

**Orangeville Police Services Board Regular Meeting**  
(Public Session)

**Location** – Electronic Participation Conducted Online Via Microsoft Teams

Conference ID: 689489421#

Telephone No: 1 (437) 703-4638

**Date/Time** – Tuesday February 23, 2021 @ 5:00 p.m.

**Agenda**

**1. Call to Order and Welcome to Heather Asling as Board Secretary effective Feb 22/21**

**2. Disclosures of (Direct or Indirect) Pecuniary Interest**

**3. Preliminary Matters**

Recommendation:

Motion that the Board discuss any preliminary matters.

**4. Approval of Agenda**

Recommendation:

Motion that the Board discuss and approve the Agenda for the February 23, 2021 Orangeville Police Services Board Regular (Public Session) Meeting.

**5. In-Camera Meeting**

Recommendation: Convene into In-Camera Session

Motion that at [insert time] the Board convene into the In-Camera Session of this meeting under Part III, Section 35(4) of the Police Services Act.

**6. Public Session**

Recommendation: Convene into Public Session

Motion that at [insert time] the Board reconvene into the Public Session of this meeting.

**7. Introductions - New Detachment Commander Terry Ward and Staff Sgt. Tony Jelich and OPP Update (Feb 23/21 Report attached) – Terry Ward and Tony Jelich**

Recommendation:

Motion that the Board welcome Terry Ward and Tony Jelich and receive and discuss the update.

**8. 2020-21 and 2021-22 Community Safety and Policing (CSP) Grant, Human Trafficking etc. (see attached Jan 11/21 email and attached presentations and reports) – Update by Mary Lou Archer**

Recommendation:

Motion that the Board receive and discuss the attachments and update.

**9. Mould Growth in OPP/OPS Court House offices (see attached PDF Report “Investigation of Mould Growth” – Update by Terry Ward**

Recommendation

Motion that the Board receive and discuss the attached report and update.

**10. Various Projects Assigned to Mary Lou Archer (see attached Jan 12/21 email) - Update by Chair Taylor and Mary Lou Archer**

Recommendation:

Motion that the Board receive and discuss the attachment and update.

**11. Alex Lennox Painting for Deputy Chief - see attached - now finished) – Update by Chair Taylor**

Recommendation

Motion that the Board receive and discuss the attachment and update.

**12. OPS Badge Encasement Recipient List and Thank You Notes (see attached list and notes) – Update by Chair Taylor**

Recommendation

Motion that the Board receive and discuss the attachment and update.

**13. Task Force on Police Presence in Upper Grand District School Board Schools (see attached link) – Any update by Member Rose**

Recommendation:

Motion that the Board receive and discuss any update.

**14. Pass Any Motions Developed in Closed Session**

Recommendation:

Motion that the following closed session motions be adopted by the Board:

**15. Adoption of Minutes of Previous Board Meetings**

**15.1 Minutes from the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday October 20, 2020**

Recommendation:

Motion that the Minutes from the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday October 20, 2020 be approved.

**15.2 Minutes from the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday December 15, 2020**

Recommendation:

Motion that the Minutes of the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday December 15, 2020 be approved.

**16. Board Member Claims for Special Remuneration**

- Attached claims of attending Board Members for the following (Note – Jan 19/21 litigation settlement conference adjourned early – no claim submitted):
  - Board's Special In-Camera Meetings of December 16, 18, 21 and 29, 2020 and January 3, 4, 7 and 21, 2021 and February 5, 2021;

## PSB Regular (Public Session) Meeting Agenda February 23, 2021

- January 26, 2021 s. 10 Board Training Session; and
- January 29 and February 1, 2021 Board Secretary Interviews.

Recommendation:

Motion that the Board discuss and consider for approval member remuneration claims for the above.

## **17. OAPSB/Zone 5**

- a. OAPSB Notice of Zone 5 March 9, 2021 Meeting
- b. 2021 Annual Membership Fee Invoice (see attachment) - \$3379.99

Recommendation:

Motion that the Board receive the above and confirm approval for payment of the attached invoice.

## **18. 2020-2022 RIDE Grant Agreement (OPSB has been approved for funding under the 2020-21 – 2021-22 RIDE Grant Program in the amount of \$10,393.92 for fiscal year 2020-21 and \$13,243.00 for fiscal year 2021-22 (see attached Transfer Agreement and Jan 14/21 Cover Email) – Update by Chair Taylor**

Recommendation:

Motion that the Board receive and discuss the agreement, email and update.

## **19. Meeting Minutes Expected to be Considered at March 2021 Regular Meeting (Public Session)**

Vice-Chair McSweeney to update the Board on the minutes expected to be considered at the Board's next meeting:

- February 23/21 Regular Meeting (Public Session) Minutes to be received and considered for approval at March 2021 Regular Meeting (Public Session)

## **20. Question Period**

## **21. Presentations**

None

**22. Delegations**

None

**23. Correspondence**

None

**24. Reports**

Board review and discussion

**25. New Business**

**26. Adjournment**

Recommendation:

That the meeting be adjourned at [**enter time**].

Confirm Date and Time of Next Regular (Public Session) Meeting –  
Tuesday March xx, 2021 @ 5:00 p.m.



## Dufferin Ontario Provincial Police

### Town of Orangeville Police Services Board Report 23 Feb 2021

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#### Detachment Commander's Report

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**It is my pleasure to provide this report to the Town of Orangeville Police Services Board. The Detachment Personnel are committed to providing a professional policing service that addresses identified community needs and concerns.**

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## THE PROMISE OF THE OPP

**OPP Vision** Safe Communities . . . A Secure Ontario.

### **OPP Mission**

Policing excellence through our people, our work and our relationships.

### **OPP Strategic Objectives**

**Our People** Attract, develop, support and retain a professional work force and leadership that reflects OPP Values and Ethics.

**Our Work** Provide for safe communities and a secure Ontario through high performance policing.

**Our Relationships** Engage in and strengthen our relationships and trust with the people we serve, our Justice sector partners and our stakeholders.

**Our Infrastructure** Support service delivery through technology, equipment, facilities, business processes, and communications.

**Police Services Board Report for Orangeville**  
2020/Oct to 2021/Feb

<b>Public Complaints</b>	
Policy	0
Service	0
Conduct	0

**Date information collected from Professional Standards Bureau Commander Reports:** 2021-02-12

**Data Source**

Ontario Provincial Police, Professional Standards Bureau Commander Reports

- Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

<b>Secondary Employment</b>
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**Detachment:** 1N - DUFFERIN

**Location code(s):** 1N00 - DUFFERIN

**Area code(s):** 1008 - Orangeville PS

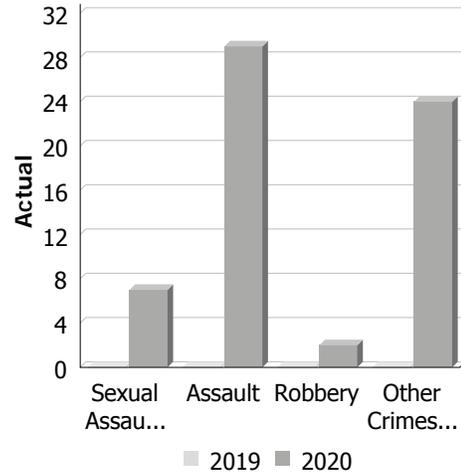
**Report Generated by:**  
Todhunter, Laura

**Report Generated on:**  
Feb 12, 2021 12:37:26 PM  
PP-CSC-Operational Planning-4300

**Police Services Board Report for Orangeville  
Records Management System  
October to December - 2020**

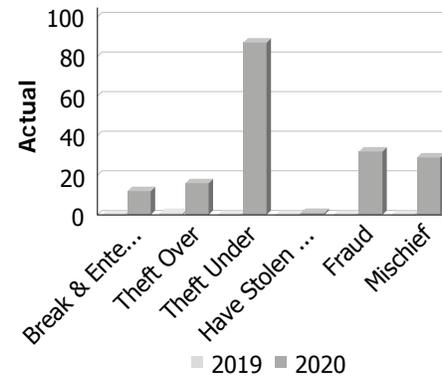
**Violent Crime**

Actual	October to December			Year to Date - December		
	2019	2020	% Change	2019	2020	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	0	7	--	2	8	300.0%
Assault	0	29	--	0	29	--
Abduction	0	0	--	0	0	--
Robbery	0	2	--	0	2	--
Other Crimes Against a Person	0	24	--	0	24	--
<b>Total</b>	<b>0</b>	<b>62</b>	<b>--</b>	<b>2</b>	<b>63</b>	<b>3,050.0%</b>



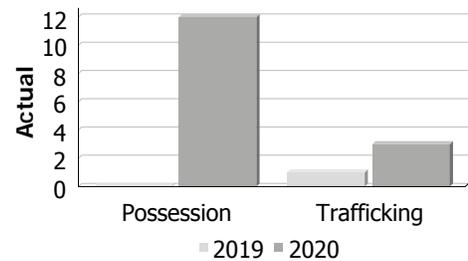
**Property Crime**

Actual	October to December			Year to Date - December		
	2019	2020	% Change	2019	2020	% Change
Arson	0	0	--	0	0	--
Break & Enter	0	12	--	0	15	--
Theft Over	1	16	1,500.0%	1	17	1,600.0%
Theft Under	0	87	--	0	88	--
Have Stolen Goods	0	1	--	0	1	--
Fraud	0	32	--	0	34	--
Mischief	0	29	--	1	31	3,000.0%
<b>Total</b>	<b>1</b>	<b>177</b>	<b>17,600.0%</b>	<b>2</b>	<b>186</b>	<b>9,200.0%</b>



**Drug Crime**

Actual	October to December			Year to Date - December		
	2019	2020	% Change	2019	2020	% Change
Possession	0	12	--	0	13	--
Trafficking	1	3	200.0%	1	7	600.0%
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>1</b>	<b>15</b>	<b>1,400.0%</b>	<b>1</b>	<b>20</b>	<b>1,900.0%</b>



**Clearance Rate**

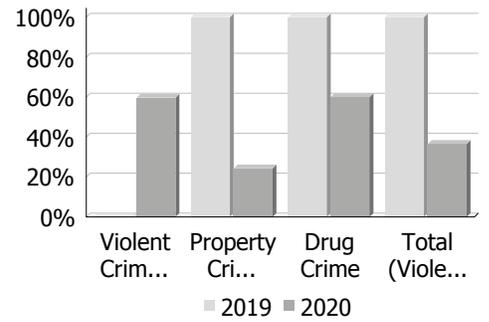
Detachment: 1N - DUFFERIN  
 Location code(s): 1N10 - ORANGEVILLE  
 Area code(s): 1008 - Orangeville  
 Data source date:  
 2021/02/06

Report Generated by:  
 Todhunter, Laura

Report Generated on:  
 Feb 12, 2021 12:41:51 PM  
 PP-CSC-Operational Planning-4300

**Police Services Board Report for Orangeville**  
**Records Management System**  
**October to December - 2020**

Clearance Rate	October to December			Year to Date - December		
	2019	2020	Difference	2019	2020	Difference
Violent Crime	--	59.7%	--	100.0%	60.3%	-39.7%
Property Crime	100.0%	24.3%	-75.7%	100.0%	26.3%	-73.7%
Drug Crime	100.0%	60.0%	-40.0%	100.0%	50.0%	-50.0%
<b>Total (Violent, Property &amp; Drug)</b>	<b>100.0%</b>	<b>36.5%</b>	<b>-63.5%</b>	<b>100.0%</b>	<b>38.4%</b>	<b>-61.6%</b>



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

**Data Utilized**

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

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**Area code(s):** 1008 - Orangeville  
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 2021/02/06

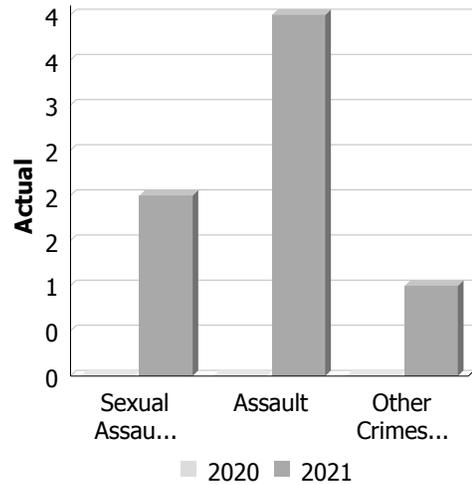
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 Feb 12, 2021 12:41:51 PM  
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**Police Services Board Report for Orangeville  
Records Management System  
January to February - 2021**

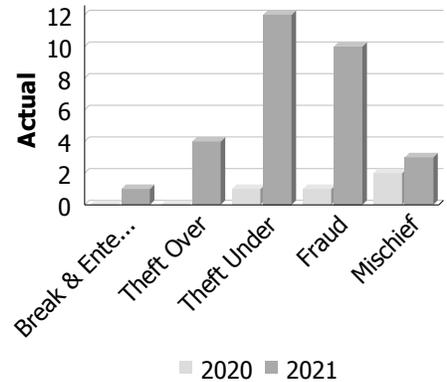
**Violent Crime**

Actual	January to February			Year to Date - February		
	2020	2021	% Change	2020	2021	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	0	2	--	0	2	--
Assault	0	4	--	0	4	--
Abduction	0	0	--	0	0	--
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	0	1	--	0	1	--
<b>Total</b>	<b>0</b>	<b>7</b>	<b>--</b>	<b>0</b>	<b>7</b>	<b>--</b>



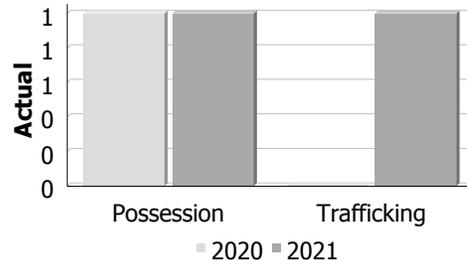
**Property Crime**

Actual	January to February			Year to Date - February		
	2020	2021	% Change	2020	2021	% Change
Arson	0	0	--	0	0	--
Break & Enter	0	1	--	0	1	--
Theft Over	0	4	--	0	4	--
Theft Under	1	12	1,100.0%	1	12	1,100.0%
Have Stolen Goods	0	0	--	0	0	--
Fraud	1	10	900.0%	1	10	900.0%
Mischief	2	3	50.0%	2	3	50.0%
<b>Total</b>	<b>4</b>	<b>30</b>	<b>650.0%</b>	<b>4</b>	<b>30</b>	<b>650.0%</b>



**Drug Crime**

Actual	January to February			Year to Date - February		
	2020	2021	% Change	2020	2021	% Change
Possession	1	1	0.0%	1	1	0.0%
Trafficking	0	1	--	0	1	--
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>1</b>	<b>2</b>	<b>100.0%</b>	<b>1</b>	<b>2</b>	<b>100.0%</b>

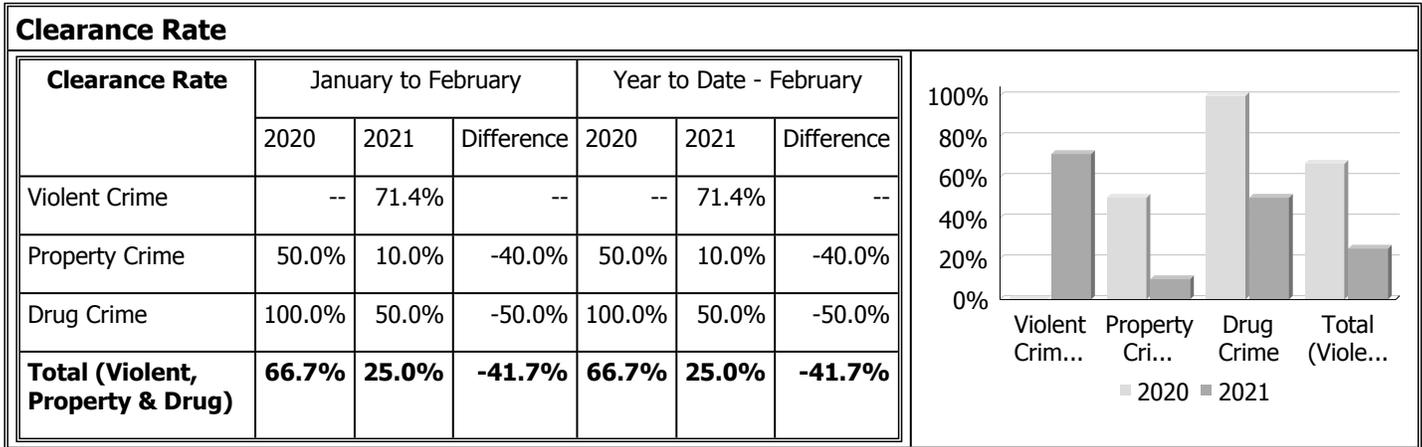


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**Data source date:** 2021/02/06

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**Police Services Board Report for Orangeville  
Records Management System  
January to February - 2021**



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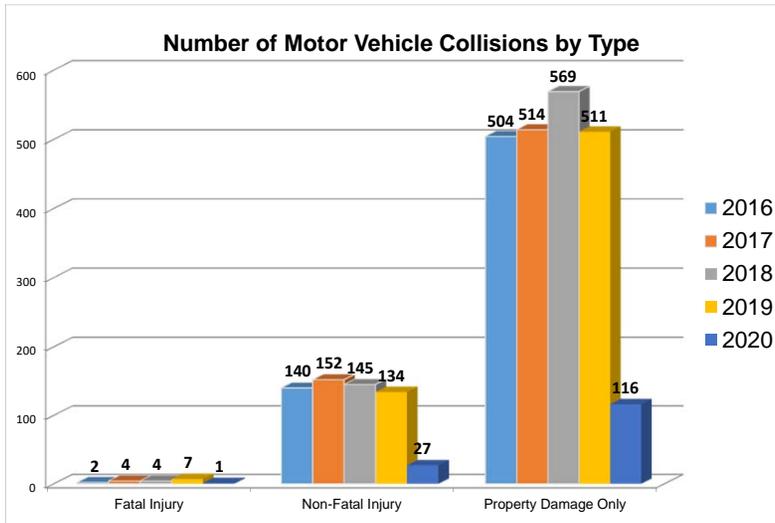
**Data Utilized**

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

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 Feb 12, 2021 12:43:19 PM  
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**Date**

2016

2017

2018

**Quarter**

Q1

Q2

Q3

Q4

**Jurisdiction**

MELANCTHON TWP

MONO

MULMUR TWP

ORANGEVILLE

SHELBURNE

SOUTHGATE TWP

WELLINGTON NORT...

**Incident Type**

Fatal Injury

Non-Fatal Injury

Other

Property Damage Only

Jurisdiction (Multiple Items)

Quarter (All)

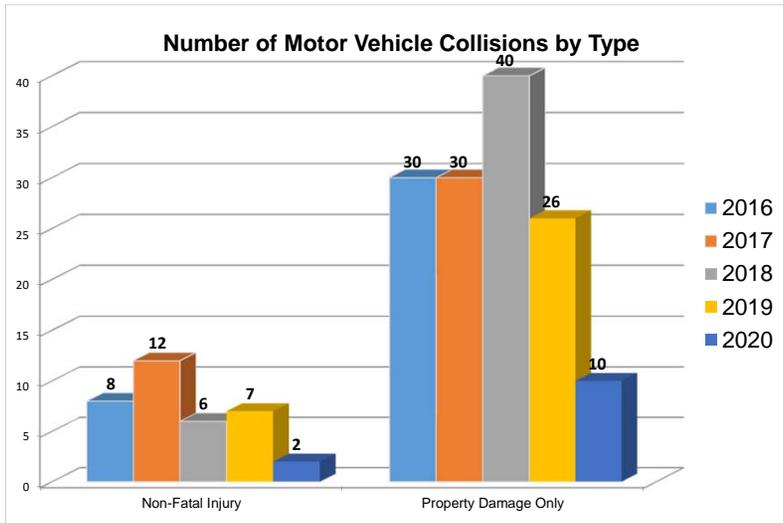
Count of Incident Type	Column Labels					
Row Labels	2016	2017	2018	2019	2020	Grand Total
Fatal Injury	2	4	4	7	1	18
Non-Fatal Injury	140	152	145	134	27	598
Property Damage Only	504	514	569	511	116	2214
Grand Total	646	670	718	652	144	2830

### Part 3 Yearly Summary by Municipality

<b>ORANGE</b>	<b>2019</b>	<b>2020</b>
Jan	38	22
Feb	3	22
Mar	20	21
Apr	36	3
May	16	11
June	12	13
July	22	20
Aug	13	4
Sept	31	0
Oct	25	8
Nov	22	3
Dec	22	2
<b>Total</b>	<b>260</b>	<b>129</b>

### Part 1 Yearly Summary by Municipality

<b>ORANGE</b>	<b>2019</b>	<b>2020</b>
Jan	228	164
Feb	175	125
Mar	283	96
Apr	484	37
May	426	44
June	217	65
July	271	29
Aug	217	70
Sept	321	28
Oct	243	53
Nov	200	176
Dec	186	96
<b>Total</b>	<b>3251</b>	<b>983</b>



**Date**

2016

2017

2018

**Quarter**

Q1

Q2

Q3

Q4

**Jurisdiction**

GRAND VALLEY

GREY HIGHLANDS

MELANCTHON TWP

MONO

MULMUR TWP

**ORANGEVILLE**

SHELBURNE

**Incident Type**

Non-Fatal Injury

Property Damage Only

Fatal Injury

Other

Jurisdiction: ORANGEVILLE

Quarter: (All)

Count of Incident Type	Column Labels					
Row Labels	2016	2017	2018	2019	2020	Grand Total
Non-Fatal Injury	8	12	6	7	2	35
Property Damage Only	30	30	40	26	10	136
<b>Grand Total</b>	<b>38</b>	<b>42</b>	<b>46</b>	<b>33</b>	<b>12</b>	<b>171</b>

Friday, February 12, 2021

Traffic File Control Register

**Report Period: 01-OCT-2020 thru 12-FEB-2021**

**Report Criteria** --> Detachment Code starting with {1n10} Report Type equals {\*} Incident Type equals {\*}

Stat us	Incident Date	Incident Time	Self- Reporte d	Location	Jurisdiction	RdHwy Intersection	Incident Type	Primary Cause	Report Type
C	11-Oct-20	18:10	No	BROADWAY	ORANGEVILLE	SHERBOURNE ST	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	05-Oct-20	8:30	No	CENTURY	ORANGEVILLE	BURBANK CR	Property Damage Only	Inattentive driver	Motor Vehicle
C	25-Oct-20	13:52	No	BROADWAY	ORANGEVILLE	THIRD	Property Damage Only	Improper turn	Motor Vehicle
C	13-Oct-20	15:45	No	10 10 HY	ORANGEVILLE	FOURTH	Property Damage Only	Unknown	Motor Vehicle
C	02-Nov-20	8:45	No	DAWSON	ORANGEVILLE	MADISON	Property Damage Only	Other	Motor Vehicle
C	02-Nov-20	15:30	No	BROADWAY	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
C	01-Nov-20	19:36	No	FIRST	ORANGEVILLE	HANSEN	Property Damage Only	Following too closely	Motor Vehicle
C	04-Nov-20	10:00	No		ORANGEVILLE	33 BROADWAY AV	Property Damage Only	Unknown	Motor Vehicle
C	05-Nov-20	18:00	No	DAWSON	ORANGEVILLE	LAWRENCE AV	Property Damage Only	Inattentive driver	Motor Vehicle
C	04-Nov-20	15:15	No	BROADWAY	ORANGEVILLE	SECOND	Property Damage Only	Unknown	Motor Vehicle
C	07-Nov-20	10:16	No	10 10	ORANGEVILLE	10	Property Damage Only	Inattentive driver	Motor Vehicle
C	08-Nov-20	19:00	No	THIRD	ORANGEVILLE	FIRST AV	Property Damage Only	Disobeyed traffic control	Motor Vehicle

C	12-Nov-20	10:46	No	FIFTH	ORANGEVILLE	FIRST	Property Damage Only	Following too closely	Motor Vehicle
C	13-Nov-20	18:10	No	ALDER	ORANGEVILLE	COLBOURNE CR	Property Damage Only	Inattentive driver	Motor Vehicle
C	14-Nov-20	13:31	No	BROADWAY	ORANGEVILLE	FIRST ST	Property Damage Only	Inattentive driver	Motor Vehicle
C	14-Nov-20	15:20	No	10 HY	ORANGEVILLE	95 FIRST ST (CANADIAN TIRE	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	17-Nov-20	7:05	No	BROADWAY	ORANGEVILLE	16	Property Damage Only	Lost control	Motor Vehicle
C	16-Nov-20	16:25	No	BROADWAY	ORANGEVILLE	FIRST	Property Damage Only	Improper turn	Motor Vehicle
C	21-Nov-20	13:44	No	LAWRENCE	ORANGEVILLE	PARKVIEW DR	Property Damage Only	Lost control	Motor Vehicle
C	18-Nov-20	20:00	No	CENTENNIAL	ORANGEVILLE	RIDDELL RD	Property Damage Only	Inattentive driver	Motor Vehicle
C	22-Nov-20	16:56	No	LAKEVIEW	ORANGEVILLE	BUENA VISTA DR	Property Damage Only	Lost control	Motor Vehicle
C	24-Nov-20	21:31	No	BROADWAY	ORANGEVILLE	TOWNLIN	Property Damage Only	Inattentive driver	Motor Vehicle
C	26-Nov-20	12:33	No	HANSEN	ORANGEVILLE	AMELIA	Property Damage Only	Following too closely	Motor Vehicle
C	26-Nov-20	13:15	No	SECOND	ORANGEVILLE	FIRST AV	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	26-Nov-20	19:10	No	RIDDELL	ORANGEVILLE	MONTGOMERY BV	Property Damage Only	Speed -- excessive	Motor Vehicle
C	27-Nov-20	15:28	No	CENTENNIAL	ORANGEVILLE	C LINE	Property Damage Only	Disobeyed traffic control	Motor Vehicle
C	27-Nov-20	14:49	No	FIRST	ORANGEVILLE	BREDIN PY	Property Damage Only	Inattentive driver	Motor Vehicle
C	22-Nov-20	19:19	No	FIFTH	ORANGEVILLE	10	Property Damage Only	Other	Motor Vehicle
C	30-Nov-20	21:46	No	RIDDELL	ORANGEVILLE	CENTENNIAL RD	Property Damage Only	Other	Motor Vehicle
C	01-Dec-20	9:50	No	BROADWAY	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle

C	01-Dec-20	17:30	No	FOURTH	ORANGEVILLE	FIRST ST	Non-Fatal Injury	Pedestrian	Motor Vehicle
C	02-Dec-20	20:15	No	FIRST ST	ORANGEVILLE		Property Damage Only	Improper passing	Motor Vehicle
C	02-Dec-20	13:00	No	FIRST	ORANGEVILLE	FIFTH AV	Property Damage Only	Disobeyed traffic control	Motor Vehicle
C	06-Dec-20	0:35	No	BURBANK	ORANGEVILLE	CENTURY DR	Property Damage Only	Inattentive driver	Motor Vehicle
C	17-Nov-20	7:59	No	CENTENNIAL	ORANGEVILLE	TIDEMAN	Property Damage Only	Lost control	Motor Vehicle
C	05-Dec-20	12:00	No	BROADWAY	ORANGEVILLE	SHERBOURNE	Property Damage Only	Inattentive driver	Motor Vehicle
C	06-Dec-20	20:05	No	FIRST	ORANGEVILLE	FIRST	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	07-Dec-20	10:15	No	FIRST	ORANGEVILLE	HANSEN BV	Property Damage Only	Inattentive driver	Motor Vehicle
C	26-Nov-20	15:29	No	LAKEVIEW	ORANGEVILLE	BUENA VISTA DR	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	06-Dec-20	8:18	No	SECOND	ORANGEVILLE	BROADWAY AV	Property Damage Only	Lost control	Motor Vehicle
I	08-Dec-20	17:22	No	BREDIN	ORANGEVILLE	FIRST	Property Damage Only	Improper turn	Motor Vehicle
C	09-Dec-20	11:42	No	BROADWAY	ORANGEVILLE	HIGHWAY 9	Property Damage Only	Inattentive driver	Motor Vehicle
C	20-Oct-20	16:15	No	CENTRE	ORANGEVILLE	BROADWAY	Property Damage Only	Inattentive driver	Motor Vehicle
C	07-Dec-20	13:30	No	WILLIAM	ORANGEVILLE	TOWNLINE	Property Damage Only	Inattentive driver	Motor Vehicle
C	08-Dec-20	10:00	No	RIDDELL	ORANGEVILLE	CENTENNIAL RD	Property Damage Only	Improper turn	Motor Vehicle
C	12-Dec-20	14:27	No	BROADWAY	ORANGEVILLE	BLIND LI	Property Damage Only	Improper turn	Motor Vehicle
C	12-Dec-20	18:21	No	FIRST ST	ORANGEVILLE		Property Damage Only	Following too closely	Motor Vehicle
C	13-Dec-20	18:02	No	BROADWAY	ORANGEVILLE	Townline	Property Damage Only	Disobeyed traffic control	Motor Vehicle

C	12-Dec-20	21:21	No	RIDDELL	ORANGEVILLE	ALDER Street	Non-Fatal Injury	Ability Impaired â Alcohol	Motor Vehicle
C	02-Nov-20	12:13	No	ODSS Parking lot	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	07-Dec-20	14:45	No	TOWNLINE	ORANGEVILLE		Property Damage Only	Inattentive driver	Motor Vehicle
C	16-Dec-20	14:05	No	RIDDELL	ORANGEVILLE	CENTENNIAL RD	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	19-Dec-20	13:54	No	BROADWAY	ORANGEVILLE	CLARA ST	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	19-Dec-20	15:12	No	CENTENNIAL	ORANGEVILLE	TIDEMAN DR	Non-Fatal Injury	Speed -- too fast for conditions	Motor Vehicle
C	21-Dec-20	14:00	No	FIRST ST	ORANGEVILLE	HANSEN	Property Damage Only	Unknown	Motor Vehicle
C	21-Dec-20	16:30	No	93 First Street (Walmart Parking	ORANGEVILLE		Property Damage Only	Improper turn	Motor Vehicle
C	23-Dec-20	15:43	No	CENTENNIAL RD	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
C	22-Dec-20	15:55	No	SECOND	ORANGEVILLE	SECOND ST	Property Damage Only	Unknown	Motor Vehicle
C	22-Dec-20	16:00	No	BROADWAY	ORANGEVILLE	SHERBOURNE	Property Damage Only	Unknown	Motor Vehicle
C	24-Dec-20	19:15	No	WELLINGTON	ORANGEVILLE	ARMSTRONG	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	26-Dec-20	12:11	No	BROADWAY	ORANGEVILLE	DIANE	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	26-Dec-20	17:00	No	BROADWAY	ORANGEVILLE	BANTING DR	Property Damage Only	Failed to yield right of way	Motor Vehicle
C	30-Dec-20	12:19	No	First Street	ORANGEVILLE		Property Damage Only	Failed to yield right of way	Motor Vehicle
C	26-Dec-20	19:00	No	SCOTT	ORANGEVILLE	BLIND LI	Property Damage Only	Unknown	Motor Vehicle
C	04-Jan-21	10:06	No	THIRD	ORANGEVILLE	SECOND ST	Property Damage Only	Disobeyed traffic control	Motor Vehicle
C	08-Jan-21	8:00	No	ST ANDREW	ORANGEVILLE	BLIND LI	Property Damage Only	Failed to yield right of way	Motor Vehicle

C	10-Jan-21	17:42	No	BROADWAY	ORANGEVILLE	C LINE	Property Damage Only	Inattentive driver	Motor Vehicle
C	23-Jan-21	22:30	No	FAULKNER ST	ORANGEVILLE	FEAD	Property Damage Only	Inattentive driver	Motor Vehicle
I	23-Dec-20	7:22	No	HILLSIDE	ORANGEVILLE	BYTHIA	Non-Fatal Injury	Speed -- excessive	Motor Vehicle
C	26-Jan-21	11:32	No	FOURTH	ORANGEVILLE	third street	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	01-Feb-21	19:00	No	FIRST ST	ORANGEVILLE		Property Damage Only	Unknown	Motor Vehicle
C	06-Feb-21	12:00	No	COUNTY ROAD 16	ORANGEVILLE	BROADWAY	Property Damage Only	Speed -- too fast for conditions	Motor Vehicle
C	08-Feb-21	9:00	No	9 10	ORANGEVILLE	Highway 9	Property Damage Only	Speed -- excessive	Motor Vehicle
I	11-Feb-21	20:00	No	10	ORANGEVILLE	Broadway	Non-Fatal Injury	Ability Impaired â Alcohol	Motor Vehicle

**CSP GRANT - PROVINCIAL PRIORITIES FUNDING STREAM (TWO YEAR CYCLE)  
 SCHEDULE G - INTERIM REPORT (YEAR 1 - 2020-21)  
 COVER SHEET**

Police Services Board Name:	Orangeville Police Services Board
Initiative Name:	Ensuring the Orangeville OPP in collaboration with Dufferin OPP has the resources and trained officers able to assist in the goal of combating Human Trafficking
Start Date:	October 1, 2020
End Date:	December 31, 2020

**CONTACT INFORMATION (POLICE SERVICE):**

First Name:	David
Last Name:	McLagan
Title:	Staff Sergeant
Tel. #:	519-942-1711
Email Address:	<a href="mailto:David.McLagan@opp.ca">David.McLagan@opp.ca</a>
Address:	390 C Line
Town/City:	Orangeville
Province:	Ontario
Postal Code:	L9W 3Z8

**CONTACT INFORMATION (POLICE SERVICES BOARD):**

First Name:	Todd
Last Name:	Taylor
Title:	Police Services Board Chair
Tel. #:	519-941-0440
Email Address:	<a href="mailto:ttaylor@orangeville.ca">ttaylor@orangeville.ca</a>
Address:	87 Broadway
Town/City:	Orangeville
Province:	Ontario
Postal Code:	L9W 1K1

## INTERIM FINANCIAL REPORT (YEAR 1 - 2020-21)

### Instructions

Please complete the Interim Financial Report and submit all itemized receipts and/or invoices that correspond to funding spent from October 1, 2020 to December 31, 2020. Transaction slips for debit/credit cards on the  
Please note that any deviation to the line items in the approved budget must be approved by the ministry.

#### Instructions for completing this report:

1. Please complete Part A: Financial Summary (sections highlighted in grey).
2. For Part B, please fill in the budget line items (Column C) and associated Ministry Allocation (Column D).
3. Please fill in funding spent from October 1, 2020 to December 31, 2020 (Column E) for each budget line item.
4. Please clearly indicate how the receipts and/or invoices correspond to each line item by numbering each receipt/invoice and indicating the receipt/invoice number(s) (Column F) for each line item. Please provide proof of expense (e.g requested funding for personnel).
5. Please put any comments regarding the budget items in Column H. If less than 50% of a budget item has been spent, please explain why and how you plan to spend by the end of the fiscal year.

**Note:** Balance (Column G) is auto-calculated based on the difference between Ministry Allocation (Column D) and Funding Spent from October 1, 2020 to December 31, 2020 (Column E).

### PART A: Financial Summary

<b>Name of Police Services Board:</b>	Orangeville Police Services Board
<b>Initiative Name:</b>	Ensuring the Orangeville OPP in collaboration with Dufferin OPP has the resources and trained officers able to assist in the goal of combating Human Traffick
<b>Total Approved Amount (Year 1):</b>	\$62,380.84
<b>Funding spent from October 1, 2020 to December 31, 2020:</b>	
<b>Balance:</b>	\$62,380.84

### PART B: Financial Details

#	Budget Item	Ministry Allocation (Year 1)	Funding Spent from October 1, 2020 to December 31, 2020	Proof of Expense (e.g. itemized receipts, invoices)	Balance
<b>PERSONNEL (e.g., salaries and secondments)</b>					
1	Salaries and benefits covered for officers while attending training	\$10,130.64	\$0.00		\$10,130.64
2	Salaries of one officer (investigative) (1/3) annual salary	\$34,552.00	\$0.00		\$34,552.00
3					\$0.00
4					\$0.00

5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
<b>Personnel Sub-Total</b>		<b>\$44,682.64</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$44,682.64</b>
<b>EXTERNAL CONSULTANT (e.g., third party services)</b>					
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
<b>External Consultant Sub-Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>
<b>ENGAGEMENT AND EDUCATION (e.g., community engagement, awareness and education)</b>					
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
<b>Engagement and Education Sub-Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>
<b>TRAINING (e.g., training for officers and community partners)</b>					
1	Human Trafficking Investigator's Course at CPC x three (3) officers (\$3,901.20 per course)	\$11,703.60	\$0.00		\$11,703.60
2	CPKN Introduction to Human Trafficking (\$25.00) per officer	\$1,000.00	\$0.00		\$1,000.00
3					\$0.00
4					\$0.00

5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
<b>Training Sub-Total</b>		<b>\$12,703.60</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$12,703.60</b>
<b>RESEARCH AND ANALYSIS (e.g., demonstrating outcomes, research into new policing techniques, evaluations, tools and resources)</b>					
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
<b>Research and Analysis Sub-Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>
<b>EQUIPMENT (e.g., to support policing operations and activities)</b>					
1	purchase an In-Vehicle Rapid Deployment Observation Kit. (RDOK)	<b>\$4,420.00</b>	<b>\$4,420.00</b>		\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
<b>Equipment Sub-Total</b>		<b>\$4,420.00</b>	<b>\$4,420.00</b>	<b>N/A</b>	<b>\$0.00</b>
<b>OTHER (e.g., costs associated with implementing the initiative(s) and development of new/improved services/programs)</b>					
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00

6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
	<i>Other Sub-Total</i>	\$0.00	\$0.00	N/A	\$0.00
	<b>TOTAL</b>	<b>\$61,806.24</b>	<b>\$4,420.00</b>	<b>N/A</b>	<b>\$57,386.24</b>

air own will not be accepted.

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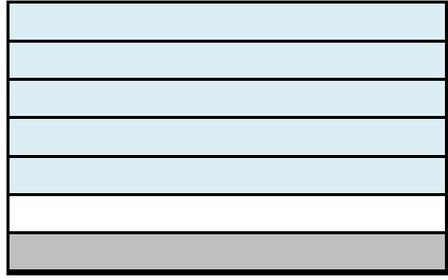
**Comments**  
*(i.e. explain if less than 50% spent,  
explain if a change request has  
been made, etc.)*

didn't receive notification of grant  
award until Jan. 11, 2021

didn't receive notification of grant  
award until Jan. 11, 2021







## INTERIM ACTIVITIES REPORT (YEAR 1 - 2020-21)

**Please provide a brief summary of all of the activities that have been completed from October 1, 2020 to December 31, 2020.**

On October 1st, 2020 Orangeville Police Service was disbanded and taken over by the Ontario Provincial Police. Orangeville is now a zone of the Dufferin Detachment of the OPP. Following October 1st, all the Orangeville Officers that transferred over to the OPP attended training at the OPP academy in Orillia for a 1 month period. The Orangeville zone was covered in the interim period by OPP officers from other jurisdictions. Since notification of the grant award on January 11th, a review of appropriate training has commenced. All 68 Orangeville and Dufferin officers have been registered in the Introduction to Human Trafficking Course on January 26, 2021. The Introduction to Human Trafficking Course is a prerequisite to the Human Trafficking Investigators course. The expectation is that the officers will have completed this course by March 19, 2021. The Canadian Police College(CPC) was contacted to find out the availability of the next Human Trafficking Investigators course. CPC advised that they currently only have one course on the schedule (January 25th until February 2nd 2020). They advised next session will most likely be delivered in the fall. However, since March 2020 (beginning of COVID-19 restrictions) they are only planning approximately three months in advance. OPP will continue to monitor the availability of the HTIC course. The In-Vehicle Rapid Deployment Observation Kit was ordered on January 21, 2021 and is expected to be received within 2 weeks of order. The purchase of the In-Vehicle Rapid Deployment Observation Kit will provide the OPP with the tools and technology needed to gather intelligence on locations, nims, vehicles and victims involved in human



**Authorized Signatory for the Grantee:**

I hereby certify that the information included in this document is true and correct and internal controls were exercised to ensure that all funds allocated to the activities were used in accordance with the Grant agreement, and were not used for any other purpose without the agreement of the Ministry.

First Name	Todd	Last Name	Taylor
Title	Orangeville Police Services Board Chair		
Signature			

*Note: Please submit the following to the ministry: (1) the interim report in its original format and (2) a signed copy of the report (signed PDF copy). Please note that e-signatures are acceptable.*

# INTRODUCTION TO HUMAN TRAFFICKING

Course Category/Categories: Contemporary Issues



Human trafficking is a crime that affects the most vulnerable members of society. It is a global issue and according to the United Nations is tied with illegal arms, the second largest criminal activity in the world after drugs. Victims of human trafficking suffer a violation of human rights and are to be considered as persons in need of protection. Promoting the safety and well being of victims must be a paramount concern for all law enforcement.

*Introduction to Human Trafficking* is designed to provide Canadian law enforcement officers with a functional and practical tool, enabling them to learn and better understand the crime of human trafficking, pertinent legislation, and general victim assistance guidelines. This course will enable officers in the field to better detect and investigate potential human trafficking cases, identify potential victims, and provide greater assistance to victims of human trafficking.

## Price

\$25.00

## Content Provider:

RCMP National Human  
Trafficking Section

## Language

En/Fr

## Length

3 hours

## Release Date

2020-08-26

## Learning Objectives

When you have completed this course you will be able to:

- Define human trafficking
- Understand the unique dynamics of human trafficking and the circumstances that victims experience, including the trauma and context of fear
- Explain the offences related to human trafficking in both the *Criminal Code of Canada* and the *Immigration and Refugee Protection Act*
- Apply investigative tools and victim assistance strategies when working with victims of human trafficking to ensure their safety
- Describe the guidelines to follow when investigating human trafficking domestically and internationally
- Describe the various partnerships that are essential for helping victims and prosecuting traffickers
- Describe examples of human trafficking cases that were brought before the Courts in Canada

REGISTRATION PROCE

REGISTER

# INTRODUCTION TO HUMAN TRAFFICKING

Course Category/Categories: Contemporary Issues



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REGISTRATION PROCE

REGISTER

**CSP GRANT - PROVINCIAL PRIORITIES FUNDING STREAM (TWO YEAR CYCLE)  
SCHEDULE G - INTERIM REPORT (YEAR 1 - 2020-21)  
COVER SHEET**

Police Services Board Name:	Orangeville Police Services Board
Initiative Name:	Ensuring the Orangeville OPP in collaboration with Dufferin OPP has the resources and trained officers able to assist in the goal of combating Human Trafficking
Start Date:	October 1, 2020
End Date:	December 31, 2020

**CONTACT INFORMATION (POLICE SERVICE):**

First Name:	David
Last Name:	McLagan
Title:	Staff Sergeant
Tel. #:	519-942-1711
Email Address:	<a href="mailto:David.McLagan@opp.ca">David.McLagan@opp.ca</a>
Address:	390 C Line
Town/City:	Orangeville
Province:	Ontario
Postal Code:	L9W 3Z8

**CONTACT INFORMATION (POLICE SERVICES BOARD):**

First Name:	Todd
Last Name:	Taylor
Title:	Police Services Board Chair
Tel. #:	519-941-0440
Email Address:	<a href="mailto:ttaylor@orangeville.ca">ttaylor@orangeville.ca</a>
Address:	87 Broadway
Town/City:	Orangeville
Province:	Ontario
Postal Code:	L9W 1K1

## INTERIM FINANCIAL REPORT (YEAR 1 - 2020-21)

### Instructions

*Please complete the Interim Financial Report and submit all itemized receipts and/or invoices that correspond to funding spent from October 1, 2020 to December 31, 2020. Transaction slips for debit/credit cards on their own will not be accepted. Please note that any deviation to the line items in the approved budget must be approved by the ministry.*

**Instructions for completing this report:**

1. Please complete Part A: Financial Summary (sections highlighted in grey).
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5. Please put any comments regarding the budget items in Column H. If less than 50% of a budget item has been spent, please explain why and how you plan to spend by the end of the fiscal year.

**Note:** Balance (Column G) is auto-calculated based on the difference between Ministry Allocation (Column D) and Funding Spent from October 1, 2020 to December 31, 2020 (Column E).

### PART A: Financial Summary

<b>Name of Police Services Board:</b>	Orangeville Police Services Board
<b>Initiative Name:</b>	Ensuring the Orangeville OPP in collaboration with Dufferin OPP has the resources and trained officers able to assist in the goal of combating Human Trafficking
<b>Total Approved Amount (Year 1):</b>	\$62,380.84
<b>Funding spent from October 1, 2020 to December 31, 2020:</b>	
<b>Balance:</b>	\$62,380.84

### PART B: Financial Details

#	Budget Item	Ministry Allocation (Year 1)	Funding Spent from October 1, 2020 to December 31, 2020	Proof of Expense (e.g. Itemized receipts, invoices)	Balance	Comments <i>(i.e. explain if less than 50% spent, explain if a change request has been made, etc.)</i>
<b>PERSONNEL (e.g., salaries and secondments)</b>						
1	Salaries and benefits covered for officers while attending training	\$10,130.64	\$0.00		\$10,130.64	didn't receive notification of grant award until Jan. 11, 2021
2	Salaries of one officer (investigative) (1/3) annual salary	\$34,552.00	\$0.00		\$34,552.00	didn't receive notification of grant award until Jan. 11, 2021
9					\$0.00	
10					\$0.00	
<b>Personnel Sub-Total</b>		<b>\$44,682.64</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$44,682.64</b>	

<b>EXTERNAL CONSULTANT (e.g., third party services)</b>						
1						\$0.00
<i>External Consultant Sub-Total</i>		\$0.00	\$0.00	N/A		\$0.00
<b>ENGAGEMENT AND EDUCATION (e.g., community engagement, awareness and education)</b>						
1						\$0.00
<i>Engagement and Education Sub-Total</i>		\$0.00	\$0.00	N/A		\$0.00
<b>TRAINING (e.g., training for officers and community partners)</b>						
1	Human Trafficking Investigator's Course at CPC x three (3) officers (\$3,901.20 per course)	\$11,703.60	\$0.00		\$11,703.60	CPC offered the HTIC course January 25th until February 2nd & by the time we received notification of grant award registration was full.
2	CPKN Introduction to Human Trafficking (\$25.00) per officer	\$1,000.00	\$0.00		\$1,000.00	registered, with a completion target of March 19, 2021
3					\$0.00	
4					\$0.00	
5					\$0.00	
6					\$0.00	
7					\$0.00	
8					\$0.00	
9					\$0.00	
10					\$0.00	
<i>Training Sub-Total</i>		\$12,703.60	\$0.00	N/A	\$12,703.60	
<b>RESEARCH AND ANALYSIS (e.g., demonstrating outcomes, research into new policing techniques, evaluations, tools and resources)</b>						
1						\$0.00
<i>Research and Analysis Sub-Total</i>		\$0.00	\$0.00	N/A		\$0.00
<b>EQUIPMENT (e.g., to support policing operations and activities)</b>						
1	purchase an In-Vehicle Rapid Deployment Observation Kit. (RDOK)	\$4,420.00	\$4,420.00		\$0.00	RDOK purchased
2					\$0.00	
<i>Equipment Sub-Total</i>		\$4,420.00	\$4,420.00	N/A		\$0.00
<b>OTHER (e.g., costs associated with implementing the initiative(s) and development of new/improved services/programs)</b>						
1						\$0.00
<i>Other Sub-Total</i>		\$0.00	\$0.00	N/A		\$0.00
<b>TOTAL</b>		\$61,806.24	\$4,420.00	N/A		\$57,386.24

## INTERIM ACTIVITIES REPORT (YEAR 1 - 2020-21)

**Please provide a brief summary of all of the activities that have been completed from October 1, 2020 to December 31, 2020.**

On October 1st, 2020 Orangeville Police Service was disbanded and taken over by the Ontario Provincial Police. Orangeville is now a zone of the Dufferin Detachment of the OPP. Following October 1st, all the Orangeville Officers that transferred over to the OPP attended training at the OPP academy in Orillia for a 1 month period. The Orangeville zone was covered in the interim period by OPP officers from other jurisdictions. Since notification of the grant award on January 11th, a review of appropriate training has commenced. All 68 Orangeville and Dufferin officers have been registered in the Introduction to Human Trafficking Course on January 26, 2021. The Introduction to Human Trafficking Course is a prerequisite to the Human Trafficking Investigators course. The expectation is that the officers will have completed this course by March 19, 2021. The Canadian Police College(CPC) was contacted to find out the availability of the next Human Trafficking Investigators course. CPC advised that they currently only have one course on the schedule (January 25th until February 2nd 2020). They advised next session will most likely be delivered in the fall. However, since March 2020 (beginning of COVID-19 restrictions) they are only planning approximately three months in advance. OPP will continue to monitor the availability of the HTIC course. The In-Vehicle Rapid Deployment Observation Kit was ordered on January 21, 2021 and is expected to be received within 2 weeks of order. The purchase of the In-Vehicle Rapid Deployment Observation Kit will provide the OPP with the tools and technology needed to gather intelligence on locations, pimps, vehicles and victims involved in human trafficking. The surveillance equipment will provide prosecutors with not only accurate accounts from officers but will provide prosecutors with digital documentation which will assist in successful prosecutions.





**Authorized Signatory for the Grantee:**

I hereby certify that the information included in this document is true and correct and internal controls were exercised to ensure that all funds allocated to the activities were used in accordance with the Grant agreement, and were not used for any other purpose without the agreement of the Ministry.

First Name	Todd	Last Name	Taylor
Title	Orangeville Police Services Board Chair		
Signature			

*Note: Please submit the following to the ministry: (1) the interim report in its original format and (2) a signed copy of the report (signed PDF copy). Please note that e-signatures are acceptable.*



# Investigation of Mould Growth

Orangeville Courthouse – OPP Office  
55 Zina Street, Orangeville, Ontario

Prepared for:

**Corporation of the County of  
Durham**

55 Zina Street  
Orangeville, Ontario, L9W 1E5

December 23, 2020

Pinchin File: 285044



**Investigation of Mould Growth**

OPP Office, Orangeville Courthouse, 55 Zina Street, Orangeville, Ontario  
Corporation of the County of Durham

December 23, 2020

Pinchin File: 285044

**Issued to:** Corporation of the County of Durham  
**Issued on:** December 23, 2020  
**Pinchin File:** 285044  
**Issuing Office:** Barrie, ON



---

Author: Michelle Salt, B.Sc.  
Project Manager  
249.359.5185  
[msalt@pinchin.com](mailto:msalt@pinchin.com)

---

Reviewer: Janet Sinopoli, B.A. EMPD  
Operations Manager  
705.241.2105  
[jsinopoli@pinchin.com](mailto:jsinopoli@pinchin.com)



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## **1.0 INTRODUCTION AND SCOPE**

### **1.1 Statement of Understanding**

Pinchin Ltd. (Pinchin) was retained by Corporation of the County of Durham (Client) to conduct an investigation of potential mould growth in the Ontario Provincial Police (OPP) Office at the Orangeville Courthouse located at 55 Zina Street, Orangeville, Ontario. The investigation is being conducted in order to determine the extent of possible mould growth and water damage in the OPP Office following concerns expressed by the occupants.

### **1.2 Scope of Work**

Pinchin performed the investigation on December 4, 2020. The scope of this investigation was limited to the OPP Office on the Ground Floor in the Orangeville Courthouse.

The investigation involved the following activities:

- Review of occupant and management concerns.
- Spot readings of moisture content of building materials.
- Walkthrough inspection for water damage or mould growth.
- Collection and analysis of the following (including reference and field blanks):
  - Four spore trap mould air samples
  - Two mould bulk samples
  - Nine samples to test for asbestos in bulk materials

## **2.0 METHODOLOGY**

### **2.1 Interviews and Inspections**

Pinchin interviewed the occupants to discuss the history of the building, maintenance practices, water damage and any indoor air quality complaints.

Pinchin performed a walkthrough inspection for indications of suspect mould growth and/or water damage on accessible building materials, paying particular attention to areas where past water damage had been reported.

Pinchin lifted carpet tiles and pulled back baseboard and wallpaper to inspect concealed conditions.

The investigator used a moisture meter to test for elevated moisture levels in building materials.



Pinchin identified suspect hazardous building materials within the area of expected water damage and/or mould remediation. The assessment will provide sufficient detail to allow for the removal and replacement of these materials using appropriate precautions to facilitate repair of the building. This assessment does not provide sufficient detail for long term management of hazardous materials as required by Health and Safety regulations.

## 2.2 Test Methods and Criteria

The following table presents the parameters tested in this investigation, recommended limits or interpretation guides, the units of measurement, and the instruments and sampling/analytical methods employed.

Table I – Parameters Tested, Recommended Limits and Instruments or Methods Used

Parameter	Unit of Measurement	Recommended Limit or Guide to Interpretation	Instrumentation or Test Method
Temperature, T	°C	Consider the risk of condensation on cold surfaces to prevent mould growth	Extech 9600 Psychrometer
Relative Humidity, RH	%RH	Maintain long term below 80 %, to prevent mould growth <sup>1</sup>	
Moisture in building materials (Note: detects surface moisture only, may not detect deeper moisture)	% Moisture	Threshold for mould growth: <sup>2</sup> Drywall, 0.7% Wood materials, 17%	Protimeter® Surveymaster Protimeter® MMS System Delmhorst® BD-2100
Airborne mould (spore trap method)	Spores per cubic metre of air	Compare test area to reference areas and outdoors <sup>3</sup> Consider water-damage indicator moulds Reference results of Pinchin Ambient Mould Index (PAMI)	Allergenco-D® sampler, laboratory analysis by Direct Microscope Examination

1 O.A.G. Adan, R.A. Samson (Editors): *Fundamentals of Mold Growth in Indoor Environments and Strategies for Healthy Living*. Wageningen, The Netherlands: Wageningen Academic Publishers, 2011

2 Macher, J. (Ed): *Bioaerosols, Assessment and Control*. Cincinnati OH: American Conference of Governmental Industrial Hygienists, 1999.

3 Health Canada: *Fungal Contamination in Public Buildings: Health Effects and Investigation Methods*. Ottawa ON: Health Canada, 2004.

**Table I – Parameters Tested, Recommended Limits and Instruments or Methods Used**

<b>Parameter</b>	<b>Unit of Measurement</b>	<b>Recommended Limit or Guide to Interpretation</b>	<b>Instrumentation or Test Method</b>
Mould in bulk samples (DME)	Presence or absence of Mould Growth, to genus, and Light, Moderate or Heavy density <sup>4</sup>	Current guidelines recommend remediation of all interior mould growth, regardless of species	Direct Microscope Examination with staining
Asbestos in bulk materials	% Asbestos	Threshold for mandatory precautions set in provincial regulations	Polarized Light Microscopy, dispersion staining

All air sampling pumps were calibrated before and after use.

### **2.3 Laboratory Analysis**

The analysis for mould was performed at the Pinchin Environmental Microbiology Laboratory, Mississauga. The Pinchin laboratory is independently accredited to ISO/IEC 17025:2005 for mould and bacteria analysis, by the American Industrial Hygiene Association Laboratory Accreditation Program LLC (AIHA LAP LLC) (Lab ID 158835)<sup>5</sup> and the Quebec government (Lab ID 495).<sup>6</sup>

The spore trap mould air sample results include a report from the Pinchin Ambient Mould Index database (PAMI) ©. PAMI is a compilation of over 36,000 outdoor spore trap mould air samples analysed in the Pinchin laboratory, since 2006. The database has been analysed by month and region (18 regions across Canada) to report statistical data on means, medians, confidence intervals, etc. As a measure of the ranges in outdoor mould concentrations, the PAMI data can assist in the interpretation of indoor mould air sample results.

The asbestos samples were analysed at the Pinchin Ltd. Asbestos Bulk Laboratory, Mississauga, Ontario. The analysis was performed in accordance with US EPA Test Method EPA/600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials, July 1993. The laboratory is independently accredited for the analysis of asbestos in bulk materials to ISO/IEC 17025/2005.<sup>7</sup>

Pinchin does not perform sampling of materials for silica, mercury, or Polychlorinated Biphenyls (PCBs).

<sup>4</sup> The density of mould growth is ranked by the Pinchin Environmental Microbiology Laboratory as: Light (covers less than about 10% of specimen); Moderate (covers 10-20% of specimen); or Heavy (covers more than about 20% of specimen).

<sup>5</sup> Accredited by the American Industrial Hygiene Association Laboratory Accreditation Program LLC (AIHA LAP LLC) under the Environmental Microbiology Laboratory Accreditation Program (EMLAP), for Bulk, Surface and Air testing for moulds, Escherichia coli, Legionella by the ISO 11731 method and for Legionella pneumophila by qPCR ISO 12869 method (Lab ID 158835).

<sup>6</sup> Accredited by the Quebec government under the Programme d'accréditation des laboratoires d'analyses (PALA) program for Air Microbiology – domains 601, 603, 604, 605 606.

<sup>7</sup> Accredited by the US National Voluntary Laboratory Accreditation Program (NVLAP Lab Code 101270-0).



### 3.0 FINDINGS

#### 3.1 Results of Interviews

Building occupants reported the following:

- The OPP moved into the office in the fall of 2020.
- A window leak had occurred prior to them moving into the space and has not in during the time OPP has occupied this Office.
- A peeled back piece of wallpaper revealed possible mould growth.

#### 3.2 Facility Description

Table II – Facility Description

Item	Details
Construction Date	1973,1988, 1881 and 2011
Number of Floors	3 and Basement
Structural Type	Steel, wood and concrete
Foundation Type	Concrete
Exterior Cladding	Brick, Slate and metal
HVAC	Forced Air and heat pumps
Roof	Pitched and flat
Flooring	Carpet, vinyl floor tile, ceramic tile and concrete
Interior Walls	Plaster and drywall
Ceilings	Lay-in ceiling tile

The facility was built at a time when asbestos-containing building materials were commonly used.

#### 3.3 Results of Inspections and Testing

This section presents the findings of the walkthrough investigation and any tests for mould, asbestos or lead. Appendix I presents the drawing. The analytical certificates for the mould tests are given in Appendix II. The results of the asbestos tests are given in Appendix III.

**Table III – OPP Office**

Temperature	18 °C	Extent of Mould Growth	25 ft <sup>2</sup>
Relative Humidity	40 %RH	Extent of Water Damage Including Mould Growth	2 ft <sup>2</sup>



Photo 1 - Carpet tiles were dry at the time of the investigation.



Photo 2 - North drywall wall was dry at the time of the investigation.



Photo 3 – Visible mould growth present on the wall paper and east drywall wall.



Photo 4 – Mould growth on the concealed side of the wallpaper and north drywall wall.

**Moisture Measurements**

Material/Location	Results	Material	Results
Drywall / North Wall	0.1% -- DRY	Drywall / North Wall	0.1% -- DRY
Drywall / East Wall	0.2% -- DRY	Drywall / East Wall	0.1% -- DRY
Carpet Tile	136 -- DRY	Concrete Subfloor	139 - DRY

**Sample Log**

Sample Type/ Location	Sample No.	Result
Bulk Mould/ East Drywall Wall	MB-01	Confirmed mould growth
Bulk Mould/ North Drywall Wall	MB-02	Confirmed mould growth
Asbestos/ Drywall Joint Compound	S-0001 A-C	None Detected
Asbestos/ Baseboard Mastic	S-0002 A-C	None Detected
Asbestos/ Carpet Mastic	S-0003 A-C	None Detected
Airborne Mould Spore Trap	ST-4125355	Not Impacted

**Table III – OPP Office**

**Observations and Comments**

Pinchin identified the presence of mould growth on the north and east perimeter drywall walls in the OPP office as detailed on the drawing.

Water damage was observed on the drywall windowsill.

Moisture meter measurements confirmed that the drywall walls, carpet tiles and concrete subfloor were dry at the time of the investigation.

**Table IV – Outdoors**

Temperature	-1 °C	
Relative Humidity	90 %RH	
<b>Sample Type/Location</b>	<b>Sample No.</b>	
	ST-4125357	

Photo 5 – 55 Zina Street, Orangeville, Ontario

**Observations and Comments**

Cloudy and snowy at time of inspection.

**3.4 Summary of Hazardous Materials**

Based on sampling and a review of available previous reports, the following is a summary of the designated substances, limited to the materials impacted the water damage.

*3.4.1 Asbestos*

No asbestos-containing materials are impacted by the remediation work.

*3.4.2 Lead*

No paints in the work area contain sufficient lead to require special precautions.

*3.4.3 Silica*

Materials that could contain silica are not impacted by the remediation work.

*3.4.4 Mercury*

Materials that could contain mercury are not impacted by the remediation work.



### 3.4.5 Polychlorinated Biphenyls

Materials that could contain PCBs are not impacted by the remediation work.

## 4.0 DISCUSSION

### 4.1 Discussion of Water Damage and Mould Growth

Pinchin identified the presence of mould growth on the north and east perimeter drywall walls in the OPP Office, and water damaged on the drywall windowsill on the east wall. Moisture meter measurements confirmed that the drywall walls, carpet tiles and concrete subfloor were dry at the time of the investigation.

The results of the mould air sample collected from the OPP Office were lower in spore concentration and similar in spore type when compared to the outdoor sample and Pinchin's Ambient Mould Index (PAMI). These results do not suggest that the indoor air quality was being negatively impacted by mould spores at the time of sampling.

The water damage and mould growth identified in this investigation were likely caused by a historic window leak. Pinchin recommends that the windows be checked for possible leaks and repairs made to prevent reoccurrence.

The spot measurements of relative humidity measured 40 %RH. The outdoor relative humidity averaged 90 %RH. Authorities recommend that long-term interior relative humidity be maintained below 80 %RH at all locations to avoid mould growth.

### 4.2 Mould Remediation and Inspection

Mould growth in buildings can be a risk factor for adverse health effects.<sup>8</sup> The mould growth found in this investigation should be remediated as soon as possible following currently accepted procedures. Pinchin recommends that mould remediation follow the procedures set by the Environmental Abatement Council of Ontario (EACO).<sup>9</sup> The work should be performed by a contractor with appropriate training, experience and insurance coverage. Ensure that remaining building materials are dry prior to reinstating mould-susceptible finishes, to prevent future mould growth.

Pinchin would be pleased to provide project management services to develop a remediation work plan and retain a specialized environmental abatement contractor. Pinchin could conduct a competitive bidding process to achieve the lowest possible price for the work. Proceeding in this manner will relieve the Client from taking on regulatory responsibility for contractor health and safety, and will reduce the risk of poor

---

<sup>9</sup> Environmental Abatement Council of Ontario: *Mould Abatement Guidelines*. Toronto, ON: EACO, 2004 (revised 2015).



contractor performance and possible cross-contamination. Pinchin recommends that the Client retain services for project management, as well as for inspection and testing of this project. Health Canada and other authorities recommend independent inspection of medium and large scale mould remediation, to protect the occupants and building from cross-contamination.

No hazardous building materials were identified that will be impacted by the remediation work; therefore, no additional precautions are required.

#### **4.3 Communication and Interim Risk Management**

The findings of this report should be communicated to the occupants as recommended by current mould guidelines, and in workplaces, as mandated by occupational health and safety legislation. The Client should consider any interim risk management actions that would be appropriate under the circumstances, until the mould growth can be remediated. Interim risk management might include isolating an area of the building, or relocating persons experiencing adverse health effects or with greater sensitivity to mould.

#### **5.0 RECOMMENDATIONS**

Pinchin offers the following recommendations to improve air quality in this building and address any mould growth or other microbial contamination found. Pinchin would be pleased to, make recommendations for remediation contractors, and provide services for the planning and inspection of the recommended remediation work.

1. Communicate the findings of this report to the occupants as required.
2. Consider any necessary steps for interim risk management, such as relocating staff from the OPP office until the mould remediation work is complete.
3. Conduct an investigation of the windows to determine the exact cause of the water infiltration and mould growth identified in the OPP Office.
4. Arrange for the preparation of a detailed Scope of Work for the mould remediation including any required asbestos precautions and finalize an inspection and oversight plan.
5. Arrange for the following mould remediation, following EACO Level 2 methods:
  - a. Remove and dispose of the building materials, including but not limited to wallpaper, carpet baseboard, drywall, insulation and vapour barrier from the north and east drywall walls in the OPP Office to a height of four feet and extending one foot past any visible water damage and/or mould growth.
  - b. Remove and dispose of the water damaged drywall around the window sill on the east wall extending one foot past any visible water damage and/or mould growth.



- c. Remove and dispose of the carpet tiles adjacent to the north and east walls.  
Clean the subfloor below.
6. Finalize an inspection and testing plan to document the mould remediation. To confirm, Pinchin will perform inspections at the following stages:
  - a. Clean Site Preparation
  - b. Post-Remediation Inspection
7. Clean the floors, other building surfaces, furnishings and contents in areas immediately adjacent to the remediation work area(s), following normal custodial practices.
8. Implement drying procedures as necessary. Ensure all surfaces are dry before installation of new finishes.

## 6.0 TERMS AND LIMITATIONS

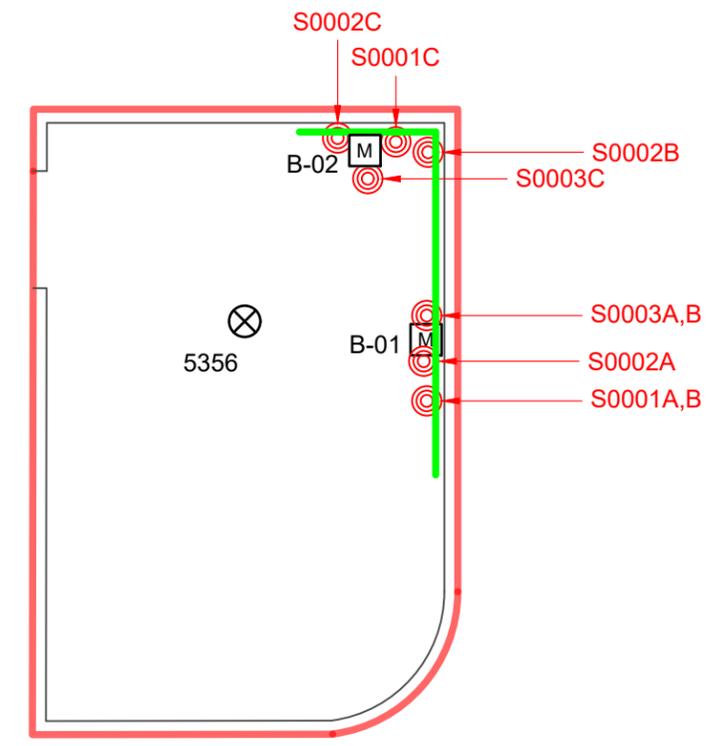
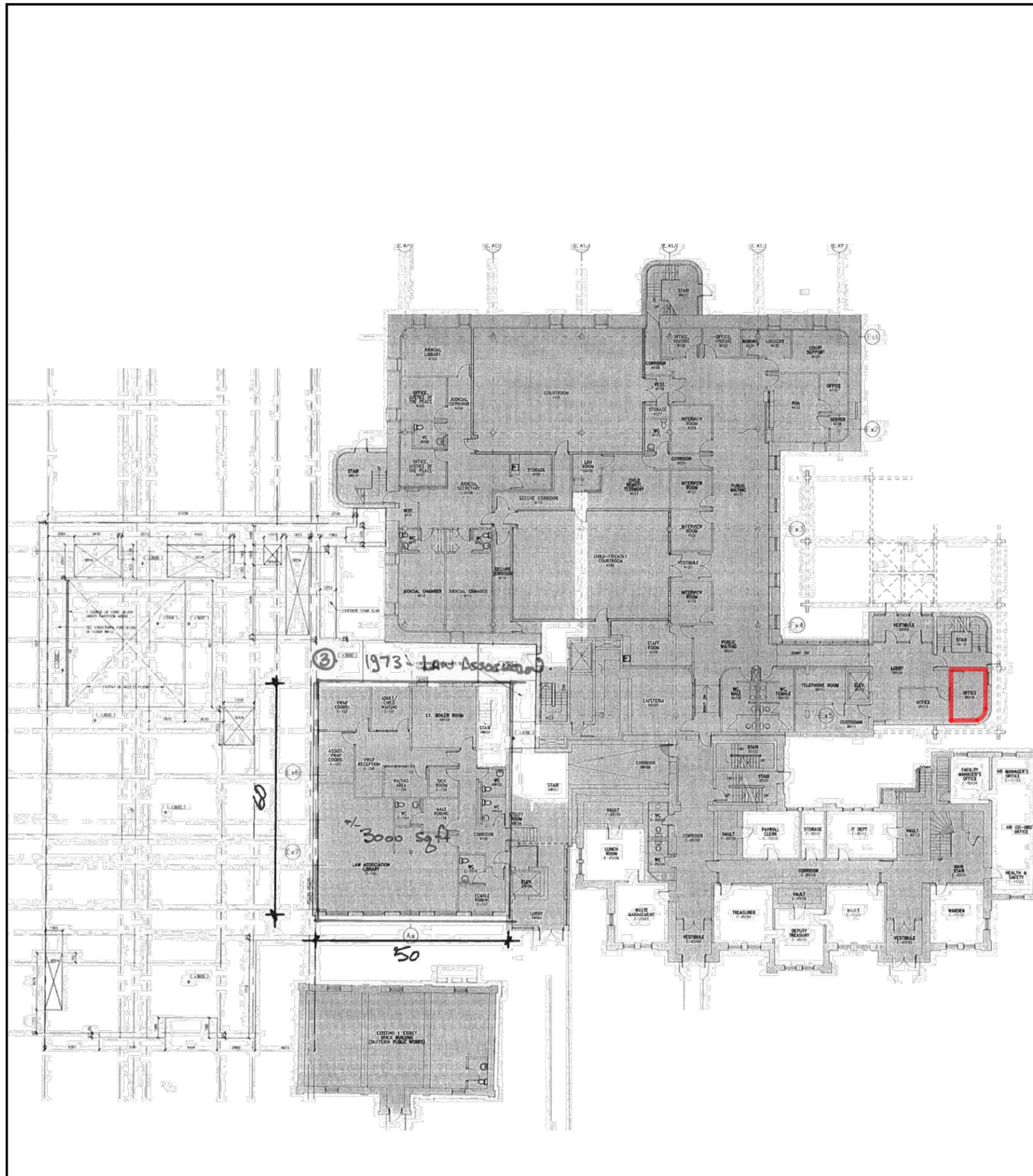
This work was performed subject to the Terms and Limitations presented or referenced in the proposal for this project.

Information provided by Pinchin is intended for Client use only. Pinchin will not provide results or information to any party unless disclosure by Pinchin is required by law. Any use by a third party of reports or documents authored by Pinchin or any reliance by a third party on or decisions made by a third party based on the findings described in said documents, is the sole responsibility of such third parties. Pinchin accepts no responsibility for damages suffered by any third party as a result of decisions made or actions conducted. No other warranties are implied or expressed.

\\PIN-HAM-FS01\job\285000s\0285044.000 CountyofDufferin,55Zina,IEQ,MLD\Deliverables\285044 - Investigation of Mould Growth , 55 Zina, Orangeville, County of Dufferin, Dec 23, 20.docx

Template: Master Mould Investigation Report, IEQ, October 7, 2020

**APPENDIX I**  
**Drawing**



- LEGEND**
- SURVEY BOUNDARY/ASSESSED AREA
  - ⊙ ASBESTOS BULK SAMPLE
  - ⊗ SPORE TRAP MOULD AIR SAMPLE
  - M MOULD BULK SAMPLE
  - MOULD GROWTH ON WALL

LEGEND IS COLOUR DEPENDENT.  
NON-COLOUR COPIES MAY ALTER  
INTERPRETATION.



PROJECT NAME: <b>MOULD INVESTIGATION</b>	
CLIENT NAME: <b>COUNTY OF DUFFERIN CORPORATION</b>	
PROJECT LOCATION: <b>55 ZINA STREET ORANGEVILLE, ON</b>	
FIGURE NAME: <b>FIRST FLOOR OPP OFFICE</b>	
PROJECT NUMBER: <b>285044</b>	SCALE: <b>NOT TO SCALE</b>
DRAWN BY: <b>SR</b>	REVIEWED BY: <b>MS</b>
DATE: <b>DECEMBER 2020</b>	FIGURE NUMBER: <b>1 OF 1</b>

**APPENDIX II**  
**Results of Mould Samples**



2470 Milltower Court  
Mississauga, ON L5N 7W5  
Tel: (905) 363-0678  
Fax: (905) 363-0681

## Certificate of Analysis

Pinchin Environmental Microbiology Laboratory



Laboratoire d'analyse  
accrédité par le  
gouvernement du Québec



Lab ID# 495

**CUSTOMER:** Michelle Salt  
**COMPANY:** Pinchin Ltd.  
**ADDRESS:** 680 Bayview Drive  
Barrie, ON L4N 9A6

**PROJECT NAME:** 55 Zina Street, Orangeville, ON  
**TYPE OF SAMPLES:** AllergencoD  
**NO. OF SAMPLES:** 4  
**DATE COLLECTED:** December 4, 2020  
**DATE RECEIVED:** December 7, 2020  
**DATE ANALYSED:** December 10, 2020  
**DATE REPORTED:** December 10, 2020

**PROJECT NO:** 285044  
**LAB REFERENCE NO:** m242585  
**ANALYST:** Partinder Puri, B.Sc.  
Environmental Microbiologist  
**REVIEWER:** Rawah Naeem, M.Sc.  
Environmental Microbiologist

**CONDITION OF SAMPLES ON RECEIPT:** Acceptable

### Method of Analysis: Analysis of Air Samples for Fungal Spores (SOP: DME-SPT, Rev. 13, December 18, 2019)

This SOP is based on the method described in the AIHA's "Field Guide for the Determination of Biological Contaminants in the Environmental Samples" and also partially on the ASTM method D7391-09. The cassette slide with the trace (area impacted with air) facing upwards is fixed on a clean microscope slide. It is stained with lactophenol cotton blue or lactofuschin, and then scanned under low power magnification to locate the trace and to give the analyst an idea of the diversity of the spores. The final analysis is performed at X630/X600 magnification by counting the different spores along a number of traverses or fields of view to cover at least 25% of the sample. A lower percentage of the sample is counted if it is overloaded. Raw counts are converted to spores/m<sup>3</sup> of air. Counts of fungal fragments and pollens are not computed in the total. Spores lacking unique characteristics for identification are reported as "Unidentified spores". Spores showing features of specific groups are recorded under the respective groups such as "Unidentified Basidiospores or Unidentified Ascospores". Spores occurring in chains are counted individually. Spores of *Aspergillus* and *Penicillium* (and others such as *Acremonium*, *Paecilomyces*) are indistinguishable.

A scale of 0 to 5 is used to rate abundance of non-fungal material, with 5 indicating the largest amount. Large amounts of non-fungal material may obscure small spores. Therefore, counts from samples with 4-5 non-fungal material may be treated as undercounts. Except for blanks, samples with no detected spores are recorded as "less than the analytical sensitivity" (AS). Results are not corrected for blanks. Estimation of the measurement of uncertainty is available upon request.

### Comments/Observations (if any):

- Notes:**
1. The result(s) relate only to the sample(s) tested.
  2. This test report shall not be reproduced except in full, without written approval of the laboratory.
  3. Services are subject to Pinchin Ltd. Standard Terms and Conditions for Laboratory Services.



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# Certificate of Analysis

Pinchin Environmental Microbiology Laboratory



Laboratoire d'analyse  
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gouvernement du Québec



DATE ANALYSED:

December 10, 2020

ANALYST: Partinder Puri, B.Sc.

PROJECT NO: 285044

LAB REFERENCE NO: m242585

Customer Sample No:	4125357			4125356			4125355			4125358					
Lab Sample ID:	m242585-1			m242585-2			m242585-3			m242585-4					
Description	Outdoor			OPP Office			Reference			Blank					
Total Air Volume (L)	150			150			150			N/A					
% of Sample Counted	25.5			25.5			25.5			25.5					
Fungal spores identified	raw ct.	%	ct./m <sup>3</sup>	raw ct.	%	ct./m <sup>3</sup>	raw ct.	%	ct./m <sup>3</sup>	raw ct.	%	ct./m <sup>3</sup>	raw ct.	%	ct./m <sup>3</sup>
<i>Alternaria</i>															
Ascospores non- specified	1	13	26	1	100	26									
Aspergillus/ Penicillium-like	3	38	78												
Basidiospores non- specified	2	25	52												
<i>Botrytis</i>															
<i>Chaetomium</i>															
<i>Cladosporium</i>	2	25	52												
<i>Coprinus</i>															
Drechslera/Bipolaris Group															
<i>Epicoccum</i>															
<i>Fusarium</i>															
<i>Ganoderma</i>															
Non-specified spores															
<i>Oidium</i>															
<i>Periconia</i> /Myxomycetes															
<i>Pithomyces</i>															
<i>Polythrincium</i>															
Rusts															
<i>Stachybotrys</i>															
<i>Ulocladium</i>															
Pollens															
Fungal fragments							1		26						
Non-fungal material	2			3			2								
Spores/sample	8			1											
<b>TOTAL SPORES/M<sup>3</sup></b>			210			26			< A.S.	No fungal spores					
<b>A.S. (SPORES/M<sup>3</sup>)</b>			26			26			26						

Note: 1. Samples analysed at 630X or 600X magnification. 2. A.S. = Analytical Sensitivity  
3. Total spores/m<sup>3</sup> and counts/m<sup>3</sup> reported to two significant figures where applicable



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 1.855.PINCHIN www.pinchin.com

**Environmental Microbiology Laboratory**  
 Chain of Custody Form

m242585

<b>REPORT RESULTS TO</b>	Contact: Michelle Salt			Dept:		
	Company: Pinchin Ltd			Tel: 249-359-5185	Fax:	
	Mailing Address: 680 Bayview Dr			E-mail: msalt@pinchin.com		
	City: Barrie	Prov: ON	Postal Code: L4N 9A6	Customer Job / P.O. #: 285044		

<b>Special Instructions:</b>			Project: 55 Zina Street, Oranville, ON		
Report Language: English <input checked="" type="checkbox"/>	French <input type="checkbox"/>	No. Samples Submitted:	Invoice To: msalt@pinchin.com		

ANALYSIS TYPES					
<input checked="" type="checkbox"/> Total Fungal Particulate (Spore count and Identification)			<input type="checkbox"/> Bacteria (Quantification/Gram staining)		
<input checked="" type="checkbox"/> Direct Microscope Examination (Fungal)			<input type="checkbox"/> Heterotrophic Plate Counts (HPC)		
<input type="checkbox"/> Direct Microscope Examination (Particulate):	a. Quantitative	<input type="checkbox"/> E.coli/Total Coliforms			
	b. Qualitative	<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Fungal Quantification & Identification (Anderson/RCS)					

Sample#	Description	Date Sampled	Vol (L) or Area (cm <sup>2</sup> )	TAT		FOR LAB USE ONLY LAB #
				REG.	RUSH	
4125357	Outdoor	12/4/20	150 L	X		m242585-1
4125356	OPP Office	12/4/20	150 L	X		-2
4125355	Reference	12/4/20	150 L	X		-3
4125358	Blank	12/4/20		X		-4
B-01	OPP Office - East Wall	12/4/20		X		
B-02	OPP Office - North Wall	12/4/20		X		

<b>CHAIN OF CUSTODY</b>	Collected by: Michelle Salt	<b>FOR LAB USE ONLY:</b>				
	Relinquished by: MS	Date/Time: 12/4/20	Received by: <u>2</u>	Date/Time: 12/7/20	9:30am	
	Method of Shipment: Purolator	Sample Condition Upon Receipt:		Acceptable <input checked="" type="checkbox"/> Other (explain) <input type="checkbox"/>		

Authorized by: [Signature] Date: 12/9/20  
 Customer Signature MUST Accompany Request. Customer accepts Pinchin Ltd. Standard Terms and Conditions for Laboratory Services (see over)

*Reviewed*  
 12/10/20

# Pinchin Ambient Mould Index (PAMI) ©

<b>Region:</b>	Central Ontario
<b>Month:</b>	December
<b># Samples:</b>	159
<b>Period:</b>	2006 – 2018

Mould/Groups Recorded	Frequency of detects (%)	Min (spores/m <sup>3</sup> )	5 <sup>th</sup> percentile (spores/m <sup>3</sup> )	50 <sup>th</sup> percentile (spores/m <sup>3</sup> )	95 <sup>th</sup> percentile (spores/m <sup>3</sup> )	Max (spores/m <sup>3</sup> )
Cladosporium	52.20	26	26	79	479	1439
Aspergillus/Penicillium-like	50.31	26	26	78	400	791
Basidiospores non-specified	42.14	26	26	110	2790	26000
Ascospores non-specified	27.04	26	26	52	434	1081
Non-specified spores	24.53	26	26	26	163	607
<i>Periconia/Myxomycetes/Smuts</i>	7.55	26	26	39	161	260
<i>Alternaria</i>	3.77	26	26	26	72	79
<i>Epicoccum</i>	3.14	26	26	52	74	79
<i>Coprinus</i>	1.89	26	31	79	79	79
<i>Stachybotrys</i>	1.26	26	28	39	51	52
<i>Arthrinium</i>	1.26	26	26	26	26	26
<i>Ganoderma</i>	0.63	53	53	53	53	53
<i>Ulocladium</i>	0.63	26	26	26	26	26
<i>Fusicladium</i>	0.63	26	26	26	26	26

Based on detection limit of 26 spores per cubic metre of air.

The Pinchin Ambient Mould Index (PAMI) ©, is a measure of "typical" outdoor mould air quality, and can assist in the interpretation of indoor mould air samples. PAMI is derived from over 30,000 outdoor mould spore trap air samples analysed in the Pinchin Environmental Microbiology Laboratory over the period shown above. This data is analysed on a monthly basis for 18 regions across Canada, based on a minimum of 30 samples per region per month.

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Laboratoire d'analyse  
accrédité par le  
gouvernement du Québec



## Pinchin Environmental Microbiology Laboratory *Certificate of Analysis*

**CUSTOMER:** Michelle Salt  
**COMPANY:** Pinchin Ltd.  
**ADDRESS:** 680 Bayview Drive  
Barrie, ON L4N 9A6

<b>PROJECT NAME:</b> 55 Zina Street, Orangeville, ON	
<b>PROJECT NO.:</b> 285044	<b>LAB REFERENCE NO.:</b> m242586
<b>TYPE OF SAMPLE(S):</b> BULK	<b>SAMPLE CONDITION:</b> Acceptable
<b>DATE COLLECTED:</b> December 4, 2020	<b>DATE RECEIVED:</b> December 7, 2020
<b>DATE ANALYSED:</b> December 10, 2020	<b>DATE REPORTED:</b> December 10, 2020
<b>ANALYST:</b> Partinder Puri, B.Sc.	<i>Pur</i>
<b>TITLE:</b> Environmental Microbiologist	
<b>REVIEWER:</b> Rawah Naeem, M.Sc.	<i>RN</i>
<b>TITLE:</b> Environmental Microbiologist	

**Method of Analysis: Analysis of Bulk and Tape-lift Samples by Direct Microscope Examination (SOP: DME-BLK, Rev. 9, December 18, 2019)**

This SOP is based on methods described in: "AIHA's Field Guide for Determination of Biological Contaminants in Environmental Samples", "Samson et al's Food and Indoor Fungi", and the "IRRSST method 360". Bulk samples are scanned under a stereomicroscope for the presence of mould growth; cellotape samples taken from these are mounted on glass slides and examined under light microscope at X400, X600 (630) or X1000 magnifications as appropriate. Moulds are identified to the genus using keys in relevant books and literature. Mould growth is assessed as Heavy, Moderate or Slight by examining the mycelium cover on the sample and/or the slide preparations. Some moulds may be difficult to identify from bulk samples and these are reported as "Unidentified mould". Spores observed in the absence of an established mycelium are identified whenever possible and rated as "few" for 5-50 spores or "masses" for >50 spores. Results are not corrected for blanks. Estimation of uncertainty is provided upon request.

**COMMENTS/OBSERVATIONS (IF ANY):**

- Notes:**
1. The result(s) relate only to the sample(s) tested.
  2. This test report shall not be reproduced except in full, without written approval of the laboratory.
  3. Services are subject to Pinchin Ltd. Standard Terms and Conditions for Laboratory Services.



2470 Milltower Court  
 Mississauga, ON L5N 7W5  
 Tel: (905) 363-0678  
 Fax: (905) 363-0681



Laboratoire d'analyse  
 accrédité par le  
 gouvernement du Québec



**Pinchin Environmental Microbiology Laboratory  
 Certificate of Analysis**

**CUSTOMER:** Michelle Salt

**PROJECT NAME:** 55 Zina Street, Orangeville, ON

**LAB REFERENCE NO:** m242586

**PROJECT NO.:** 285044

**DATE ANALYSED:** December 10, 2020

**ANALYST:** Partinder Puri, B.Sc.

**RESULTS FOR BULK DME ANALYSIS**

Customer Sample No.	Lab Sample ID.	Description	Mould Identified, in Rank Order	Comments (if any)
B-01	m242586-1	OPP Office - East wall	<i>Acremonium</i> sp <i>Aspergillus</i> sp <i>Chaetomium</i> sp <i>Stachybotrys</i> sp	Heavy growth
B-02	m242586-2	Opp Office - North wall	<i>Chaetomium</i> sp <i>Aspergillus</i> sp	Heavy growth

Signature of Analyst:



2470 Milltower Court  
 Mississauga, ON L5N 7W5  
 tel: 905.363.0678 fax: 905.363.0681  
 1.855.PINCHIN www.pinchin.com

**Environmental Microbiology Laboratory**  
 Chain of Custody Form

m242586

REPORT RESULTS TO	Contact: Michelle Salt			Dept:	
	Company: Pinchin Ltd			Tel: 249-359-5185	Fax:
	Mailing Address: 680 Bayview Dr			E-mail: <a href="mailto:msalt@pinchin.com">msalt@pinchin.com</a>	
	City: Barrie	Prov: ON	Postal Code: L4N 9A6	Customer Job / P.O. #: 285044	

<b>Special Instructions:</b>			Project: 55 Zina Street, Oranville, ON ✓	
Report Language: English <input checked="" type="checkbox"/>	French <input type="checkbox"/>	No. Samples Submitted:	Invoice To: <a href="mailto:msalt@pinchin.com">msalt@pinchin.com</a>	

ANALYSIS TYPES	
<input checked="" type="checkbox"/> Total Fungal Particulate (Spore count and Identification)	<input type="checkbox"/> Bacteria (Quantification/Gram staining)
<input checked="" type="checkbox"/> Direct Microscope Examination (Fungal)	<input type="checkbox"/> Heterotrophic Plate Counts (HPC)
<input type="checkbox"/> Direct Microscope Examination (Particulate): a. Quantitative b. Qualitative	<input type="checkbox"/> E.coli/Total Coliforms
<input type="checkbox"/> Fungal Quantification & Identification (Anderson/RCS)	<input type="checkbox"/> Other: _____

Sample#	Description	Date Sampled	Vol (L) or Area (cm <sup>2</sup> )	TAT		FOR LAB USE ONLY LAB #
				REG.	RUSH	
4125357	Outdoor	12/4/20	150 L	X		
4125356	OPP Office	12/4/20	150 L	X		
4125355	Reference	12/4/20	150 L	X		
4125358	Blank	12/4/20		X		
B-01	OPP Office – East Wall	12/4/20		X		m242586-1
B-02	OPP Office – North Wall	12/4/20		X		-2

CHAIN OF CUSTODY	Collected by: Michelle Salt	FOR LAB USE ONLY:			
	Relinquished by: MS	Date/Time: 12/4/20	Received by: <u>21</u>	Date/Time: 12/7/20	9:30am
	Method of Shipment: Purolator	Sample Condition Upon Receipt:		Acceptable <input checked="" type="checkbox"/>	Other (explain) <input type="checkbox"/>

Authorized by: [Signature] Date: 12/9/20  
 Customer Signature MUST Accompany Request. Customer accepts Pinchin Ltd. Standard Terms and Conditions for Laboratory Services (see over)

**APPENDIX III**  
**Results of Asbestos Samples**



## Pinchin Ltd. Asbestos Laboratory Certificate of Analysis

Project Name:	Corporation of the County of Dufferin, 55 Zina Street, Orangeville, ON		
Project No.:	0285044.000		
Prepared For:	M. Salt	Date Received:	December 7, 2020
Lab Reference No.:	b242682	Date Analyzed:	December 14, 2020
Analyst(s):	T. Tran	# Samples submitted:	9
		# Phases analyzed:	9

### Method of Analysis:

#### **EPA 600/R-93/116 - Method for the Determination of Asbestos in Bulk Building Materials dated July, 1993**

Bulk samples are checked visually and scanned under a stereomicroscope. Slides are prepared and observed under a Polarized Light Microscope (PLM) at magnifications of 40X, 100X or 400X as appropriate. Asbestos fibres are identified by a combination of morphology, colour, refractive index, extinction, sign of elongation, birefringence and dispersion staining colours. A visual estimate is made of the percentage of asbestos present. A reported concentration of less than (<) the regulatory threshold indicates the presence of confirmed asbestos in trace quantities, limited to only a few fibres or fibre bundles in an entire sample. This method complies with provincial regulatory requirements where applicable. Multiple phases within a sample are analyzed and reported separately.

All bulk samples submitted to this laboratory for asbestos analysis are retained for a minimum of three months. Samples may be retrieved, upon request, for re-examination at any time during that period.

The Pinchin Ltd. Mississauga asbestos laboratory is accredited by the National Institute of Standards and Technology, National Voluntary Laboratory Accreditation Program (NVLAP Lab Code 101270-0) for the 'EPA – 40 CFR Appendix E to Subpart E of Part 763, Interim Method of the Determination of Asbestos in Bulk Insulation Samples,' and the 'EPA 600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials'; and meets all requirements of ISO/IEC 17025:2017.

This report relates only to the items tested.

**NOTE:** *This test report may not be reproduced, except in full, without the written approval of the laboratory. The client may not use this report to claim product endorsement by NVLAP or any agency of the U.S. Government. This report is valid only when signed in blue ink by the analyst. Vinyl asbestos floor tiles contain very fine fibres of asbestos and may be missed by some laboratories using the PLM method. Internal verification studies performed by Pinchin indicate that the chance of missing asbestos in floor tiles is no higher than about 2%. The vinyl tile study and laboratory documentation on measurement uncertainty is available upon request. The analysis of dust samples by PLM cannot be used as an indicator of past or present airborne asbestos fibre levels.*



## Pinchin Ltd. Asbestos Laboratory Certificate of Analysis

**Project Name:** Corporation of the County of Dufferin, 55 Zina Street, Orangeville, ON  
**Project No.:** 0285044.000  
**Prepared For:** M. Salt

**Lab Reference No.:** b242682  
**Date Analyzed:** December 14, 2020

### BULK SAMPLE ANALYSIS

SAMPLE IDENTIFICATION	SAMPLE DESCRIPTION	% COMPOSITION (VISUAL ESTIMATE)	
		ASBESTOS	OTHER
S0001A Drywall and Joint Compound, OPP Office - East Wall	Homogeneous, white, drywall joint compound.	None Detected	Non-Fibrous Material > 75%
S0001B Drywall and Joint Compound, OPP Office - East Wall	Homogeneous, white, layered, drywall joint compound.	None Detected	Non-Fibrous Material > 75%
Comments:	Cellulose is present on the surface of this sample.		
S0001C Drywall and Joint Compound, OPP Office - North Wall	Homogeneous, off-white, layered, drywall joint compound.	None Detected	Non-Fibrous Material > 75%
Comments:	Cellulose is present on the surface of this sample.		
S0002A Baseboard Mastic, OPP Office	Homogeneous, brown, mastic material.	None Detected	Non-Fibrous Material > 75%
Comments:	Cellulose is present on the surface of this sample.		
S0002B Baseboard Mastic, OPP Office	Non-homogeneous, brown and beige, mastic material.	None Detected	Non-Fibrous Material > 75%
Comments:	Cellulose is present on the surface of this sample.		
S0002C Baseboard Mastic, OPP Office	Homogeneous, brown, mastic material.	None Detected	Non-Fibrous Material > 75%
Comments:	Cellulose is present on the surface of this sample.		
S0003A Carpet Mastic, OPP Office	Homogeneous, yellow, soft, sticky material.	None Detected	Non-Fibrous Material > 75%



**Pinchin Ltd. Asbestos Laboratory**  
***Certificate of Analysis***

**Project Name:** Corporation of the County of Dufferin, 55 Zina Street, Orangeville, ON  
**Project No.:** 0285044.000  
**Prepared For:** M. Salt

**Lab Reference No.:** b242682  
**Date Analyzed:** December 14, 2020

**BULK SAMPLE ANALYSIS**

SAMPLE IDENTIFICATION	SAMPLE DESCRIPTION	% COMPOSITION (VISUAL ESTIMATE)	
		ASBESTOS	OTHER
S0003B Carpet Mastic, OPP Office	Non-homogeneous, yellow and grey, soft, sticky material and levelling compound.	None Detected	Non-Fibrous Material > 75%
S0003C Carpet Mastic, OPP Office	Non-homogeneous, yellow, soft and hard, sticky material.	None Detected	Non-Fibrous Material > 75%

**Reviewed by:**

**Reporting Analyst:**

Analyzed by: *[Signature]*  
 Reviewed by: *[Signature]*  
 Report Sent by: *[Signature]*

**Pinchin Ltd. - Asbestos Laboratory  
 Internal Asbestos Bulk Sample Chain of Custody**

<b>Client Name:</b>	Corporation of the County of Dufferin	<b>Project Address:</b>	55 Zina, Orangeville, ON
<b>Portfolio/Building No:</b>		<b>Pinchin File:</b>	285044
<b>Submitted by:</b>	Michelle Salt	<b>Email:</b>	msalt@pinchin.com
<b>CC Results to:</b>		<b>CC Email:</b>	
<b>Date Submitted:</b>	December 4 2020	<b>Required by:</b>	December 11 2020
<b># of Samples:</b>	9	<b>Priority:</b>	5 Day Turnaround
<b>Year of Building Construction (Mandatory, Years ONLY):</b>	1973		
<b>Do NOT Stop on Positive (Sample Numbers):</b>			
<b>Pinchin Group Company (Mandatory Field):</b>	Pinchin		
<b>HMIS2 Building Reference #:</b>			

**To be Completed by Lab Personnel Only:**

<b>Lab Reference #:</b>	0292682	<b>Time:</b>	24 hour clock
<b>Received by:</b>	DEC 17 2020 <i>[Signature]</i>	<b>Date:</b>	Month Day Year
<b>Name(s) of Analyst(s):</b>	Thuan		Dec 14/20

Sample Prefix	Sample No.	Sample Suffix	Sample Description/Location (Mandatory)	
S	0001	A	Drywall and Joint Compound, OPP Office - East Wall	ND
S	0001	B	Drywall and Joint Compound, OPP Office - East Wall	<del>ND</del> ND
S	0001	C	Drywall and Joint Compound, OPP Office - North Wall	<del>ND</del> ND
S	0002	A	Baseboard Mastic, OPP Office	ND
S	0002	B	Baseboard Mastic, OPP Office	ND
S	0002	C	Baseboard Mastic, OPP Office	ND
S	0003	A	Carpet Mastic, OPP Office	ND
S	0003	B	Carpet Mastic, OPP Office	ND
S	0003	C	Carpet Mastic, OPP Office	ND



## Orangeville Police Service

Badge Number	Employee Name	Position
93	Archer , Mary Lou	Sergeant
85	BARLAS , CHRIS	First Class Constable
502	Black, Brian	Special Constable
106	Brennen , Hugh	First Class Constable
113	Chartrand , Simon	First Class Constable
54	Davis , Scott	First Class Constable
72	Dellelce , Thomas	First Class Constable
99	Dent , Luke	First Class Constable
34	DRYDEN , CHRISTOPHER	Sergeant
41	Fry , Douglas	Sergeant
523	German, Kelly	Special Constable
2	Gilfoy, Leah	Deputy Chief
75	Giovannetti , James	First Class Constable
450	Gray, Joshua	Special Constable
80	Hobor , Jodee	First Class Constable
63	HOLMES , GLENN	First Class Constable
68	KACHIK , MATTHEW	Sergeant
1	Kalinski, Wayne	Chief
76	Kennedy , Jonathan	First Class Constable
87	Kett , Ryan	First Class Constable
109	Latimer , Shawn	First Class Constable
115	Ledat , Michael	First Class Constable
111	Lemcke , Bruce	Third Class Constable
415	Lemcke, William	Special Constable
90	MAY , ANDREW	First Class Constable

104	McLagan , David	Staff Sergeant
102	Michlouski , Nikolas	First Class Constable
77	MIGUEIS , DANIEL	First Class Constable
82	MOORE , JASON	Sergeant
66	MULLIGAN , PATRICK	First Class Constable
412	Parr, Andrea	Special Constable
116	Pencarinha , Terri-Ann	First Class Constable
103	Phelps , John	First Class Constable
67	Phillips , Steven	Sergeant
107	Ridgway , Jeff	First Class Constable
110	Roy , Steven	First Class Constable
419	Stevens, Richard	Special Constable
112	Talbot , Peter	First Class Constable
517	Vanasse, Peter	Special Constable
48	WHITE , LINDSAY	Staff Sergeant
100	Wile , Blair	First Class Constable
97	Wrigley , Matthew	First Class Constable

Start Year	End Year
2009	2020
2008	2020
2004	2020
2015	2020
2017	2020
2001	2020
2005	2020
2012	2020
1990	2020
1998	2020
2012	2020
2018	2020
2005	2020
2015	2020
2007	2020
2003	2020
2004	2020
2011	2020
2005	2020
2008	2020
2015	2020
2018	2020
2017	2020
1997	2020
2009	2020

2014	2020
2014	2020
2006	2020
2007	2020
2002	2020
1993	2020
2018	2020
2014	2020
2003	2020
2015	2020
2016	2020
1999	2020
2017	2020
2008	2020
2001	2020
2013	2020
2012	2020

# Orangeville Police Services Board Regular Meeting

(Public Session)

**Location** – Electronic Participation Conducted Online Via Microsoft Teams

Conference ID: 617149736#

Telephone No: 1 (289) 801-5774

**Date/Time** – Tuesday October 20, 2020 @ 5:00 p.m.

### Members Present

T. Taylor, Chair  
I. McSweeney, Vice-Chair  
S. Brown  
M. Rose  
K. Krakar

### Staff /Invited Guests Present

Acting Detachment Commander  
Nicole Randall  
  
Nandini Syed

### 1. Call to Order

Chair Taylor called the meeting to order at 5:05 p.m.

### 2. Disclosures of (Direct or Indirect) Pecuniary Interest

None

### 3. Preliminary Matters

None

### 4. Approval of Agenda

Recommendation: Revisions proposed by Vice-Chair McSweeney

Motion that the Board approve the revised Agenda for the October 20, 2020 Orangeville Police Services Board Regular (Public Session) Meeting.

Moved by Member Rose  
Seconded by Member Krakar

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Rose	-Yes
Member Brown	-Yes
Member Krakar	-Yes

Carried

### 5. In-Camera Meeting

Recommendation: Convene into In-Camera Session

Motion that at 4:00 p.m. the Board shall convene into the in-camera session of this meeting under Part III, Section 35(4) of the Police Services Act.

Moved by Member Brown  
Seconded by Member Rose

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

### 6. Public Session

Recommendation: Convene into Public Session

Motion that at 5:05 p.m. the Board shall convene into the public session of this meeting.

Moved by Member Brown  
Seconded by Member Rose

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

## 6.1 Guest Speaker – Mr. Duane Sprague

Board review and discussion – Duane Sprague (the Board’s contact at the Ministry) provided documents and a presentation to assist the Board in understanding its new role/responsibilities under the s. 10 vs section 31 PSA governance structure following the Oct 1/20 disbandment.

Recommendation:

Motion that the Board receive and discuss the documentation and presentation provided by Duane Sprague.

Moved by Member Rose

Seconded by Vice-Chair McSweeney

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

## 6.2 Midland Police Services Board Budget

Board review and discussion – Presentation by Chair Taylor of budget materials from Chair of Midland PSB (George Dixon) and Chair Taylor’s discussions with Town Treasurer re OPSB 2021 budget. In particular the Midland budget shows that in the 2 years following Midland’s transition to a s. 10 board its PSB expense actuals were considerably less than budget in each year as the board acclimatized to its new role.

Recommendation:

Motion that the Board receive and discuss the materials and presentation.

Moved by Member Rose

Seconded by Vice-Chair McSweeney

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

### 6.3 Gifts for the Orangeville Police Service

Board review and discussion – The Board considered whether there was room in its 2020 budget to present small gifts to the uniformed OPS officers for their dedicated service pre-disbandment. A proposal was tabled for gifts estimated to cost \$23,295.49.

Recommendation:

Motion that the Board consider a modest expenditure for such gifts and that Chair Taylor investigate further options and report back to the Board.

Moved by Chair Taylor  
Seconded by Member Krakar

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

### 6.4 Orangeville Police Tunic/Dress Uniform Update

Board review and discussion – Following review of recommendations from Chair Taylor and Chief Kalinski, the consensus of the Board was to allow officers to keep their dress tunics post-disbandment.

Recommendation:

Motion that the Board permit OPS officers to keep their dress tunics post-disbandment.

Moved by Member Brown  
Seconded by Member Krakar

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

### 6.5 OPP Transition Update – Global News Report

Recommendation:

Motion that the Board receive and review the Global News Report regarding OPP transition.

Moved by Member Rose  
Seconded by Member Krakar

Chair Taylor -Yes  
Vice-Chair McSweeney -Yes

Member Brown -Yes  
Member Rose -Yes  
Member Krakar -Yes

Carried

### 6.6 Community Safety Grant

Recommendation:

That the Board receive the Community Safety Grant sent from Chief Kalinski.

Moved by Member Brown  
Seconded by Member Krakar

Chair Taylor -Yes  
Vice-Chair McSweeney -Yes  
Member Brown -Yes  
Member Rose -Yes  
Member Krakar -Yes

Carried

### 6.7 Records Retention Archival Agreement with the Town of Orangeville

Board review and discussion – Report on status from Vice-Chair McSweeney

Recommendation:

Motion that the Board receive the signed Agreement from the Town.

Moved by Member Brown  
Seconded by Member Krakar

Chair Taylor -Yes  
Vice-Chair McSweeney -Yes  
Member Brown -Yes  
Member Rose -Yes  
Member Krakar -Yes

Carried

**6.8 Complaint from Orangeville Resident Re: Problem Intersection**

Board review and discussion – Chair Taylor updated the Board on intersection complaints.

Recommendation:

Motion that the Board review and receive the complaint from Orangeville resident re: Problem Intersection.

Moved by Member Brown  
Seconded by Member Krakar

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**6.9 Towing Plan – Update by Inspector Randall**

Board review and discussion – Inspector Randall updated the Board on towing issues and plan based on by-law and licensing proposals and report to stakeholders.

Recommendation:

Motion that the Board review and receive report to stakeholders and the update.

Moved by Member Krakar  
Seconded by Member Brown

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**6.10 Letter Re: The decommission of Radar, Orangeville Police Service Dog**

Recommendation:

Motion that the Board receive the letter Re: The Decommission of Radar, Orangeville Police Service Dog.

Moved by Member Krakar  
Seconded by Member Brown

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**7. Pass Any Motions Developed in Closed Session**

None

**8. Adoption of Minutes of Previous Board Meetings**

**8.1 Minutes from the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday September 15, 2020**

Recommendation:

Motion that the Minutes from the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday September 15, 2020 be approved.

Moved by Member Krakar  
Seconded by Member Brown

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**8.2 Minutes from the Orangeville Police Services Board Regular Meeting (Public Session) held on Tuesday August 18, 2020**

Recommendation:

Motion that the minutes from the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday August 18, 2020 be approved.

Moved by Member Rose  
Seconded by Member Brown

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

## 9. Accounts and Financial Statements

### 9.1 Police Operating Actuals vs. Budget, ending September 30, 2020

Recommendation:

Motion that the Police Operating Actuals vs. Budget, September 30, 2020 be received.

Moved by Member Krakar  
Seconded by Member Brown

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

### 9.2 Remuneration Claim Form Submissions from PSB Board Members

Recommendations:

Motion that the Board receive and approve the attached Board member special meeting/assigned work remuneration claims.

Moved by Member Krakar  
Seconded by Member Brown

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

## 10. Question Period

**11. Presentations**

None

**12. Delegations**

None

**13. Correspondence**

None

**14. Reports**

None

**15. New Business**

None

**16. Adjournment**

Recommendation:

Motion that the meeting be adjourned.

Moved by Member Rose

Seconded by Member Brown

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

Confirm Date and Time of Next Meeting – Tuesday November 17, 2020 @ 5:00 p.m.

PUBLIC

PUBLIC

PUBLIC

# Orangeville Police Services Board Regular Meeting (Public Session)

**Location** – Electronic Participation Conducted Online Via Microsoft Teams

Conference ID: 509214620#  
Telephone No: 1-289-801-5774

**Date/Time** – Tuesday December 15, 2020 @ 5:00 p.m.

## Members Present

- T. Taylor, Chair
- I. McSweeney, Vice-Chair
- S. Brown
- M. Rose
- K. Krakar

## Staff /Invited Guests Present

- |  |
|--|
| <ul style="list-style-type: none"> <li>Acting Detachment Commander Nicole Randall</li> <li>Nandini Syed</li> </ul> |
|--|

### 1. Call to Order

Chair Taylor called the meeting to order at 5:05 p.m.

### 2. Disclosures of (Direct or Indirect) Pecuniary Interest

None

### 3. Preliminary Matters

None

### 4. Approval of Agenda

Recommendation:

Motion that the Board discuss and approve the Agenda for the December 15, 2020 Orangeville Police Services Board Regular (Public Session) Meeting.

Moved by Member Rose  
Seconded by Member Krakar

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Rose	-Yes
Member Brown	-Yes
Member Krakar	-Yes

Carried

### 5. In-Camera Meeting

Recommendation: Convene into In-Camera Session

Motion that at 4:00 p.m. the Board convene into the in-camera session of this meeting under Part III, Section 35(4) of the Police Services Act.

Moved by Member Brown  
Seconded by Member Rose

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

### 6. Public Session

Recommendation: Convene into Public Session

That at 5:05 p.m. the Board reconvene into the Public Session of this meeting.

Moved by Member Krakar  
Seconded by Member Rose

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

## 7. 2021 -2025 OPSB Budget – Presentation by Nandini Syed

Board review and discussion – The Board discussed the presentation and a number of questions were raised. Following the discussion the Board agreed that in view of the disbandment and the resulting change in the role of the Board under section 10 of the Police Services Act, the Budget should be revised to adjust the Professional Fees line item to 2021 (\$155,000), 2022 (\$55,000), 2023 (\$20,000), 2024 (\$10,000) and 2025 (\$10,000). In addition, as a result of inquiries from Member Brown, the Board asked Nandini to provide the Board with a spreadsheet setting out further information on what was included in the budgeted 2021 \$105,083 Compensation line item total. The Board agreed to reconvene in special meeting as soon as the spreadsheet is available and agreed to approve the Budget subject to the outcome of that special meeting.

Recommendation:

Motion that the Board receive and discuss the Budget presentation and approve the Budget, subject to the above revisions and subject to the outcome of the above special meeting.

*[NOTE: Post-meeting the special meeting was scheduled for Dec 16/20 at 7:30 p.m.]*

Moved by Chair Taylor  
Seconded by Member Krakar

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

## 8. OPP Paid Duty vs Volunteer - Update by Acting Detachment Commander Nicole Randall

Board review and discussion – Nicole Randall updated the Board with respect to paid duty contracts for special events in Town and indicated that paid duty requests should be made as early as possible to ensure availability. Nicole also confirmed that the recent OPP participation in Toys for Tots was completely voluntary and without charge.

Recommendation:

Motion that the Board receive and discuss the update.

Moved by Member Brown  
Seconded by Member Krakar

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**9. Ride Grant - Presentation by Acting Detachment Commander Nicole Randall (see attached excel template)**

Board review and discussion – Nicole Randall advised that every year application is made to the Ontario Solicitor General for a RIDE funding grant for the period November – March. This funding is for strategic local RIDE programs above and beyond regular RIDE programs.

Recommendation:

Motion that the Board receive and discuss the presentation.

Moved by Member Brown  
Seconded by Member Rose

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**10. Fraud - Presentation by Acting Detachment Commander Nicole Randall (see attached Dec 4/20 email)**

Board review and discussion – Nicole Randall updated the Board on the OPP’s focus on fraud, including drive centre and insurance address fraud. Also the Board was advised of an upcoming OPP lunch and learn.

Recommendation:

Motion that the Board receive and discuss the Dec 4<sup>th</sup> email and presentation.

Moved by Member Brown

Seconded by Member Rose

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

## **11. OPP/Bylaw (role in winter parking) – Verbal presentation by Acting Detachment Commander Nicole Randall**

Board review and discussion – Nicole Randall discussed with the Board the OPP's winter parking enforcement measures, public education and roll out of two new by-law enforcement officers from the Town.

Recommendation:

Motion that the Board receive and discuss the presentation.

Moved by Member Brown  
Seconded by Member Krakar

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

## **12. OAPSB**

### **12.1 Labour Seminar (\$339 payment by Vice-Chair McSweeney) – Verbal update by Chair Taylor**

### **12.2 2021 Membership Renewal – Verbal update by Chair Taylor**

Recommendation:

Motion that the Board receive and discuss the updates and approve the Board's 2021 OAPSB membership.

Moved by Vice-Chair McSweeney

Seconded by Member Brown

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**13. Community Safety and Policing Grant – Update by Acting Detachment Commander Nicole Randall/Chair Taylor (see attached Nov 25/20 email, excel spreadsheet, interim report and supporting document)**

Board review and discussion – Nicole Randall and Chair Taylor updated the Board as per the attachments.

Recommendation:

Motion that the Board receive and discuss the Nov 25<sup>th</sup> email and attachments and the update.

Moved by Member Rose  
Seconded by Member Krakar

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**14. OPP Dufferin County Detachment Commander Search Committee (“Committee”) – Any update by Member Brown**

Board review and discussion - At the Nov 24/20 Special In-Camera Meeting the Board confirmed Member Brown’s appointment as the Board’s nominee for appointment to the Committee. Member Brown advised the Board that Acting Superintendent Terry Ward was the successful candidate. Nicole Randall advised that Superintendent Ward’s appointment as OPP Dufferin County Detachment Commander to replace her would be effective January 11, 2021. There will likely be a 2-3 week overlap for transition and both Ward and Randall will join our January 19, 2021 regular meeting.

Recommendation:

Motion that the Board receive and discuss the update.

Moved by Member Rose

Seconded by Member Krakar

Chair Taylor -Yes

Vice-Chair McSweeney -Yes

Member Brown -Yes

Member Rose -Yes

Member Krakar -Yes

Carried

### **15. Board Section 10 Training – Update by Chair Taylor**

Board review and discussion – Chair Taylor advised that he would follow up with Duane Sprague on potential Board section 10 training dates.

Recommendation:

Motion that the Board receive and discuss the update.

Moved by Member Rose

Seconded by Member Krakar

Chair Taylor -Yes

Vice-Chair McSweeney -Yes

Member Brown -Yes

Member Rose -Yes

Member Krakar -Yes

Carried

### **16. Task Force on Police Presence in Upper Grand District School Board Schools (see attached link) – Any update by Member Rose**

Board review and discussion - At the Nov 24/20 Special In-Camera Meeting the Board discussed the scope of engagement and next steps with respect to its interest in participating in implementation of the task force's report with Member Rose taking the lead. Chair Taylor sent a letter on November 29/20 to the two local UGDSB Trustees notifying them, and the task force, of the Board's interest in engaging as a stakeholder in the report discussions and implementation.

## PSB Regular (Public Session) Meeting Minutes for December 15, 2020

Following Chair Taylor's letter a package of information was received at the Town Hall. Chair Taylor will review the information and report to the Board at our next meeting on this following consultation with Member Rose.

Member Rose reported that it was her understanding that the Task Force has had several meetings in the past and their recommendations have been forwarded to the UGDSB for ratification. Member Rose further reported that only the Orangeville & Shelburne Trustees wanted a police presence in the schools.

Member Rose will keep the Board updated once the Task Force report is released at the end of the month. Vice-Chair McSweeney offered that the Board, as a stakeholder in the policing community, should not be shy about taking a position on the Task Force Report.

Recommendation:

Motion that the Board receive and discuss the update.

Moved by Member Rose

Seconded by Member Krakar

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

## **17. Pass Any Motions Developed in Closed Session**

None

## **18. Adoption of Outstanding Minutes of Previous Board Meetings**

### **18.1 Minutes from the Orangeville Police Services Board Regular (Public Session) Meetings held on October 20, 2020**

Recommendation:

Motion that consideration of the minutes from the Orangeville Police Services Board Regular (Public Session) Meetings held on October 20, 2020 be deferred to the public session of the January 2021 Regular Meeting.

**18.2 Minutes from the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday November 17, 2020**

Recommendation:

Motion that the Minutes of the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday November 17, 2020 be approved.

With respect to the motions in items 18.1 and 18.2:

Moved by Member Brown

Seconded by Member Rose

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**19. Dufferin POA (Provincial Offences Act) Board Meeting – Update by Chair Taylor (See attached Dec 10/20 presentation)**

Board review and discussion – presentation and update regarding COVID-19 related POAs.

Recommendation:

Motion that the Board receive and discuss the Dec 10<sup>th</sup> presentation and update.

Moved by Member Brown

Seconded by Member Rose

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**20. Invoices for Approval Consideration – Update by Chair Taylor (see attached invoice #7896 for encased badges); Plus update on Bell invoices reviewed and approved at Nov 17/20 Regular (Public Session) Meeting**

Board review and discussion – Chair Taylor advised that Town staff had advised him that the Bell invoices were normal and he requested Board approval to pay invoice #7896 for the encased badges.

Recommendation:

Motion that the Board receive and discuss the invoices and update and authorize Chair Taylor to approve invoice #7896.

Moved by Member Rose  
Seconded by Member Brown

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**21. Claims for Special Remuneration (Claims attached)**

Board review and discussion – The Board reviewed the member claims for attendance at the November 24, 2020 Special Meeting.

Recommendation:

Motion that the Board discuss and consider for approve member remuneration claims for the November 24, 2020 Special Meeting.

Moved by Member Brown  
Seconded by Member Krakar

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**22. Meeting Minutes Expected to be Considered at January 2021 Regular Meeting (Public Session)**

Board review and discussion - Vice-Chair McSweeney updated the Board on the minutes expected to be considered at the Board’s next meeting (see also Item 18.1 above):

- October 20/20 Regular Meeting (Public Session) Minutes to be received and considered for approval at January 2021 Regular Meeting (Public Session)
- December 15/20 Regular Meeting (Public Session) Minutes to be received and considered for approval at January 2021 Regular Meeting (Public Session)

Recommendation:

Motion that the Board receive and discuss the update.

Moved by Member Brown  
Seconded by Member Rose

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

**23. Question Period**

**24. Presentations**

None

**25. Delegations**

None

**26. Correspondence**

None

**27. Reports**

None

**28. New Business – Porch Pirates Arrested**

Board review and discussion – Nicole Randall advised that arrests had been made in the Porch Pirates (media name) investigation.

**29. Adjournment**

Recommendation:

Motion that the meeting be adjourned at 6:07 p.m.

Moved by Member Brown  
Seconded by Member Rose

Chair Taylor	-Yes
Vice-Chair McSweeney	-Yes
Member Brown	-Yes
Member Rose	-Yes
Member Krakar	-Yes

Carried

Confirm Date and Time of Next Regular (Public Session) Meeting – Tuesday  
January 19, 2021 @ 5:00 p.m.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **December 16, 2020 Special In-Camera Meeting TT, IM, SB, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

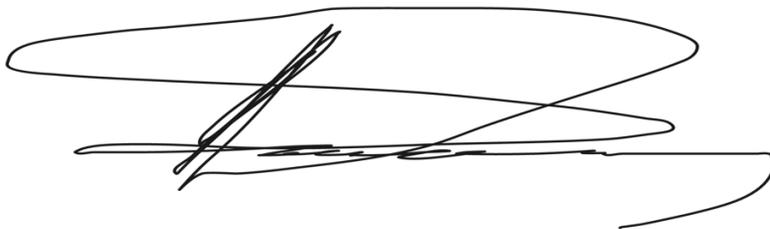
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 16, 2020**

Claimant Signature

A handwritten signature in black ink, appearing to be "Ian McSweeney", written over a horizontal line. The signature is stylized with a large loop and a diagonal stroke.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **December 18, 2020 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

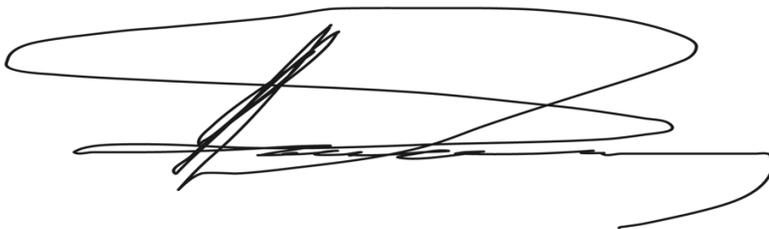
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 18, 2020**

Claimant Signature

A handwritten signature in black ink, appearing to be 'Ian McSweeney', written over a horizontal line. The signature is stylized with a large loop and a diagonal stroke.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **December 21, 2020 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

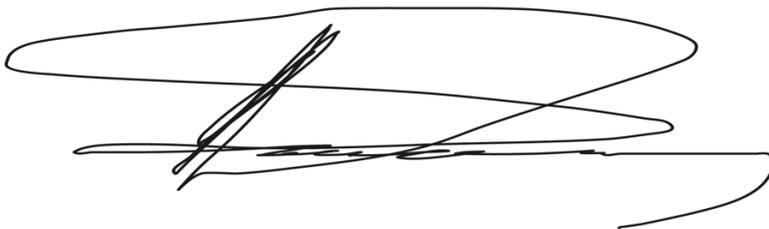
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 21, 2020**

Claimant Signature

A handwritten signature in black ink, appearing to be "Ian McSweeney", written over a horizontal line. The signature is stylized with a large loop and a diagonal stroke.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **December 29, 2020 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

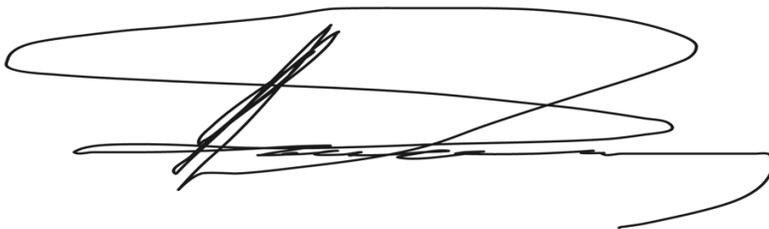
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 29, 2020**

Claimant Signature

A handwritten signature in black ink, appearing to be "Ian McSweeney", written over a horizontal line. The signature is stylized with a large loop and a diagonal stroke.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **February 1, 2021 Board Secretary Interviews JG, IM, KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

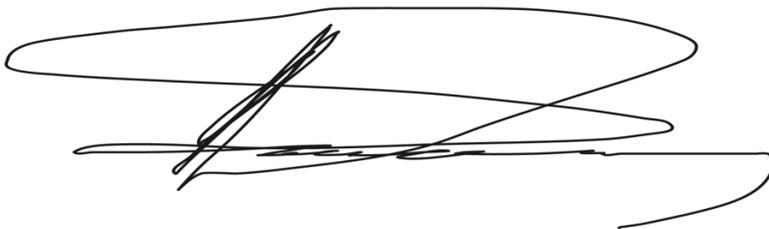
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **February 1, 2021**

Claimant Signature

A handwritten signature in black ink, appearing to be 'Ian McSweeney', written over a horizontal line. The signature is stylized with a large loop and a diagonal stroke.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **February 5, 2021 Special In-Camera Meeting JG, TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

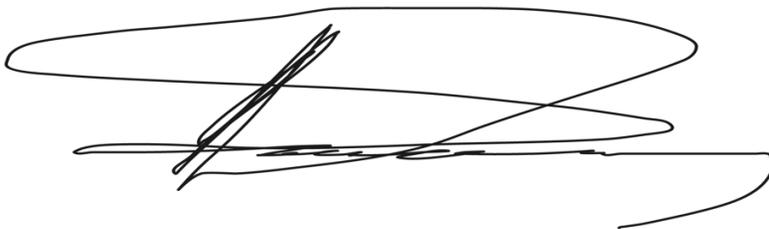
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **February 5, 2021**

Claimant Signature

A handwritten signature in black ink, appearing to be "Ian McSweeney", written over a horizontal line. The signature is stylized with a large loop and a diagonal stroke.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **January 3, 2021 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

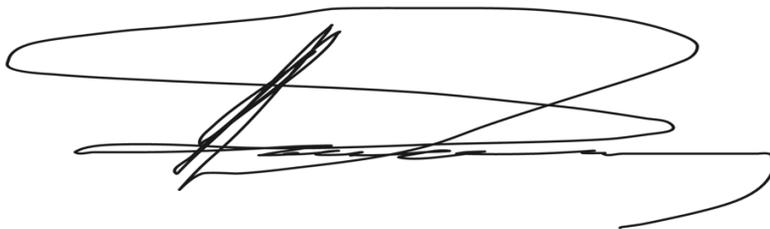
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 3, 2021**

Claimant Signature

A handwritten signature in black ink, appearing to be "Ian McSweeney", written over a horizontal line. The signature is stylized with a large loop and a diagonal stroke.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **January 4, 2021 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

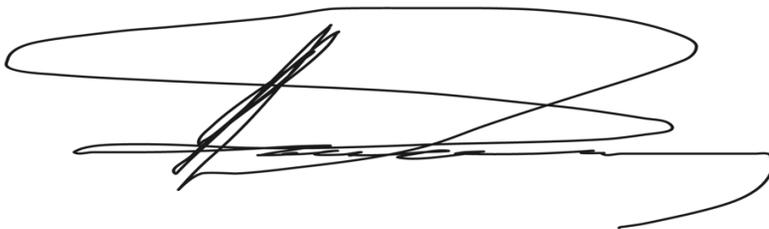
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 4, 2021**

Claimant Signature

A handwritten signature in black ink, appearing to be 'Ian McSweeney', written over a horizontal line. The signature is stylized with a large loop and a diagonal stroke.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **January 7, 2021 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

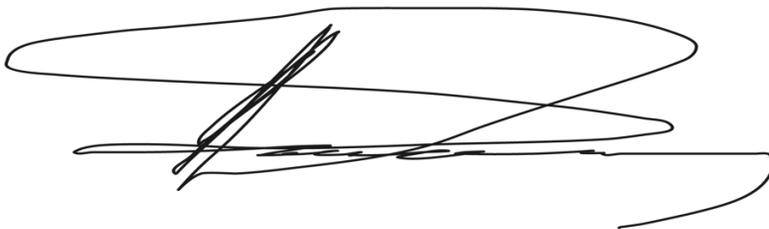
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 7, 2021**

Claimant Signature

A handwritten signature in black ink, appearing to be "Ian McSweeney", written over a horizontal line. The signature is stylized with a large loop and a diagonal stroke.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **January 21, 2021 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

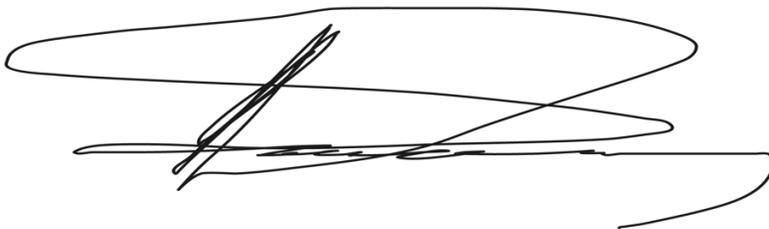
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 21, 2021**

Claimant Signature

A handwritten signature in black ink, appearing to be "Ian McSweeney", written over a horizontal line. The signature is stylized with a large loop and a diagonal stroke.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **January 26, 2021 s. 10 Training Session DS, TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

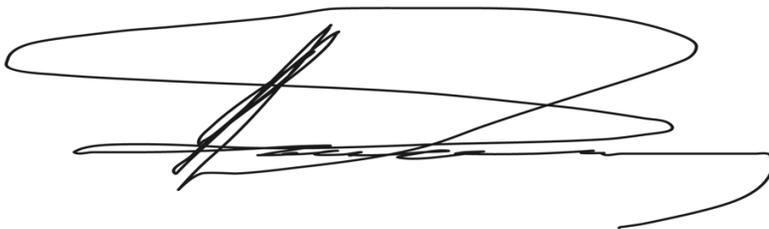
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 26, 2021**

Claimant Signature

A handwritten signature in black ink, appearing to be 'Ian McSweeney', written over a horizontal line. The signature is stylized with a large loop and a diagonal stroke.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ian McSweeney**

Description of Approved Special Meeting/Assigned Work: **January 29, 2021 Board Secretary Interviews JG, IM, KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 29, 2021**

Claimant Signature

A handwritten signature in black ink, appearing to be 'Ian McSweeney', written over a horizontal line. The signature is stylized with a large loop and a diagonal stroke.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ken Krakar**

Description of Approved Special Meeting/Assigned Work: **December 16, 2020 Special In-Camera Meeting TT, IM, SB, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 16, 2020**

Claimant Signature

*Ken Krakar*

*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ken Krakar**

Description of Approved Special Meeting/Assigned Work: **December 18, 2020 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 18, 2020**

Claimant Signature

*Ken Krakar*

*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ken Krakar**

Description of Approved Special Meeting/Assigned Work: **December 21, 2020 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 21, 2020**

Claimant Signature

*Ken Krakar*

*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ken Krakar**

Description of Approved Special Meeting/Assigned Work: **December 29, 2020 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 29, 2020**

Claimant Signature

*Ken Krakar*

*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ken Krakar**

Description of Approved Special Meeting/Assigned Work: **February 1, 2021 Board Secretary Interviews JG, IM, KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **February 1, 2021**

Claimant Signature

*Ken Krakar*

*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ken Krakar**

Description of Approved Special Meeting/Assigned Work: **February 5, 2021 Special In-Camera Meeting JG, TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **February 5, 2021**

Claimant Signature

*Ken Krakar*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ken Krakar**

Description of Approved Special Meeting/Assigned Work: **January 3, 2021 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 3, 2021**

Claimant Signature

*Ken Krakar*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ken Krakar**

Description of Approved Special Meeting/Assigned Work: **January 4, 2021 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 4, 2021**

Claimant Signature

*Ken Krakar*

*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ken Krakar**

Description of Approved Special Meeting/Assigned Work: **January 7, 2021 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 7, 2021**

Claimant Signature

*Ken Krakar*

*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ken Krakar**

Description of Approved Special Meeting/Assigned Work: **January 21, 2021 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 21, 2021**

Claimant Signature

*Ken Krakar*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ken Krakar**

Description of Approved Special Meeting/Assigned Work: **January 26, 2021 s. 10 Training Session DS, TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 26, 2021**

Claimant Signature

*Ken Krakar*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Ken Krakar**

Description of Approved Special Meeting/Assigned Work: **January 26, 2021 2021 Board Secretary Interviews JG, IM, KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 29, 2021**

Claimant Signature

*Ken Krakar*

*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Mary Rose**

Description of Approved Special Meeting/Assigned Work: **December 16, 2020 Special In-Camera Meeting TT, IM, SB, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 16,, 2020**

Claimant Signature

*Mary Rose*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Mary Rose**

Description of Approved Special Meeting/Assigned Work: **December 18, 2020 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 18, 2020**

Claimant Signature

*Mary Rose*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Mary Rose**

Description of Approved Special Meeting/Assigned Work: **December 21, 2020 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 21, 2020**

Claimant Signature

*Mary Rose*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Mary Rose**

Description of Approved Special Meeting/Assigned Work: **December 29, 2020 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 29, 2020**

Claimant Signature

*Mary Rose*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Mary Rose**

Description of Approved Special Meeting/Assigned Work: **February 5, 2021 Special In-Camera Meeting JG, TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **February 5, 2021**

Claimant Signature

*Mary Rose*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Mary Rose**

Description of Approved Special Meeting/Assigned Work: **January 3, 2021 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 3, 2021**

Claimant Signature

*Mary Rose*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Mary Rose**

Description of Approved Special Meeting/Assigned Work: **January 4, 2021 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 4, 2021**

Claimant Signature

*Mary Rose*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Mary Rose**

Description of Approved Special Meeting/Assigned Work: **January 7, 2021 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 7, 2021**

Claimant Signature

*Mary Rose*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Mary Rose**

Description of Approved Special Meeting/Assigned Work: **January 21, 2021 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 21, 2021**

Claimant Signature

*Mary Rose*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Mary Rose**

Description of Approved Special Meeting/Assigned Work: **January 26, 2021 s. 10 Training Session DS, TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 26, 2021**

Claimant Signature

*Mary Rose*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Sandy Brown**

Description of Approved Special Meeting/Assigned Work: **December 16, 2020 Special In-Camera Meeting TT, IM, SB, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 16,, 2020**

Claimant Signature

*Sandy Brown*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Sandy Brown**

Description of Approved Special Meeting/Assigned Work: **December 21, 2020 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 21, 2020**

Claimant Signature

*Sandy Brown*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Sandy Brown**

Description of Approved Special Meeting/Assigned Work: **February 5, 2021 Special In-Camera Meeting JG, TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **February 5, 2021**

Claimant Signature

*Sandy Brown*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Sandy Brown**

Description of Approved Special Meeting/Assigned Work: **January 4, 2021 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 4, 2021**

Claimant Signature

*Sandy Brown*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Sandy Brown**

Description of Approved Special Meeting/Assigned Work: **January 21, 2021 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 21, 2021**

Claimant Signature

*Sandy Brown*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Sandy Brown**

Description of Approved Special Meeting/Assigned Work: **January 26, 2021 s. 10 Training Session DS, TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 26, 2021**

Claimant Signature

*Sandy Brown*  
*Per Ian McSweeney*

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Todd Taylor**

Description of Approved Special Meeting/Assigned Work: **December 16, 2020 Special In-Camera Meeting TT, IM, SB, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

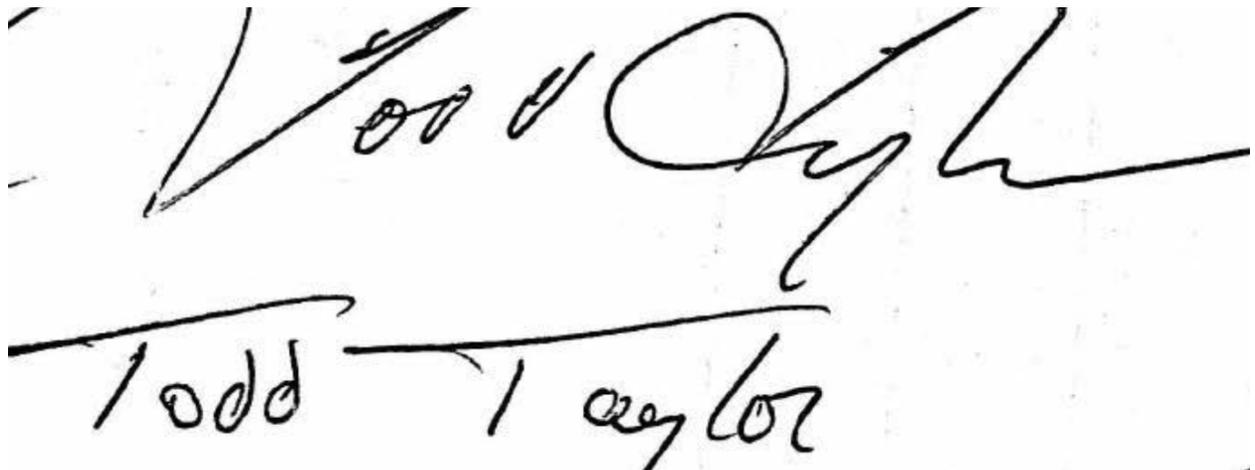
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 16, 2020**

Claimant Signature



The image shows a handwritten signature in black ink that reads "Todd Taylor". Below the signature is a horizontal line, and underneath the line, the name "Todd Taylor" is written again in a simpler, blocky handwriting.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Todd Taylor**

Description of Approved Special Meeting/Assigned Work: **December 18, 2020 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

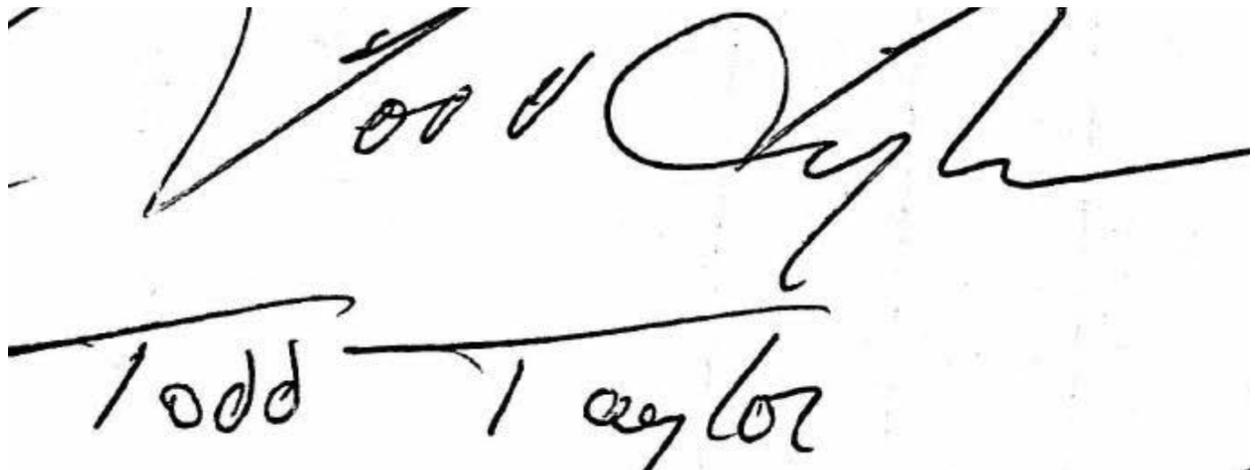
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 18, 2020**

Claimant Signature



The image shows a handwritten signature in black ink that reads "Todd Taylor". Below the signature is a horizontal line, and underneath the line, the name "Todd Taylor" is written again in a simpler, blocky handwriting.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Todd Taylor**

Description of Approved Special Meeting/Assigned Work: **December 21, 2020 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

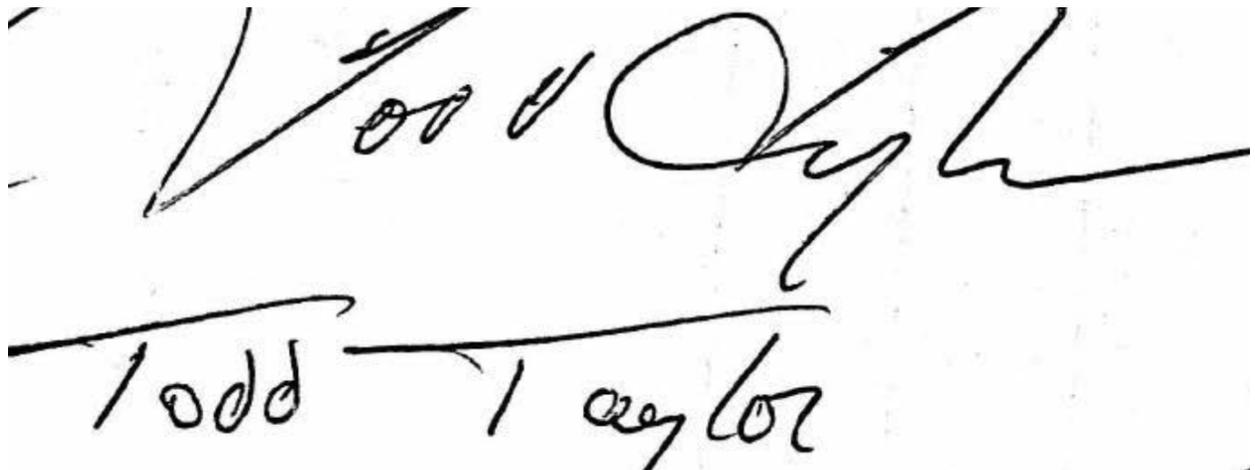
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 21, 2020**

Claimant Signature



The image shows a handwritten signature in black ink. The signature is written in a cursive style and appears to read "Todd Taylor". Below the signature, the name "Todd Taylor" is written in a simpler, blocky font, underlined with a horizontal line.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Todd Taylor**

Description of Approved Special Meeting/Assigned Work: **December 29, 2020 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

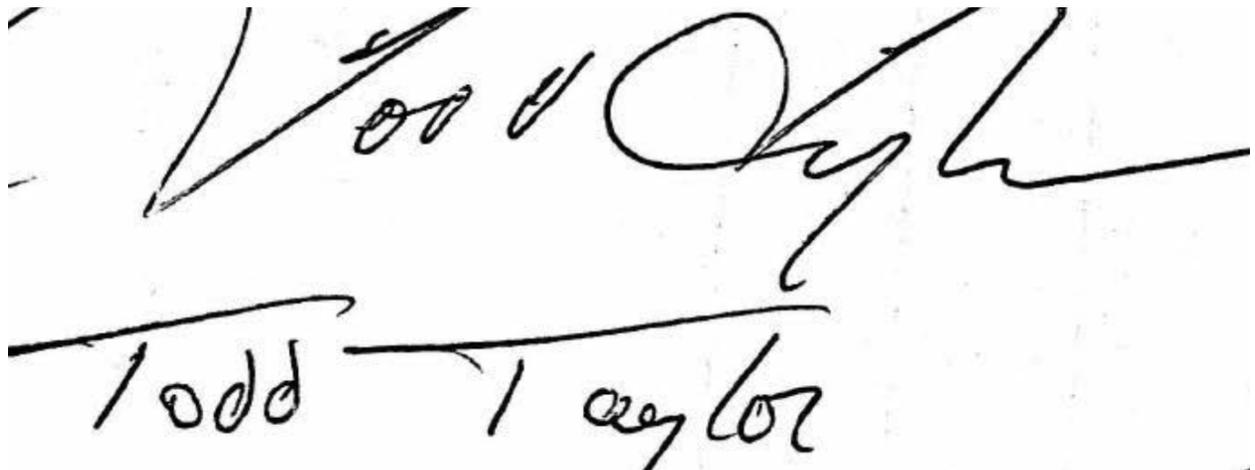
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **December 29, 2020**

Claimant Signature



The image shows a handwritten signature in black ink that reads "Todd Taylor". Below the signature is a horizontal line, and underneath the line, the name "Todd Taylor" is written again in a simpler, blocky handwriting.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Todd Taylor**

Description of Approved Special Meeting/Assigned Work: **February 5, 2021 Special In-Camera Meeting JG, TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

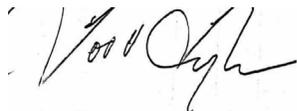
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **February 5, 2021**

Claimant Signature

  
Todd Taylor

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Todd Taylor**

Description of Approved Special Meeting/Assigned Work: **January 3, 2021 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

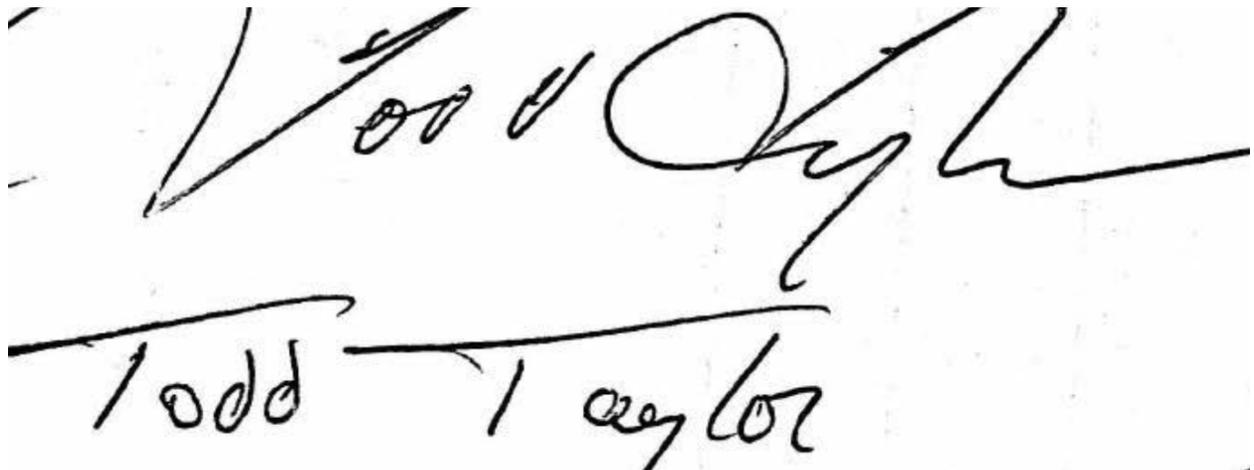
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 3, 2021**

Claimant Signature



The image shows a handwritten signature in black ink that reads "Todd Taylor". Below the signature is a horizontal line, and underneath the line, the name "Todd Taylor" is written again in a simpler, blocky handwriting.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Todd Taylor**

Description of Approved Special Meeting/Assigned Work: **January 4, 2021 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

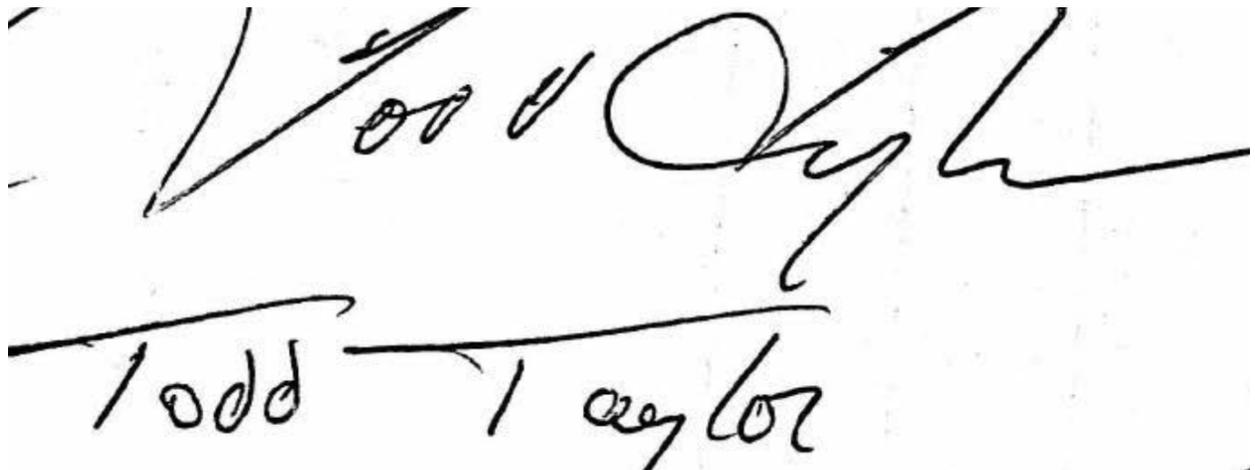
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 4, 2021**

Claimant Signature



The image shows a handwritten signature in black ink that reads "Todd Taylor". Below the signature is a horizontal line, and underneath the line, the name "Todd Taylor" is written again in a simpler, blocky handwriting.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Todd Taylor**

Description of Approved Special Meeting/Assigned Work: **January 7, 2021 Special In-Camera Meeting TT, IM, MR and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

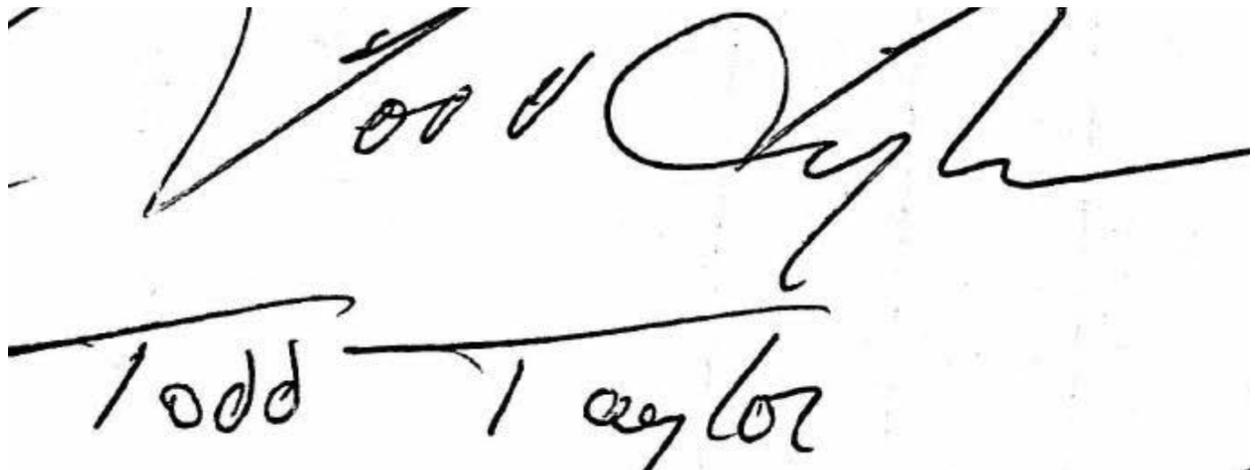
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 7, 2021**

Claimant Signature



The image shows a handwritten signature in black ink that reads "Todd Taylor". Below the signature, the name "Todd Taylor" is printed in a simple, sans-serif font. The signature is written in a cursive style with a large, prominent 'T' and 'O'.

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Todd Taylor**

Description of Approved Special Meeting/Assigned Work: **January 21, 2021 Special In-Camera Meeting TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 21, 2021**

Claimant Signature

  
Todd Taylor

**APPROVED REMUNERATION/EXPENSES CLAIM FORM**

Name of Board Member/ Secretary: **Todd Taylor**

Description of Approved Special Meeting/Assigned Work: **January 26, 2021 s. 10 Training Session DS, TT, IM, MR, SB and KK**

**Remuneration Claim**

Number of per diem days claimed: **one (1) day**

Total amount of per diems claimed: **\$100** (\$100 x per diem days)

Expenses Claim (receipts must be attached) - **None**

Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

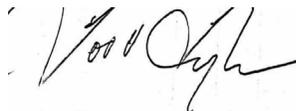
Date/Description: \_\_\_\_\_

Date/Description: \_\_\_\_\_

Total Expenses claim: **\$0**

Date Claim Submitted: **January 26, 2021**

Claimant Signature

  
Todd Taylor

# OAPSB – ZONE 5

75 Queen Street, Box 375, Hensall, Ontario N0M 1X0  
Cell – 519.424.9466

Date:

January 6, 2021

Invoice:

Orangeville Police Services Board  
c/o Town of Orangeville  
87 Broadway  
Orangeville, Ontario  
L9W 1K1

Description:

OAPSB Zone 5 Membership Fees

Cheques Payable To:

Ontario Association of Police Services Boards – Zone 5  
75 Queen Street, Box 375  
HENSALL, Ontario  
N0M 1X0

## **ONTARIO TRANSFER PAYMENT AGREEMENT**

**THE AGREEMENT** is effective as of the 1<sup>st</sup> day of **April**, 2020

**B E T W E E N :**

**Her Majesty the Queen in right of Ontario  
as represented by the Solicitor General**

(the “**Province**”)

**- and -**

**Orangeville Police Services Board**

(the “**Recipient**”)

### **BACKGROUND**

- A. The Recipient carries out a program of traffic stop sobriety checks in its jurisdiction as part of a program to “Reduce Impaired Driving Everywhere” (“R.I.D.E.”);
- B. The Province has established the R.I.D.E. Grant program to provide Funds to assist various police services, including the Recipient, in offsetting their costs for implementing R.I.D.E. programs in their jurisdictions;
- C. The Recipient is a municipal police services board or a municipality in a municipality that has established a municipal police service or whose council has entered into an agreement under s. 10 of the *Police Services Act* for the provision of police services by the OPP; or it is a First Nation police services board or a First Nation band council in a First Nation community that has established a First Nation police service pursuant to a policing services agreement between Canada, the Province, the Recipient and the Board;
- D. The Recipient has, by written application, requested funding for overtime and/or paid duty in pursuance of the R.I.D.E. Grant Project, a description of which is outlined in Schedule “C”; and
- E. The application for Funds submitted by the Recipient has been accepted, in whole or in part, by the Province.

## **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

### **1.0 ENTIRE AGREEMENT**

1.1 The agreement, together with:

Schedule "A" - General Terms and Conditions  
Schedule "B" - Project Specific Information and Additional Provisions  
Schedule "C" - Project  
Schedule "D" - Budget, Payment Plan and Reporting  
Schedule "E" - Final Report Templates, and  
any amending agreement entered into as provided for in section 4.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

### **2.0 CONFLICT OR INCONSISTENCY**

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

### **3.0 COUNTERPARTS**

3.1 The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

### **4.0 AMENDING THE AGREEMENT**

4.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

## 5.0 ACKNOWLEDGEMENT

5.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);
- (b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

**- SIGNATURE PAGE FOLLOWS -**



**SCHEDULE “A”  
GENERAL TERMS AND CONDITIONS**

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**A1.0 INTERPRETATION AND DEFINITIONS**

A1.1 **Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

A1.2 **Definitions.** In the Agreement, the following terms will have the following meanings:

“**Additional Provisions**” means the terms and conditions set out in Schedule “B”.

“**Agreement**” means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

“**Budget**” means the budget attached to the Agreement as Schedule “D”.

“**Business Day**” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

“**Effective Date**” means the date set out at the top of the Agreement.

“**Event of Default**” has the meaning ascribed to it in section A13.1.

“**Expiry Date**” means the expiry date set out in Schedule “B”.

“**Funding Year**” means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

**“Maximum Funds”** means the maximum Funds set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b) and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Project”** means the undertaking described in Schedule “C”.

**“Reports”** means the reports described in Schedule “E”.

## **A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

A2.1 **General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be

true and complete.

A2.2 **Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 **Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

A4.1 **Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of

carrying out the Project;

- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “D”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.1; or
- (d) if, pursuant to the *Financial Administration Act (Ontario)*, the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
  - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
  - (ii) terminate the Agreement pursuant to section A12.1.

**A4.3 Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may:

- (a) deduct an amount equal to the interest from any further instalments of Funds; or
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

#### **A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:

- (a) do so through a process that promotes the best value for money; and
- (b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.

A5.2 **Disposal.** The Recipient will not, without the Province's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedule "B" at the time of purchase.

#### **A6.0 CONFLICT OF INTEREST**

A6.1 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or

could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

**A6.3 Disclosure to Province.** The Recipient will:

- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

## **A7.0 REPORTS, ACCOUNTING, AND REVIEW**

**A7.1 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedule "E", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

**A7.2 Record Maintenance.** The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

**A7.3 Inspection.** The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
- (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.

A7.4 **Disclosure.** To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

## **A8.0 COMMUNICATIONS REQUIREMENTS**

A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:

- (a) acknowledge the support of the Province for the Project; and
- (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.

A8.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## **A9.0 INDEMNITY**

A9.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

**A10.1 Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
  - (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

## **A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

**A11.2 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and

- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

## **A12.0 TERMINATION WHERE NO APPROPRIATION**

**A12.1 Termination Where No Appropriation.** If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

**A12.2 Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

**A12.3 No Additional Funds.** If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Project exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

## **A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A13.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
  - (i) carry out the Project;

- (ii) use or spend Funds; or
- (iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

A13.2 **Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A13.3 **Opportunity to Remedy.** If, in accordance with section A13.2(b), the Province

provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A13.4 **Recipient not Remediating.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

A13.5 **When Termination Effective.** Termination under Article will take effect as provided for in the Notice.

#### **A14.0 FUNDS AT THE END OF A FUNDING YEAR**

A14.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

#### **A15.0 FUNDS UPON EXPIRY**

A15.1 **Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

#### **A16.0 DEBT DUE AND PAYMENT**

A16.1 **Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further

instalments of Funds; or

- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A16.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

A16.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A16.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

A16.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

## A17.0 NOTICE

A17.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule "B", or as either Party later designates to the other by Notice.

A17.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

A17.3 **Postal Disruption.** Despite section A17.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or fax.

## **A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

## **A19.0 SEVERABILITY OF PROVISIONS**

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

## **A20.0 WAIVER**

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

## **A21.0 INDEPENDENT PARTIES**

A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

## **A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

## **A23.0 GOVERNING LAW**

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A24.0 FURTHER ASSURANCES**

A24.1 **Agreement into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A25.0 JOINT AND SEVERAL LIABILITY**

A25.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A26.0 RIGHTS AND REMEDIES CUMULATIVE**

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

A27.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A28.0 SURVIVAL**

**A28.1 Survival.** The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 3.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

**- END OF GENERAL TERMS AND CONDITIONS -**

**SCHEDULE “B”**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

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<b>Maximum Funds</b>	<b>\$23,636.92</b> (Total Maximum Funds) <ul style="list-style-type: none"> <li>• Funding Year 1 – 2020-2021: <b>\$10,393.92</b></li> <li>• Funding Year 2 – 2021-2022: <b>\$13,243.00</b></li> </ul>
<b>Expiry Date</b>	April 30, 2022
<b>Amount for the purposes of section A5.2 (Disposal) of Schedule “A”</b>	N/A
<b>Insurance</b>	\$ 5,000,000.00
<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Name:</b> Ministry of the Solicitor General Public Safety Division, External Relations Branch Program Development Section</p> <p><b>Address:</b> 25 Grosvenor Street, 12th Floor Toronto ON M7A 2H3</p> <p><b>Attention:</b> Yoko Iwasaki, Community Safety Analyst</p> <p><b>Tel:</b> 416-314-3085</p> <p><b>Email:</b> yoko.iwasaki@ontario.ca</p>
<b>Contact information for the purposes of Notice to the Recipient</b>	<p><b>Grantee:</b> Orangeville Police Services Board</p> <p><b>Address:</b> 390 C Line Orangeville ON L9W 3Z8</p> <p><b>Attention:</b> Mr. Todd Taylor Chair</p> <p><b>Tel:</b> 519-941-2522 <b>Ext.</b></p> <p><b>Email:</b> ttaylor@orangeville.ca; kwallace@orangeville.ca</p>
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>Attention:</b></p> <p><b>Tel:</b></p> <p><b>Email:</b></p>

**Additional Provisions:**

None

## **SCHEDULE “C” PROJECT**

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### **C.1.0 BACKGROUND**

The Province established the Reduce Impaired Driving Everywhere (R.I.D.E.) Grant program to provide grants to various police services to enhance local enforcement capability and to ensure a year-round provincial program to conduct R.I.D.E. spot check activities.

### **C.2.0 PROJECT DESCRIPTION**

The purpose of the R.I.D.E. Grant program is to assist municipal police services, OPP municipal contract locations and First Nations police services in offsetting their staff costs for implementing R.I.D.E. programs of sobriety checks in their jurisdictions.

Funding is provided to assist with costs of staff overtime or paid duty for street-level enforcement activities in relation to the R.I.D.E. Grant program. Staffing funded will not include civilian or auxiliary officers.

The Recipient carries out a R.I.D.E. program of traffic stop sobriety checks in its jurisdiction and has applied for funding toward its R.I.D.E. program (the “Project”). The Province has accepted the Recipient’s R.I.D.E. Grant Application, in whole or in part.

The Recipient agrees to undertake the Project in accordance with this Agreement and its Schedules.

**SCHEDULE “D”  
BUDGET, PAYMENT PLAN AND REPORTING**

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**D1.0 BUDGET**

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set-out in Schedule “B”. Funding is provided to assist with the costs of staff overtime or paid duty for street-level enforcement activities in relation to the R.I.D.E. Grant program.

**D2.0 PAYMENT PLAN**

The Province will provide the Recipient Funds, **up to the Maximum Funds (\$23,636.92)** as set out in Schedule “B”, allocated for each Funding Year as follows:

- **Funding Year 1 – 2020-2021** in the amount of **\$10,393.92** on a one-time basis for the period from **April 1, 2020 to March 31, 2021**; and
- **Funding Year 2 – 2021-2022** in the amount of **\$13,243.00** on a one-time basis for the period from **April 1, 2021 to March 31, 2022**; and

The Funds will be reimbursed to the Recipient following the Province’s receipt and approval of the Final Report for each Funding Year submitted by the Recipient.

**D3.0 REPORTING**

The Recipient shall provide the Province with a Final Report for each Funding Year accounting in detail, for all expenses for the activities for which the Funds were used as well as statistical information, in the forms set out in **Schedule “E”** by **April 15<sup>th</sup> following each Funding Year**.

Reports submitted after the deadline will not be considered for reimbursement. **All R.I.D.E. activity eligible for reimbursement must be concluded on or before March 31<sup>st</sup> of each Funding Year.**

**D3.1 FINAL REPORT – FINANCIAL**

Staff costs include overtime or paid duty for street level enforcement activities in relation to the program for which the Funds are provided. Staff will not include civilian or auxiliary officers.

For the Funds to reflect the amount of staff overtime or paid duty, a one-time financial report will be submitted to the Province by **April 15<sup>th</sup> following each Funding Year**, on the form attached to the Agreement as **Schedule “E”**. This financial report must be certified by a Municipal Clerk/Treasurer or a senior

representative of the Recipient's financial services who can verify the accuracy of the claim.

The financial report will itemize the dates worked, name and rank of officers, rate of pay (basic hourly rate), number of overtime/paid duty hours worked, number of hours paid and total hours used by the police service for the period of **April 1<sup>st</sup> – March 31<sup>st</sup> of each Funding Year.**

### **D3.2 FINAL REPORT – STATISTICAL**

The Recipient shall track and record key statistical information related to the R.I.D.E. Grant program and provide a statistical report to the Province by **April 15<sup>th</sup> following each Funding Year**, on the form attached to the Agreement as **Schedule “E”**.

### **D3.3 REPORT SUBMISSION AND TIMELINES**

All Reports required pursuant to A7.0 and/or otherwise under this Agreement shall be sent to the Province Contact at the address set out in Schedule “B” and according to the following timelines.

<b>REPORT</b>	<b>DUE DATE</b>
<b>Funding Year 1 – 2020/2021</b>	
Final Report – Financial	April 15, 2021
Final Report - Statistical	April 15, 2021
<b>Funding Year 2 – 2021/2022</b>	
Final Report – Financial	April 15, 2022
Final Report - Statistical	April 15, 2022

An electronic version of the report (Excel) will be distributed to the Recipient under separate cover.

**Completed reports must be submitted via email** to the Province Contact on or before the above due dates and include:

- original template format (Excel); and
- scanned signed copy (PDF).





# FINAL REPORT Statistical

Ministry of the Solicitor General  
Public Safety Division  
R.I.D.E. GRANT FINAL REPORT - STATISTICAL  
Fiscal Year: 2020/2021 - 2021/2022

Must be submitted no later than **April 15th by email** to [yoko.iwasaki@ontario.ca](mailto:yoko.iwasaki@ontario.ca)  
Submission must include the completed **Excel reporting template** and **scanned signed PDF**.  
Please review INSTRUCTIONS to complete the form correctly.  
If you have any questions please contact Yoko by e-mail or by telephone at 416-314-3085

## SECTION A - REPORTING POLICE SERVICE

Police Service Name: Select from the drop down menu (click on yellow shaded cell for drop down menu)

## SECTION B - SIGNATURE OF AUTHORIZED OFFICIAL (GRANTEE)

GRANTEE (Print or Type the name of the Grantee ie. Police Services Board/Municipality/First Nation)

AUTHORIZED OFFICIAL SIGNATURE

PRINT NAME (Signing Official)

DATED

WITNESS SIGNATURE

PRINT NAME (Witness)

DATED

## SECTION C - YEAR-END SUMMARY

Complete the information below. Enter statistical data for each Quarter. Total self calculates.

SELECT <b>YES/NO</b> for each Quarter (Q1, Q2, Q3, Q4) where there has been RIDE Grant activity. (Click on <b>yellow shaded cell</b> for drop down menu)	Q1	Q2	Q3	Q4
	(Apr 1 - Jun 30)	(Jul 1 - Sep 30)	(Oct 1 - Dec 31)	(Jan 1 - Mar 17)

VEHICLES STOPPED AS A RESULT OF R.I.D.E GRANT PROGRAM	Q1	Q2	Q3	Q4	TOTAL
Number of Vehicle Check Stops	0.00	0.00	0.00	0.00	0.00
Number of Marine Check Stops	0.00	0.00	0.00	0.00	0.00
Number of Snowmobile Check Stops	0.00	0.00	0.00	0.00	0.00
Number of ATV Check Stops	0.00	0.00	0.00	0.00	0.00
Number of Roadside Check Stops Resulting in an Approved Screening Device Test (ASD)	0.00	0.00	0.00	0.00	0.00
Number of First Occurrence, 3-day Warn-Range Suspensions	0.00	0.00	0.00	0.00	0.00
Number of Second Occurrence, 7-day Warn-Range Suspensions	0.00	0.00	0.00	0.00	0.00
Number of Third or Subsequent Occurrences, 30-day Warn-Range Suspensions	0.00	0.00	0.00	0.00	0.00
Number of Breath Tests resulting in BAC over 0.08% (90-day ADLS)	0.00	0.00	0.00	0.00	0.00
Number of ASD or Breath Test refusals (90-day ADLS)	0.00	0.00	0.00	0.00	0.00
Number of Intoxilyzer Refusals (90-day ADLS)	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Criminal Code Offences	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Liquor License Act Offences	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Highway Traffic Act Offences	0.00	0.00	0.00	0.00	0.00
Number of Persons Charged with Other Offences	0.00	0.00	0.00	0.00	0.00

PLEASE DESCRIBE THE OFFENCES COMMITTED, IF YOU HAVE INDICATED "Number of Persons Charged with Other Offences" (e.g. CDSA, CCA, CAIC, MSVA, FWCA, TPA, etc.):