	12	21	26	19	19.50
Criminal Harassment - Offender Unknown	1	1	2	4	2.00
Criminal Negligence - Bodily Harm	1	0	0	2	0.75
Discharge Firearm with Intent	0	0	0	1	0.25
Extortion	0	1	1	6	2.00
Forcible confinement	2	2	4	1	2.25
Indecent / Harassing Communications	3	10	12	20	11.25
Invitation to Sexual Touching	1	2	1	3	1.75
Mischief - Cause Danger to Life	1	1	0	1	0.75
Murder 1st Degree	1	0	1	0	0.50
Murder 2nd Degree	0	0	1	0	0.25
Non-Consensual Distribution of Intimate Images	5	1	2	3	2.75
Other Assaults / Admin Noxious thing	0	1	0	0	0.25
Other Criminal Code * against public order	0	0	1	1	0.50
Robbery - Master Code	0	0	3	1	1.00
Robbery - Other	2	1	4	0	1.75
Robbery - Pursesnatch With Violence	0	2	0	0	0.50
Robbery - With Threat of Violence	4	2	2	1	2.25
Sexual Assault	33	36	27	21	29.25
Sexual Assault With a Weapon	0	1	1	0	0.50
Sexual Exploitation	1	0	0	0	0.25
Sexual Interference	9	6	7	8	7.50
Using firearm (or imitation) in commission of offence	0	1	0	0	0.25
Utter Threats - Master Code	3	4	11	10	7.00
Utter Threats to Person	48	61	29	53	47.75
Utter Threats to Person - Government Employee	1	0	0	0	0.25
Utter Threats to Person - Police Officer	0	1	0	0	0.25
Voyeurism	4	0	0	1	1.25

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OPP 2025 Estimated Court Security Cost Summary
Haldimand Co
Estimated costs for the period January 1 to December 31, 2025

2024 Cost-Recovery Formula

Salaries and Benefits

		Positions	\$/FTE	Total \$
Uniform Members	Note 1			
Sergeant		0.00	143,480	545
Constable		2.16	120,835	261,183
Part-Time Constable		0.45	91,572	41,431
Total Uniform Salaries		2.62		303,159
Statutory Holiday Payout			6,207	13,441
Shift Premiums			1,129	2,955
Uniform Benefits - Full-Time Salaries			36.38%	95,211
Uniform Benefits - Part-Time Salaries			18.75%	7,770
Total Uniform Salaries & Benefits				422,537
Detachment Civilian Members	Note 1			
Court Officer - Court Security	Full-time	0.00	92,124	31
Total Detachment Civilian Salaries		0.00		31
Civilian Benefits - Full-Time Salaries			36.13%	11
Total Detachment Civilian Salaries & Benefits				42
Support Costs - Salaries and Benefits	Note 2			
Communication Operators			6,682	17,492
Prisoner Guards			2,061	5,395
Operational Support			7,119	18,636
RHQ Municipal Support			3,208	8,398
Telephone Support			157	411
Office Automation Support			938	2,455
Mobile and Portable Radio Support			357	935
Total Support Staff Salaries and Benefits Costs				53,721
Total Salaries & Benefits				476,300
Other Direct Operating Expenses	Note 2			
Communication Centre			150	393
Operational Support			1,112	2,911
RHQ Municipal Support			360	942
Telephone			1,458	3,817
Mobile Radio Equipment Repairs & Maintenance			168	516
Office Automation - Uniform			4,487	11,746
Vehicle Usage			10,219	26,751
Detachment Supplies & Equipment			1,073	2,809
Uniform & Equipment			2,360	7,246
Uniform & Equipment - Court Officer			1,037	0
Total Other Direct Operating Expenses				57,130
Total 2025 Estimated Court Security Cost				\$ 533,429
Total OPP-Policed Properties				23,261
Cost Per Property				\$ 22.93

OPP 2025 Estimated Court Security Cost Summary**Haldimand Co****Estimated costs for the period January 1 to December 31, 2025****Notes:**

- 1) Full-time equivalents (FTEs) are based on staffing required to provide court security based on the 2022 activity levels and requirements determined by servicing detachment staff. The 2025 salaries incorporate the 2025 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024 and 2.75% in 2025.) The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation. Two new premiums were added in these new agreements: a 3% Frontline Patrol Premium (which applies to Constables and Sergeants in Frontline roles only) and a 3% Second-In-Command Premium (which applies to members when temporarily backfilling a short term platoon command position") An allowance of \$2,101 per Constable FTE and \$3,330 per Sergeant FTE for the Frontline Patrol Premium and \$76 per Constable FTE for the Second-In-Command premium have been included in the salary rates for Constables and Sergeants. These allowances are subject to reconciliation.
- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2024 Municipal Policing Cost-Recovery Formula.
- 3) There was no information available about the status of 2025 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

OPP 2023 Reconciled Year-End Summary
Haldimand Co
Reconciled cost for the period January 1 to December 31, 2023

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>
Base Service	Property Counts				
	Household	21,509			
	Commercial and Industrial	905			
	Total Properties	<u>22,414</u>	174.11	3,902,611	3,713,148
Calls for Service					
	Total all municipalities	187,830,598			
	Municipal portion	1.9140%	160.39	3,595,088	3,417,971
Overtime			22.70	508,756	312,163
Court Security	(see summary)		21.38	479,212	364,877
Prisoner Transportation	(per property cost)		1.45	32,500	26,224
Accommodation/Cleaning Services	(per property cost)		5.06	113,415	109,156
Total 2023 Costs			<u><u>385.10</u></u>	<u><u>8,631,581</u></u>	<u><u>7,943,539</u></u>
2023 Billed Amount				<u><u>7,943,535</u></u>	
2023 Year-End-Adjustment				<u><u>688,046</u></u>	

Notes

The Year-End Adjustment above is included as an adjustment on the 2025 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2025.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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OPP 2023 Reconciled Court Security Cost Summary
Haldimand Co
Reconciled costs for the period January 1 to December 31, 2023

2022 Cost-Recovery Formula

Salaries and Benefits

		Positions	\$/FTE	Total \$
Uniform Members	Note 1			
Sergeant		0.00	130,812	497
Constable.		2.16	111,708	241,455
Part-Time Constable		0.45	89,334	40,419
Total Uniform Salaries		2.62		282,371
Statutory Holiday Payout			5,240	11,347
Shift Premiums			1,129	2,955
Uniform Benefits - Full-Time Salaries.			34.81%	84,221
Uniform Benefits - Part-Time Salaries.			15.66%	6,330
Total Uniform Salaries & Benefits				387,225
Detachment Civilian Members	Note 1			
Court Officer - Court Security.	Full-time	0.00	71,708	24
Total Detachment Civilian Salaries		0.00		24
Civilian Benefits - Full-Time Salaries			35.00%	8
Total Detachment Civilian Salaries & Benefits				32
Support Costs - Salaries and Benefits	Note 2			
Communication Operators			6,698	17,534
Prisoner Guards			2,074	5,429
Operational Support			5,604	14,670
RHQ Municipal Support			2,713	7,102
Telephone Support			131	343
Office Automation Support			680	1,780
Mobile and Portable Radio Support			250	654
Total Support Staff Salaries and Benefits Costs				47,512
Total Salaries & Benefits				434,769
Other Direct Operating Expenses	Note 2			
Communication Centre			147	385
Operational Support			991	2,594
RHQ Municipal Support			122	319
Telephone			1,496	3,916
Mobile Radio Equipment Repairs & Maintenance			56	172
Office Automation - Uniform			2,282	5,974
Vehicle Usage			8,999	23,557
Detachment Supplies & Equipment			406	1,063
Uniform & Equipment			2,105	6,463
Uniform & Equipment - Court Officer			921	0
Total Other Direct Operating Expenses				44,443
Total 2023 Reconciled Court Security Cost				\$ 479,212
Total OPP-Policed Properties				22,414
Cost Per Property				\$ 21.38

OPP 2023 Reconciled Court Security Cost Summary**Haldimand Co****Reconciled costs for the period January 1 to December 31, 2023****Notes:**

- 1) Full-time equivalents (FTEs) are based on staffing required to provide court security based on the 2023 activity levels and requirements determined by servicing detachment staff. Salary rates are based on weighted average rates for municipal detachment staffing by rank, level and classification. The 2023 salaries incorporate the 2023 general salary rate increases set in the 2023 to 2026 OPPA Uniform and Civilian Collective Agreements, (uniform and civilian staff - 4.75%). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2023-2024).
- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2022 Municipal Policing Cost-Recovery Formula.
- 3) The Municipality's remaining grant credit from the Ministry's 2024 Court Security Prisoner Transportation Grant Program is subject to an adjustment if the 2023 grant allocation is more than the 2023 reconciled costs. There was no information available about the status of 2025 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

Reference: n/a

HALDIMAND O.P.P. DETACHMENT BOARD

By-law Number XXXX/24

Being a by-law to govern the proceedings of the Haldimand O.P.P. Detachment Board

WHEREAS Section 46(1) of the *Community Safety and Policing Act, 2019*, S.O. 2019, c. 1, Sched. 1 (the Act) provides that subject to the regulations made by the Minister, if any, a police service board shall establish its own rules and procedures in performing its duties under this Act and the regulations;

AND WHEREAS Section 67(6) of the Act states that the following provisions apply to O.P.P. detachment boards, with necessary modifications, as if they were police service boards and include 8. Section 46 (Rules and procedures),

NOW THEREFORE, the Haldimand O.P.P. Detachment Board enacts as follows:

THAT for the purposes of this by-law:

PART 1 Definitions

- 1.1 **“Act”** shall mean the *Community Safety and Policing Act, 2019*, as amended or replaced from time to time.
- 1.2 **“Administrator”** shall mean the Administrator of the Board.
- 1.3 **“Board”** shall mean the Haldimand O.P.P. Detachment Board.
- 1.4 **“Chair”** shall mean the Member selected as Chair of the Board.
- 1.5 **“Closed Session”** shall mean a meeting or part of a meeting that is closed to the public in accordance with Section 44 of the Act.
- 1.6 **“Electronic Participation”** shall mean a Member of the Board taking part in a Meeting through the use of telephone, video conference, or any other technology that provides for audio and/or visual participation, in place of attending in person.
- 1.7 **“Inspector”** shall mean the Haldimand Detachment Commander, Ontario Provincial Police (O.P.P.).
- 1.8 **“Land Acknowledgement”** shall mean a statement to recognize the traditional territories of Indigenous peoples.
- 1.9 **“Meeting”** shall mean any regular, special or other Meeting of the Board.

- 1.10 **“Member”** shall mean a Member of the Board.
- 1.11 **“Quorum”** shall mean a majority (more than half) of appointed Members of the Board in accordance with Section 43(2) of the Act. Members attending virtually shall count towards Quorum.
- 1.12 **“Recorded Vote”** shall mean documenting in the minutes of a Board Meeting the name and vote of every Member voting on any matter or question during a Meeting of the Board.
- 1.13 **“Rules of Procedure”** shall mean the rules and regulations provided in this by-law.
- 1.14 **“Vice Chair”** shall mean the Member selected as Vice Chair of the Board.
- 1.15 **“Year”** shall mean calendar year, January 1 to December 31.

PART 2 General Provisions

- 2.1 The rules and regulations contained in this by-law shall be observed in all proceedings of the Board and shall be the rules and regulations for the order and dispatch of business of the Board.
- 2.2 Proceedings of the Board or its committees not specifically governed by the provisions of this by-law, shall be regulated in accordance with the latest version of Roberts’ Rules.
- 2.3 In the absence of any statutory obligations, the rules and regulations contained in this by-law may be suspended or altered for a single occasion with not less than a two-thirds majority vote of the Members present at a Meeting.
- 2.4 No person, except the Administrator, Inspector and Staff Sergeants shall be permitted to address the Board without its permission.

PART 3 Role Of The Chair

- 3.1 It is the role of the Chair to preside at all Meetings of the Board and to:
- a) open the Meeting and call the Members to order;
 - b) put to vote all motions and announce the result;
 - c) decline to put motions to vote that infringe upon the Rules of Procedure;
 - d) enforce, on all occasions, the observance of order and decorum among the Members;
 - e) decide all questions of order during Meetings;
 - f) permit questions to be asked through the Chair of any Member of the O.P.P. in attendance for information to assist any debate when the Chair deems proper;

- g) be the spokesperson for the Board;
- h) provide Members with information on any matter relating to the business of the Board;
- i) maintain order. Where it is not possible to maintain order, the Chair may, without any motion being put, adjourn the Meeting to a time to be named by the Chair;
- j) unless otherwise disqualified, vote with Members on all questions;
- k) have authority to sign all documents for and on behalf of the Board, including but not limited to, by-laws, motions, orders and agreements which have been approved by the Board; and
- l) adjourn the Meeting when business has concluded.

PART 4 Meetings

4.1 Location

All Meetings of the Board shall be held in the Council Chamber at the Haldimand County Administration Building located at 53 Thorburn Street South, Cayuga, unless otherwise determined.

4.2 Regularly Scheduled Meetings

- 4.2.1 At its first Meeting of each year, the Board shall determine by open vote, a Chair.
- 4.2.2 At its first Meeting of each year, the Board shall determine by open vote, a Vice Chair, to act as the Chair if the Chair is absent or the position of Chair is vacant.
- 4.2.3 The Board shall meet a minimum of four times annually, in accordance with Section 43 (1) of the CSPA, with allowances for summer and Christmas breaks.
- 4.2.4 The Board shall meet monthly, on the fourth Thursday of each month except for the months of July and December, unless otherwise determined. The Board may, by resolution, alter the time, date, or place of any Meeting.
- 4.2.5 At least seven (7) days advance written notice of every regularly scheduled Meeting shall be sent to each Member. The notice will consist of an agenda and all supporting material, whether provided in hard copy or electronically. Such notice shall be considered as adequate notice of all regularly scheduled Meetings. Lack of receipt of an agenda for such Meeting by any Member shall not affect the validity of the Meeting or any action taken at the Meeting.
- 4.2.6 Pursuant to Section 4.1 and with the endorsement of a majority of Members, the Chair may, under extenuating circumstances, alter the prescribed date, time and place at which to hold the next regularly scheduled Meeting.

4.2.7 Members shall inform the Administrator of all planned absences, late arrivals, and early departures from a Meeting.

4.3 **Special Meetings**

4.3.1 In addition to regularly scheduled Meetings, the Chair may, at any time, summon the Board to a special Meeting, with reasonable notice if possible. The Chair shall advise the Administrator who shall notify all Members.

4.3.2 The Chair shall summon a special Meeting when requested in writing to do so by a majority of its Members.

4.3.3 A special Meeting shall be scheduled for such singular or time-sensitive matters as necessary (i.e. consideration of a budget, by-law to be enacted immediately).

4.3.4 The only business to be dealt with at a special Meeting is that which is identified in the agenda for the Meeting.

4.3.5 The Administrator shall give notice to all Members of the special Meetings by whatever means deemed expedient by the Administrator.

4.3.6 The lack of receipt of a notice or of an agenda for a special Meeting by any Member shall not affect the validity of the Meeting or any action taken at the Meeting.

4.4 **Commencement of Meetings**

4.4.1 Every regularly scheduled Meeting shall commence at 9:30 a.m.

4.4.2 If, at the time appointed for the start of any Meeting, there is not a Quorum of Members in attendance, after fifteen (15) minutes, the Administrator shall record the names of the Members present and the Meeting shall stand adjourned.

4.4.3 In the absence of the Chair and the Vice Chair, the Administrator shall call the Meeting to order fifteen (15) minutes after the time appointed for the Meeting, and the Members shall, by resolution, elect a Member to preside during the Meeting or until the arrival of the Chair or Vice Chair.

4.5 **Electronic Participation**

4.5.1 At any time,

- A Member who is participating electronically in a Meeting may be counted in determining whether or not a Quorum of Members is present at any point in time; and

- A Member can participate electronically in a Meeting that is closed to the public.
- 4.5.2 Members shall advise the Administrator of their intent to participate electronically in advance of the Meeting so that appropriate arrangements can be made.
- 4.5.3 If a member participates electronically, it will be indicated that they were electronic in the minutes.
- 4.5.4 All votes will be by show of hands or verbal consent.
- 4.5.5 Video must be turned on during all votes.
- 4.5.6 Delegations may participate electronically, when requested and where technology can accommodate.

PART 5 Public Access To Meetings

5.1 Public Notice

- 5.1.1 In accordance with Section 43 of the Act, notice of a Meeting and the agenda shall be published on the Haldimand County and Mississaugas of the Credit First Nation websites at least seven (7) days before the Meeting date (except in extraordinary circumstances).

5.2 Open Meetings

Except as provided in Section 5.3, all Meetings shall be open to the public.

5.3 Closed Meetings

- 5.3.1 In accordance with Section 44 of the Act, the Board may exclude the public from all or part of a Meeting if the subject matter being considered is:
- a) the security of the property of the board;
 - b) personal matters about an identifiable individual, including members of the police service or any other employees of the board;
 - c) a proposed or pending acquisition or disposition of land by the board;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation affecting the board, including matters before administrative tribunals;
 - f) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;

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

5.3.2 Before holding a Meeting or part of a Meeting that is to be closed to the public, a resolution shall be passed stating:

- a) the fact of the holding the Meeting in Closed Session; and
- b) the general nature of the matter(s) to be considered in the Closed Session of the Meeting.

5.3.3 In accordance with Section 15(1) of Ontario Regulation 409/23 Code of Conduct for O.P.P. Detachment Board Members under the Act, Members shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the O.P.P Detachment Board or as required by law.

PART 6 Order Of Proceedings

6.1 Agendas

6.1.1 The Administrator or their designate shall prepare the agenda for all regularly scheduled Meetings consisting of the following order of business:

- a) Call to Order
- b) Land Acknowledgement
- c) Roll Call
- d) Disclosures of Pecuniary Interest
- e) Approval of Previous Meeting Minutes
- f) Delegations and Presentations
- g) Items for Consideration
 - a. Report from the Detachment Commander
 - b. Review of Operational Budget

- h) Unfinished Business
 - i) Other Business
 - j) By-laws
 - k) Announcements
 - l) Closed Session
 - m) Motions Arising from Closed Session
 - n) Adjournment
- 6.1.2 The business of each Meeting shall be taken up in the order in which it stands in the agenda, unless otherwise decided by a majority vote of the Members present.
- 6.1.3 The agenda for regularly scheduled Meetings will be available on the Haldimand County and Mississaugas of the Credit First Nation websites on the Thursday prior to the Meeting.
- 6.2 Disclosures of Pecuniary Interest**
- 6.2.1 If a Member has a pecuniary interest, direct or indirect, in any matter in which the Board is concerned and if that Member is present at a Meeting at which the matter is the subject of consideration, the Member shall promptly disclose any pecuniary interest to the Chair of the Board and shall not take part in the consideration or the discussion of the matter nor vote on any motion in regard to the matter.
- 6.2.2 If a Member is not present at a Meeting and has a pecuniary interest in any matter which is the subject of consideration at that Meeting, the Member shall disclose the interest at the next Meeting in attendance.
- 6.3 Delegations and Presentations**
- 6.3.1 Any person or group who wishes to appear before the Board to present information verbally at a Meeting shall give notice to the Administrator by noon, at least seven (7) days prior to the Meeting, in order to be included on the agenda.
- 6.3.2 A written brief, outlining the subject matter and intent of the delegation/presentation, shall be provided to the Administrator at the time of the request to appear, will form part of the official record of the proceedings and therefore will be considered to be a public document.
- 6.3.3 Delegations and Presentations to the Board shall only present new information or information not previously presented to the Board.
- 6.3.4 Delegations and Presentations shall be permitted to speak not more than ten (10) minutes in total per person, per group or per organization.

- 6.3.5 In the case of extenuating circumstances, the Board may, by a majority vote, permit a person to appear as a delegation who does not appear on the agenda.
- 6.3.6 The Board may refuse to hear a delegation when, in the opinion of the Board, the subject of the presentation is beyond the jurisdiction of the Board.
- 6.3.7 Delegations concerning labour relations, union negotiations and employee relations will not be heard at Meetings. All written submissions received by the Administrator concerning these matters shall be circulated to the Chair and the Inspector.
- 6.3.8 No person shall be permitted to appear as a delegation to address the Board relating to any litigation matter with respect to the Board, and/or Haldimand County, Mississaugas of the Credit First Nation, or the O.P.P.

6.4 **Unfinished Business**

Any item of business which has been considered by the Board at a prior Meeting, but has not yet been resolved, may be raised at a subsequent regularly scheduled Meeting when “Unfinished Business” is called for under the Order of Proceedings.

6.5 **Other Business**

Any item of business which has not been previously considered by the Board during the Meeting and not listed on the agenda, may be raised when “Other Business” is called for under the Order of Proceedings. When action of the Board is required, the matter shall be referred to a future Meeting agenda. Should immediate action be required, the Board may, by a two-thirds majority vote of the Board, waive the notification requirements of this by-law to deal with the matter at that time.

6.6 **Closed Session**

If no item is listed under Section 6.1.1 I) Closed Session, the Board shall dispense of this category.

6.7 **Minutes**

6.7.1 The Minutes of every Meeting, including Closed Sessions, will record:

- The date, place and time of the Meeting;
- The record of attendance of the Members;
- All other proceedings of the Meeting without note or comment; and
- Any declared disclosures of pecuniary interest.

6.7.2 The Administrator may make such minor corrections to any motion noted in the minutes, resulting from technical or typographical errors, which may be required for the purpose of ensuring correct and complete implementation of the decisions of the Board.

6.7.3 The minutes shall be posted once approved by the O.P.P. Detachment Board, in a timely fashion, on Haldimand County's and Mississaugas of the Credit First Nation website.

6.7.4 The approved minutes, signed by the Chair and Board Administrator, shall be provided to the Municipal Clerk of Haldimand County for official record keeping.

PART 7 Committees

7.1 The Board may, at any time, appoint a Committee to inquire into and report on any matter.

7.2 The rules governing the proceedings of the Board shall be observed by any and all appointed Committees except that no vote shall be recorded.

PART 8 Code Of Conduct

8.1 Members shall follow the Code of Conduct for O.P.P. Detachment Board Members as prescribed in Ontario Regulation 409/23.

PART 9 Rules Of Debate

9.1 Before a Member may speak to any matter, that Member shall first be recognized by the Chair. Once recognized, the Member shall address all comments through the Chair.

9.2 A Member may require a motion under debate to be read at any time during the debate, but not so as to interrupt a Member who is speaking.

PART 10 Motions And Reconsideration

10.1 Motions

10.1.1 Motions shall be moved and seconded before being debated or put to a vote.

10.1.2 Every motion before the Board shall be disposed of before any other motion, except an amending motion, a motion to refer or defer, a motion to adjourn or a point of order.

10.1.3 A motion to amend shall:

- Be moved and seconded;
- Be relevant to the main motion;

- Not propose a direct negative to the main motion;
- Itself only be subject to one amendment; and
- Be disposed of before a previous amendment or the main motion.

10.1.4 Any motion containing distinct proposals may, with the leave of the Chair, be divided and voted on separately.

10.2 **Reconsideration**

10.2.1 After a matter has been decided, any member of the Board who voted in the majority, may at a subsequent Meeting within one year of the date in which the matter was originally decided, present a motion to reconsider the matter.

10.2.2 No discussion of the question proposed for reconsideration shall be permitted unless the motion for reconsideration is carried.

10.2.3 No decided matter may be reconsidered more than once in the proceeding twelve (12) months of the original motion, nor shall a vote to reconsider be reconsidered.

10.2.4 A Motion to Reconsider a decided matter shall require the approval of at least two-thirds majority vote of the Board.

PART 11 Voting Procedures

11.1 A motion shall be put to vote by the Chair.

11.2 After the Chair has put the motion to vote, no Member shall speak on that motion, nor shall any other motion be made until after the result of the vote is announced by the Chair.

11.3 Every Member present at a Meeting when a question is put to vote shall vote, except where the Member is disqualified to vote by reason of a disclosure of pecuniary interest or is absent from the Meeting when the question is put to vote.

11.4 Any Member who declines to vote shall be deemed to have voted in the negative.

11.5 All votes shall be by show of hands, except when a Recorded Vote is requested. The manner of determining the decision of the Board on a motion shall not be by secret ballot or by any other method of secret voting.

11.6 The Chair shall announce the outcome of every vote.

11.7 Motions on which there is a tie vote shall be deemed to have been negative.

- 11.8 Any Member may call for a Recorded Vote immediately prior to the taking of the vote.
- 11.9 When called for by any Member or when required by legislation, a Recorded Vote shall be taken and the results declared by the Administrator.
- 11.10 When a Recorded Vote is taken, the names of those who voted for and those who voted against the motion shall be entered in the minutes.

PART 12 Enactment Of By-Laws

- 12.1 Every by-law enacted by the Board shall be signed by the Chair and the Administrator, numbered, and show the date of enactment.
- 12.2 The Administrator may make such minor corrections to any by-law resulting from technical or typographical errors, which may be required for the purpose of ensuring correct and complete implementation of the actions of the Board.

PART 13 O.P.P. Detachment Board Roles

- 13.1 Per Section 68(1) of the Act, the O.P.P. Detachment Board's roles shall include:
- a. Consulting with the Commissioner regarding the selection of a detachment commander and otherwise participate in accordance with the regulations in the selection of the detachment commander;
 - b. Determining objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
 - c. Advising the detachment commander with respect to policing provided by the detachment;
 - d. Monitoring the performance of the detachment commander;
 - e. Reviewing the reports of the detachment commander regarding policing provided by the detachment; and
 - f. On or before June 30 in each year, providing an annual report to Haldimand County and MCFN Councils regarding the policing provided by the detachment in their communities.
- 13.2 The Board may give direction to the Inspector or their designate, but not to other members of the detachment, and no individual Member shall give orders or direction to any member of the detachment.

13.3 The Board shall not direct the Inspector or their designate with respect to specific operational decisions or with respect to the day-to-day operation of the detachment.

PART 14 Amendment

14.1 Any amendment to this by-law shall require an affirmative vote of two-thirds of the entire Board.

PART 15 Short Title

15.1 This by-law shall be known as the "Procedure By-law" for the Board.

ENACTED this 28th day of November, 2024.

CHAIR

ADMINISTRATOR