

**BRADFORD WEST GWILLIMBURY / INNISFIL POLICE SERVICES BOARD
REGULAR MEETING AGENDA**



October 23, 2017

**South Simcoe Police Service,
North Division, Community Room
2137 Innisfil Beach Road, Innisfil, ON
6:30 p.m.**

A closed session will proceed after the public meeting

1. CALL TO ORDER

2. DECLARATIONS OF PECUNIARY INTEREST – REGULAR MEETING ITEMS

3. ADOPTION OF REGULAR MEETING AGENDA

Recommendation:

That the Regular Meeting Agenda dated October 23, 2017 be adopted as printed.

4. APPROVAL OF MINUTES

Recommendation:

That the minutes of the Bradford West Gwillimbury/Innisfil Police Services Board meeting of September 19, 2017 be adopted as printed.

5. DELEGATIONS

There are no delegations scheduled.

6. PRESENTATIONS

None.

7. NEW BUSINESS

7.1 Cloud Storage for Board

7.2 Appointment of Financial Auditor 2017

Recommendation:

That the Bradford West Gwillimbury/Innisfil Police Services Board appoint the firm of BDO Dunwoody LLP for the fiscal years 2017 through 2021 subject to the provisions of the execution of a contract between the Corporation of the Town of Innisfil and BDO Dunwoody LLP.

905"Draft Budget

8. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

9. MONITORING REPORTS TO THE BOARD

9.1 Monthly Reports – September 2017

9.2 Financial Report – September 2017

9.2.1. Monthly Summary

9.2.2. Monthly Capital

Recommendation:

That the Monitoring Reports to the Board be received for information.

10. CHIEF UPDATE

Recommendation:

That the verbal report from Chief Fletcher be received by the Board.

11. CONSENT

No consent items.

12. ANNOUNCEMENTS

No announcements.

13. NEXT MEETING

Monday, November 20, 2017, Innisfil Town Hall, Community Room, 7:00 pm

14. DECLARATIONS OF PECUNIARY INTEREST - CLOSED SESSION ITEMS

15. ADOPTION OF CLOSED SESSION AGENDA

Recommendation:

That the Closed Session Agenda dated October 23, 2017 be adopted as printed.

16. CLOSED SESSION

16.1 Convene Closed Session

Recommendation:

That the Board resolve itself into closed session to discuss matters under the provisions of the Police Services Act, Part III, Section 35 (4) to address Intimate financial and personal matters and matters involving public security.

16.2 Reconvene Regular Meeting

17. RISE AND REPORT PROGRESS

18. ADJOURNMENT

Recommendation:

That the Bradford West Gwillimbury/Innisfil Police Services Board adjourn at _____ p.m.



**BRADFORD WEST GWILLIMBURY / INNISFIL POLICE SERVICES BOARD
REGULAR MEETING**



September 18, 2017

**Innisfil Town Hall, Community Room
2101 Innisfil Beach Road, Innisfil, ON
7:00 p.m.**

DRAFT MINUTES

Board Members Present: Mr. Rod Hicks, Chair (Provincial Appointee)
Mayor Rob Keffer, Town of Bradford West Gwillimbury
Mayor Gord Wauchope, Town of Innisfil
Ms. Sharon Villani, (Provincial Appointee)
Mr. Licinio Miguelo, Vice Chair (Council Appointee)

SSPS Present: Chief Andrew Fletcher
Deputy Chief Robin McElary-Downer

Regrets:

1. CALL TO ORDER

The meeting was called to order by the Chair at 6:15 p.m.

CARRIED

2. DECLARATIONS OF PECUNIARY INTEREST - CLOSED SESSION ITEMS

None declared.

3. ADOPTION OF CLOSED SESSION AGENDA

Resolution #092017-001

Villani/Wauchope

*That the Closed Session Agenda dated September 18, 2017 be received as amended;
Remove Item 1.1 and add 1.4.*

CARRIED

4. CLOSED SESSION

4.1 Convene Closed Session

Resolution #092017-002

Wauchope/Miguelo

*That the Board resolve itself into closed session to discuss matters under the provisions
of the Police Services Act, Part III, Section 35 (4) to address intimate financial and
personal matters and matters involving public security.*

CARRIED

4.2 Reconvene Regular Meeting

5. RISE AND REPORT PROGRESS

None.

6. DECLARATIONS OF PECUNIARY INTEREST – REGULAR MEETING ITEMS

None.

7. ADOPTION OF REGULAR MEETING AGENDA

Resolution #092017-003

Wauchope/Keffer

That the Regular Meeting Agenda dated September 18, 2017 be received as amended: addition of 11.1 Timing of Budget and 12.2 Board Policies.

CARRIED

8. APPROVAL OF MINUTES

Resolution #092017-004

Keffer/Villani

That the minutes of the Bradford West Gwillimbury/Innisfil Police Services Board meeting August 21, 2017 be approved as amended: 8.1 should indicate Vice Chair rather than Vice President and 9.1 should indicate Acting Staff Sergeant rather than Staff Sergeant.

CARRIED

9. DELEGATIONS

No delegations.

10. PRESENTATIONS

10.1 Community Mobilization and Engagement Unit

Constable John Chalmers provided the Board with a presentation on the Community Mobilization and Engagement Unit which was initiated 6 months ago. The vision of the unit was provided noting that community safety and well-being is the focus of the unit. The CMEU was established to provide assistance and prevention in high crime areas. The presentation highlights includes:

- Vision of the unit
- Breakdown of types of calls attended
- Future growth and initiatives with the anticipation of having 2 more officers in January 2018 and an initiative for the opioid crisis.

The Board commended the CMEU on the work completed to date and asked that their appreciation for all their efforts be extended to the unit. Vice-Chair Miguelo having had

an opportunity to spend time with the unit, encouraged all the Board members to spend some time with the unit and have an opportunity to see the impressive work that the unit performs.

Presentation to be forwarded to the Board for their information.

11. NEW BUSINESS

11.1 Timing of Budget

It was determined that the best approach for review of preliminary budget information would be through a briefing session. Draft budget information will be available in October and to accommodate timelines for the budgeting process, the briefing session will held on October 10th for members of the Board. The final proposal will be brought forth in November at the public session.

12. Business Arising for Previous Meetings

12.1 Business Plan Update

Chief Fletcher provided the Board with survey responses for the business plan and highlights of the survey were noted. Volunteers and Auxiliary members were of the utmost assistance with the distribution of the surveys and their assistance was extremely beneficial.

92% of responses indicated that the community were satisfied with the service provided by the Police Service. The survey identified that the mission vision and values do not resonate with the community and it should be kept simple.

The business plan will be presented to both Councils to ensure the public has an opportunity to hear what the responses were to the survey and to provide comment.

12.2 Board Policies

Clarification was provided with regards to the question raised in last month's minutes, Item 7.1, noting that the policies that had been developed by S. Villani are the policies being used presently.

All remaining policies will be provided to the Board via hard copy in a binder for their review. Review dates will be set for the review of the remainder of the policies. A three year review cycle is being implemented for the Police Service and Board policies. Distribution of the policy binders is anticipated January 2018, finalizing review in March 2018.

13. MONITORING REPORTS TO THE BOARD

13.1 Monthly Operational Report –August 2017

Deputy Chief McElary-Downer reviewed the August monthly operational report for the service. August highlights included the Return to School Campaign which was held from September 5th to the 18th. All available officers covered both communities which included

23 schools to ensure safety in the school zones as well as educating drivers regarding the importance of maintaining posted speed limits in school zones.

13.2 Monthly Financial Reports – August 2017

Included in the agenda package are the monthly summary, detailed and capital report for the month of August 2017 which Deputy Chief McElary-Downer reviewed.

Anticipated delivery date of the new police vessel is mid October 2017.

Resolution #092017-005

Wauchope/Miguelo

That the Monitoring Reports to the Board be received for information.

CARRIED

14. CHIEF UPDATE

Chief Fletcher provided updates on the following topics:

- Candidates have been selected for the 3 Staff Sargent positons which will commence January 1, 2018. Sergeants DaSilva and Sutton will become full time Staff Sergeants and Sergeant Chalmers will be moving into the part time role of Staff Sergeant.
- A new police dog has been purchased and currently undergoing training with the handler. SSPS new police dog, Nitro has been training for 2 weeks and has been progressing very well. Pet Valu in Bradford will be providing food for Nitro. A media event has been set up with Pet Valu highlighting their donation to the service. A letter will be sent to Pet Valu in appreciation of their donation and included in the Awards Evening as a community partner donation. A press release will be going out regarding the police dog and donation by Pet Valu.
- An update was provided on the Police Effectiveness and Modernization Program. Webinars will be available reading the PEM grants and what this means to police services.
- Training will be provided for Naloxone nasal spray so that it may be provided to officers to carry for use as necessary which includes their own safety.
- Staff were involved in the audit services tender process during the month of September. Once the process has been completed and approved by council, the motion will be brought forth to the Board.
- Citizen Police Academy will be running for 8 weeks on Thursday evenings for 6-9pm. A schedule will be sent out in the near future with dates. The Seniors Citizens Police Academy runs on Tuesdays from 930 a.m. – 11 a.m.
- The 20th Anniversary Committee has indicated there are still tickets available for the dinner on October 12th.

Resolution #092017-006

Villani/Wauchope

That the verbal report from Chief Fletcher be received for information.

CARRIED

15. CONSENT

None.

16. ANNOUNCEMENTS

None.

17. NEXT MEETING

Monday, October 23, 2017, South Simcoe Police Service, North Division, Community Room, 6:00 pm

18. ADJOURNMENT

Resolution #092017-007

Wauchope/Miguelo

That the Bradford West Gwillimbury/Innisfil Police Services Board adjourn at 9:45 p.m.

CARRIED

Joanne Ostrowski, Executive Assistant

Rod Hicks, Chair



South Simcoe Police Service

Confidential Agenda Recommendation Report

To: Chairman and Police Service Board Members

From: Chief Andrew Fletcher

Subject: Appointment of Financial Auditor

Date: October 23rd, 2017

RECOMMENDATION:

That the Bradford West Gwillimbury / Innisfil Police Services Board appoint the firm of BDO Dunwoody LLP for the fiscal years 2017 through 2021 subject to the provisions of the execution of a contract between the Corporation of the Town of Innisfil and BDO Dunwoody LLP.

INTRODUCTION AND BACKGROUND:

The South Simcoe Police Service and the Bradford West Gwillimbury / Innisfil Police Services Board are required to have conducted an annual financial audit in accordance with Canadian generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board of CPA Canada.

This annual audit, as prescribed by the Canadian Auditing Standards, is conducted to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Article 1.0(ii) of the Agreement for policing services between the Corporation of the Town of Bradford West Gwillimbury and Corporation of the Town of Innisfil dated in 2007, states:

“Annual Financial Statement” means audited financial statements prepared annually and in accordance with generally accepted accounting principles for local governments as recommended, from time to time, the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants, which present the annual accounts and transactions of the Police Service and the Board, incurred in the same year, prepared by the auditor of the party hereto that is responsible for the largest share of the operating costs of the South Simcoe Police Service.

At the present time “the auditor of the party hereto that is responsible for the largest share of the operating costs of the South Simcoe Police Service” is the Town of Innisfil.

This year, the Town of Innisfil as part of their normal business practice commenced a tender process to select a financial auditor for the next five years.

On September 20th 2017, the Town of Innisfil appointed BDO Dunwoody LLP as their new municipal auditor. This agreement is in effect through to 2021.

Pursuant to Article 1.0 (ii) of the Agreement for policing services between the Corporation of the Town of Bradford West Gwillimbury and Corporation of the Town of Innisfil, the Police Services Board must also appoint BDO Dunwoody LLP as their financial auditor.

ALTERNATIVES:

None. This is required by best practice and generally accepted accounting principles for local governments, and as per the Agreement for policing services between the Corporation of the Town of Bradford West Gwillimbury and Corporation of the Town of Innisfil.

CONSULTATION:

Deputy Chief McElary Downer
Andrea Drover – Finance Manager

FINANCIAL / HUMAN RESOURCE / LEGAL ISSUES:

There is a potential decrease in cost to the Service as the agreement entered into by the Town of Innisfil is approximately one thousand dollar less than previous budgeted amounts. This will not be confirmed until after the 2017 audit process is complete as there may be fees associated with year-end adjusting of journal entries and preparation of financial statements for the Police Service

There are no Human resource impacts as the same work is performed by existing staff as has been conducted by the previous auditors.

Legally, as per the Agreement for policing services between the Corporation of the Town of Bradford West Gwillimbury and Corporation of the Town of Innisfil, the Police Services Board is required to contract with the same auditor that is responsible for the largest share of the operating costs of the South Simcoe Police Service which is currently the Town of Innisfil.

The Bradford West Gwillimbury/Innisfil Police Services Board

2018 Draft Operating Budget

	2018 Draft Budget	2017 Budget	2018-2017 Variance (\$)	
Revenue	(\$834,991)	(\$355,303)	(\$479,688)	
Police Board	\$142,500	\$145,250	(\$2,750)	
Administration	\$1,756,641	\$1,321,510	\$435,131	
Uniform Patrol Bureau	\$7,629,463	\$6,976,616	\$652,847	
C. M. E. U.	\$845,850	\$422,863	\$422,987	
Traffic and Marine	\$795,097	\$780,219	\$14,878	
Support Services	\$907,788	\$1,067,137	(\$159,350)	
Auxiliaries	\$19,171	\$30,191	(\$11,020)	
Identification Bureau	\$309,131	\$298,233	\$10,898	
Criminal Investigation Bureau	\$1,706,531	\$1,653,681	\$52,850	
Court Bureau	\$825,590	\$667,476	\$158,114	
Communications	\$1,630,281	\$1,586,651	\$43,630	
Records	\$706,190	\$682,408	\$23,782	
Fleet	\$408,560	\$427,296	(\$18,736)	
Marine	\$27,000	\$22,000	\$5,000	
Information Technology	\$707,012	\$610,021	\$96,991	
Building and Other	\$707,704	\$707,704	\$0	
Total	\$18,289,519	\$17,043,953	\$1,245,565	7.31%
Less: Court Security and Transport Funding from the Ministry	(\$193,181)	(\$165,584)	(\$27,597)	
Total	\$18,096,338	\$16,878,369	\$1,217,968	7.22%



South Simcoe Police Report to the Police Services Board



Operational Monthly Report for September 2017

	2016	2017		2017
	Month	Month		YTD
Calls for Service		BWG	Immisfil	
Total Calls (Reportable and Non Reportable)	2,438	1,157	1,132	21,276
Total Occurrences - All Categories	913	475	471	7,945
Break & Enter	6	15	3	92
Theft	64	63	46	703
Motor Vehicle Theft	8	3	2	601
Mischief/Property Damage	33	11	17	62
Sexual Offences	4	1	0	35
Domestic / Family Violence	49	20	32	491
Road Safety and Enforcement				
Motor Vehicle Collision - Non Fatal	115	127		1,165
Motor Vehicle Collision - Fatal	0	0		3
RIDE Programs	12	2		96
Apprehensions re: Alcohol/Drug	16	9		125
Traffic and Marine				
Traffic Calls for Service	53	60		488
Marine Calls for Service	11	13		130
Provincial Offence Notices	291	282		2,700
Communications				
Total Call Volume	2,408	2,272		20,980
911 Calls	523	557		4,579
911 Calls - Hang-up/misdialed	32	33		324
Courts				
Bail Hearings Attended	45	39		401
Prisoner Escorts	16	15		150
Court Security Hours	526	392		4,590

**The Bradford West Gwillimbury/Innisfil Police Services Board
Summary of Financial Activities For the Period Ending September 2017**

	----- Year To Date -----			2017 Budget	Actual Forecasted to Dec 31/17	Variance
	Budget	Actual	Variance			
Revenue						
Grants	\$20,000	\$239,502	\$219,502	\$44,800	\$403,500	\$358,700
Other Revenue	\$119,952	\$151,887	\$31,936	\$160,800	\$198,408	\$37,608
	\$139,952	\$391,389	\$251,438	\$205,600	\$601,908	\$396,308
Salaries and Benefits						
Salaries - Less Cost Recovery	\$8,050,440	\$8,102,428	(\$51,988)	\$11,399,596	\$11,403,884	(\$4,288)
Overtime	\$293,379	\$334,620	(\$41,241)	\$387,500	\$460,238	(\$72,738)
Paid Duties	\$0	\$70,565	(\$70,565)	\$0	\$94,087	(\$94,087)
Paid Duties - Cost Recovery	\$0	(\$76,901)	\$76,901	\$0	(\$102,534)	\$102,534
Contract Bank	\$52,500	\$12,654	\$39,846	\$70,000	\$15,000	\$55,000
Benefits - Less Cost Recovery	\$2,492,456	\$2,555,554	(\$63,099)	\$3,216,548	\$3,382,571	(\$166,024)
	\$10,888,775	\$10,998,922	(\$110,147)	\$15,073,644	\$15,253,246	(\$179,602)
Vehicles and Marine						
Fuel	\$158,400	\$150,650	\$7,751	\$210,000	\$204,369	\$5,631
Leases	\$15,784	\$2,864	\$12,920	\$21,046	\$3,819	\$17,227
Repairs and Maintenance	\$164,888	\$163,505	\$1,382	\$218,250	\$224,000	(\$5,750)
	\$339,072	\$317,019	\$22,053	\$449,296	\$432,187	\$17,109
Other						
Clothing	\$94,436	\$95,239	(\$803)	\$121,585	\$117,573	\$4,012
Contracts/Licenses/Leases	\$244,428	\$183,193	\$61,235	\$328,804	\$316,080	\$12,724
Human Resources Expenses	\$8,062	\$14,856	(\$6,793)	\$10,750	\$17,679	(\$6,929)
Investigations	\$18,000	\$8,799	\$9,201	\$24,000	\$18,467	\$5,533
Maintenance/Repairs/Supplies	\$194,192	\$177,606	\$16,586	\$255,589	\$246,728	\$8,861
Meals/Mileage	\$930	\$2,198	(\$1,268)	\$1,240	\$3,557	(\$2,317)
P.R.I.D.E./Niche	\$143,000	\$127,189	\$15,811	\$269,440	\$269,440	\$0
Police Board	\$99,037	\$40,295	\$58,742	\$145,250	\$151,797	(\$6,547)
Public/Employee Relations	\$28,445	\$25,409	\$3,036	\$37,500	\$38,502	(\$1,002)
Training/Conferences/Dues	\$71,037	\$38,048	\$32,989	\$92,956	\$77,210	\$15,746
Utilities/Insurance/Telephone	\$329,625	\$336,228	\$6,603	\$439,500	\$452,962	(\$13,462)
	\$1,231,193	\$1,049,060	\$195,339	\$1,726,614	\$1,709,996	\$16,618
	\$12,319,088	\$11,973,611	\$358,684	\$17,043,954	\$16,793,521	\$250,433

The Bradford West Gwillimbury/Innisfil Police Services Board
Report on Capital Expenditures for the Period Ending September 2017

Department	Project/Equipment Name	Y T D Actual \$	2017 Approved Capital	2016 Carried Forward	2015 Carried Forward	Total Capital Budget	Remaining Balance
Uniform	Total Station - Traffic	\$36,425	\$37,000	\$0	\$0	\$37,000	\$575
		\$36,425	\$37,000	\$0	\$0	\$37,000	\$575
Communications	Radio infrastructure upgrade	\$5,622	\$50,000	\$81,531	\$0	\$131,531	\$125,909
	Portable Radio Replacements	\$0	\$45,000	\$0	\$0	\$45,000	\$45,000
		\$5,622	\$95,000	\$81,531	\$0	\$176,531	\$170,909
Fleet & Marine	Vehicles	\$301,555	\$344,281	\$0	\$0	\$344,281	\$42,726
	Marine 1	\$224,888	\$139,000	\$80,000	\$0	\$219,000	(\$5,888)
		\$526,444	\$483,281	\$80,000	\$0	\$563,281	\$36,837
I T	Network/backup file storage	\$0	\$0	\$0	\$8,000	\$8,000	\$8,000
	Server Upgrade	\$0	\$75,000	\$0	\$0	\$75,000	\$75,000
	Upgrade Video System/Surveillance Equip.	\$5,353	\$130,000	\$0	\$2,258	\$132,258	\$126,905
	Text to 911 Upgrade	\$0	\$0	\$12,627	\$0	\$12,627	\$12,627
	Civilian print livescan	\$2,317	\$0	\$21,313	\$0	\$21,313	\$18,996
	Computers - Vehicles - mobile work stations	\$20,749	\$34,000	\$0	\$0	\$34,000	\$13,251
	Computers - Office	\$24,603	\$25,000	\$0	\$0	\$25,000	\$397
	Backup computer for communications	\$6,177	\$0	\$6,000	\$0	\$6,000	(\$177)
	Battery backup replacements	\$1,635	\$0	\$0	\$1,700	\$1,700	\$65
	Replace surveillance monitors in dispatch	\$0	\$0	\$0	\$2,133	\$2,133	\$2,133
	PRIDE E - Solutions (E-ticketing)	\$0	\$35,000	\$0	\$0	\$35,000	\$35,000
	Audio Recording System	\$25,000	\$0	\$25,000	\$0	\$25,000	(\$0)
		\$85,835	\$299,000	\$64,940	\$14,091	\$378,031	\$292,196
Total		\$654,326	\$914,281	\$226,471	\$14,091	\$1,154,843	\$500,517