

Orangeville Police Services Board Regular (Public Session) Meeting

Location - Electronic Participation Conducted Online via Microsoft Teams

Conference ID: 793957400#

Telephone No: 1-289-801-5774

Date/Time - Tuesday, March 15, 2022, at 5:00 p.m.

Agenda

1. Call to Order

1.1 Welcome and Introduction

2. Disclosures of (Direct or Indirect) Pecuniary Interest and Preliminary Matters

Recommendation:

Motion that the Board discuss any preliminary matters.

3. Approval of Agenda

Recommendation:

Motion that the Board discuss and approve the Agenda for the March 15, 2022, Orangeville Police Services Board Regular (Public Session) Meeting.

4. In-Camera Meeting (Board plus invited guests only)

Recommendation: Convene into In-Camera Session.

PSB Regular (Public Session) Meeting Agenda March 15, 2022

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.

5. Public Session

Recommendation: Convene into Public Session.

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

5.a Report on Election of Chair and Vice-Chair

Board Review and Discussion

Chair Taylor to report on.

Recommendation:

Motion that the Board receive the election results for the positions of Chair and Vice-Chair.

6. The Ward Report (Inspector Terry Ward to present)

Board Review and Discussion

- Welcome to a Detective Sgt. Greg Lemcke of Community Street Crimes Unit
- OPP Inspector Terry Ward will provide the Board with an update from Orangeville OPP services.
- Update on 2022 regular Board meeting dates – Chair Taylor to present
- Discuss: Attacks on TTC drivers/ operators. Is this a problem in Orangeville? Is there training for our drivers in de-escalation methods etc.?

Recommendation:

Motion that the Board welcome Detective Sgt. Lemcke and receive the report and update.

7. Board Secretary Hire

Board Review and Discussion

Board to confirm hire and welcome Mary Lou Archer as the new Board Secretary.

Chair Taylor to provide an update.

Recommendation:

Motion that the Board confirm the hire, receive the update and welcome Mary Lou.

8. Human Trafficking Discussion see link to (Chair Taylor to lead discussion - CryNot Q & A Webinar Recording.)

Board Review and Discussion with Inspector Ward

Recommendation:

Motion that the Board receive the above link for the Webinar presentation by CryNot.

9. Community Watch Request by residents (Chair Taylor to lead discussion - see attached "Community Watch Brochure")

Board Review and Discussion

Recommendation:

Motion that the Board receive the "Community Watch Brochure"

10. Board SharePoint set up. (Chair Taylor to lead discussion)

Board Review and Discussion

Recommendation:

Motion that the Board discuss and determine next steps.

11. Website Next Steps (Chair Taylor to lead discussion) – no reading/verbal update

Board Review and Discussion

Recommendation:

Motion that the Board decide next steps.

12. Zone 5 March 8th, 2022 – (Vice-Chair McSweeney to report on meeting and attached materials)

Board Review and Discussion

Vice-Chair McSweeney to report on the March 8, 2022, Zone 5 Meeting.

Recommendation:

Motion that the Board receive above report and attached Zone 5 March 8, 2022 meeting materials.

13. May26/27 OAPSB Spring Conference (Vice-Chair McSweeney to report)

Board Review and Discussion

Board to discuss attendance

Recommendation:

Motion that the Board receive the above report and approve attendance as discussed.

14. Victim Support Grant – Monies Received “See email attached – payment to your organization”

Board Review and Discussion

Recommendation:

Motion that the Board receive the attached emails outlining the monies received in relation to this grant.

15. False Alarm Costs (Chair Taylor & Board Secretary to Report)

Board Review and Discussion

Recommendation:

Motion that the Board receive the report.

16. Approval of Public meeting minutes – see attached January 18, 2022 Regular (Public Session) Meeting Minutes

Board Review and Discussion

Recommendation:

Motion that the minutes from the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday January 18, 2022, be approved.

17. Return to In-Person Meetings (Chair Taylor to lead)

Board Review and Discussion

Discuss locations/align with Inspector Ward

Recommendation:

Motion that the Board receive the information from the above discussion and approve next steps.

18. Board Member Claims for Special Remuneration (claims attached) per the Board's Special Meeting and Assigned Work Remuneration/Expense Reimbursement Policy

Board Review and Discussion

Special Remuneration Claims (\$500)

- Feb. 4/22 Special In-Camera Meeting (\$400)
- March 8/22 Zone 5 Meeting attendance (\$100)

Recommendation:

Motion that the Board approve the above special remuneration claims and direct the Board Secretary to submit same to the Town for payment.

19. Board Service Standards (Chair Taylor and Vice-Chair McSweeney to lead – see attached March 2022 Service Standards Deadlines)

Board Review and Discussion

Report on March 2022 Service Standards

Recommendation:

Motion that the Board receive the above attachment and report.

20. Invoices Received as Paid

Board Review and Discussion

Chair Taylor to report that the following invoices have been paid:

- Invoice #727366 (legal expenses) in the amount of \$1,291.59; and
- Invoice from OAPSB for Zone 5 Membership fees in the amount of \$250.00.

Recommendation:

Motion that the Board receive the above discussed invoices.

21. Question Period

22. Presentations

23. Delegations

None.

24. Correspondence

25. Reports

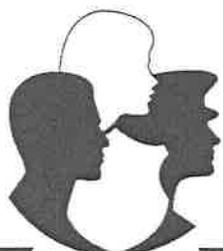
26. New Business

27. Adjournment

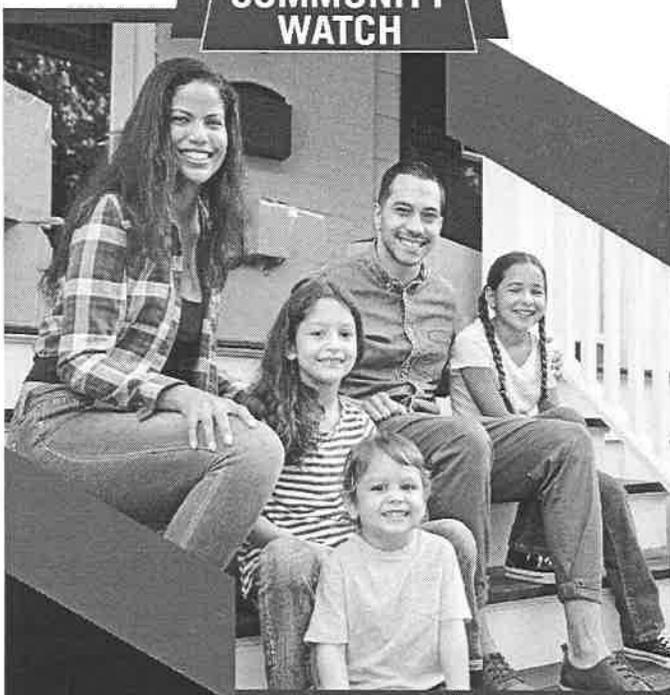
Recommendation:

Motion that the meeting be adjourned at [enter time]

Confirmation of Date and Time of Next Regular (Public Session) Meeting – TBD.



COMMUNITY WATCH

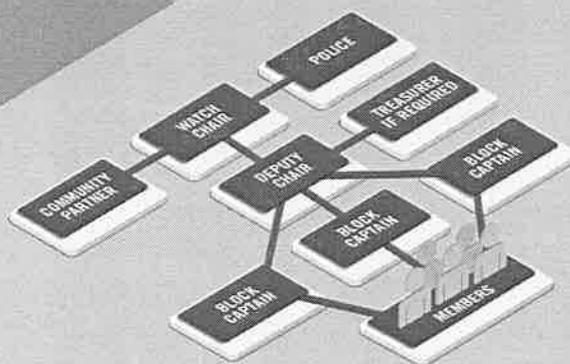


WHO CAN BE INVOLVED

- You and your neighbours
- Local police
- Your Municipality

HOW TO GET INVOLVED

- Contact your local police service for resources and information



WHAT IT'S NOT

- Not a vigilante group (Citizens on Patrol)
- Not a "nosy neighbour" gossip group
- Not block parent
- Not a lot of meetings



Community based crime prevention that increases community safety by inspiring residents to look out for their neighbour, and their neighbour's property.

www.opp.ca

WHY SHOULD I GET INVOLVED?

- Help reduce crime in your community
- Learn basic crime prevention principles and techniques
- Get to know your neighbours and other community agencies
- Learn how to identify abnormal activity in your neighbourhood
- How to effectively report this activity
- Enrich the fabric of your community
- Create a safer, more welcoming community

WHAT IS REQUIRED OF MEMBERS?

- Learn about crime prevention
- Be observant
- Call police when necessary
- Get to know your neighbours
- Attend training or view it on-line
- Make small contribution to cover cost of signage

REVISED AGENDA

Ontario Association of Police Services Board – Zone 5 Business Meeting

Tuesday, March 8, 2022

Remote Electronic Meeting

9:30 am

OAPSB - ZONE 5

9:30 am **Welcome/Shared Business/Ministry Report – Chiefs and Boards**

9:35 am **Guest Speaker – To be determined**

10:05 am **OAPSB Zone 5 Business Meeting**

Agenda

1. Welcome and Introduction
2. Disclosure of Pecuniary Interest or the General Nature Thereof
3. Approval of Agenda dated March 8, 2022 as circulated/amended (Motion)
4. Approval of the Minutes dated December 14, 2021 – Discussion/Omissions arising (Motion)
5. Secretary/Treasurer's Report – Prepared by Jo-Anne Fields
 - 5.1 Motion – To approve the Treasurers report (Motion)
 - 5.2 Motion – That the Treasurer pay invoices between this and the next meeting (Motion)
6. Ministry Report: Q & A (Information)
 - 6.1 Training
 - 6.2 Provincial Appointments
7. Educational Session – No special session this meeting (Information)
8. Correspondence (Information)
9. Zone Director's Report – Lisa MacDonald (Information)
10. New Business (Discussion)
11. Key Zone Updates and Question and Answer Period (Discussion)
12. Election of Officers – Defer until in person meeting can be held
13. Future agenda items
 - 13.1 Next Meeting – June 14, 2022 – Host Undetermined (Information)
14. Adjournment (Motion)

For effective communication and networking, please plan to attend the meeting and prepare a report on behalf of your Board for insertion into the minutes. Thanks!

**Minutes of the Ontario Association of Police Services Board, Zone 5
Business Meeting**

**Tuesday, December 14, 2021
Remote Electronic Meeting
9:30 am**

Business Meeting – Called to order at 9:30 am

Chair – Jim Dietrich

Secretary/Treasurer – Jo-Anne Fields

Guest Speaker – Chief Bryan Larkin, Waterloo Regional Police

Attendance - Police Services Board

As roll call was not taken, below are the members that requested the meeting link -

- | | |
|-------------------|---|
| • Central Huron | Marg Anderson |
| • Chatsworth | Terry McKay, Scott MacKey, Graham Taylor |
| • Georgian Bluffs | Peter Hughes, Barry Hatt |
| • Grey Highlands | Daryl Minifie, Lynn Silverton, Dane Nielsen, Stewart Halliday, Paul McQueen |
| • Hanover | Don Smith, Sue Paterson |
| • Huron-Kinloss | Kelly Lush |
| • North Perth | Judy Givens |
| • Orangeville | Ian McSweeney |
| • Owen Sound | Garth Pierce, John Thomson, John Tamming |
| • Saugeen Shores | John Woodley |
| • South Bruce | Tracey Collins |
| • Southgate | Jim Frew |
| • South Huron | Jim Dietrich, Dave Frayne, Jo-Anne Fields |
| • Stratford | Rosemary Tanner |
| • Waterloo | Jill Eggleton, Karen Redman |
| • Wellington | Lisa MacDonald, Joanne Ross-Zuj |
| • West Grey | Doug Townsend |
| • West Perth | Steve Herold |

Shared Business Meeting – Chiefs and Boards

- Chief Ambrose welcomed and brought greetings to everyone attending the meeting virtually today and commented on how great it was to see so many individuals in attendance
- Chief Ambrose introduced Guest Speaker - Bryan Larkin, Chief of Waterloo Regional Police Service
- The 2022 International Meeting of Chiefs will be held in Quebec City with the focus on the

- Future of Policing – Who are we and Where are we going?
- The key initiative and strategies will be examining the impact of confidence and trust within Canadian policing
 - Launched a strategic foresight program, looking at what policing will look like 30-40 years from now. If interested, please connect and join
 - Collecting race-based data in respect to use of force
 - Have had 2 meetings with federal privacy commissioner on facial recognition technology
 - Now have a full-time psychological services committee
 - Would like to move away from the term use of force and move to police intervention
 - Been working on reaffirmation and recommitment to reconciliation effort
 - 2022 legislation perspective is working on modernized drug decriminalization. We are in support of this, but worry we have not done the work to properly address this. Working closely with OACP on some key issues
 - Jeff McGuire: continued work being done by OACP and WISB, ensuring proper access to medical counselling
 - Transfer of sexual assault cases from the military to the OPP
 - Special thanks to Chief Larkin for sharing his presentation today

Ministry Report

- Duane Sprague, Ministry Advisor sent his apologies for being unable to attend
- Duane wishes everyone a very Merry Christmas and safe and healthy new year

OAPSB Zone 5 Business Meeting

1. Welcome and Introduction

- Chair Jim Dietrich welcomed everyone to the electronic meeting today
- We encourage all Boards to submit a report which can be included in the minutes. This practice enables effective communication within Zone 5

2. Disclosure of Pecuniary Interest or the General Nature Thereof

- None identified

3. Approval of Agenda

Motion - Daryl Minifie/Lisa McDonald

“That the agenda be approved as circulated.”

Disposition - Carried

4. Approval of Minutes

Motion - Daryl Minifie/Sue Paterson

“That the minutes of the September 14, 2021 meeting be approved as circulated.”

Disposition - Carried

4.1 Errors or Omissions

- No errors or omissions noted

4.2 Discussion pertaining to the minutes

- No discussion in reference to the minutes of the previous meeting

5. Secretary/Treasurer's Report

- Treasurer, Jo-Anne Fields prepared financial report for presentation
- Bank balance as at November 20, 2021 was \$10,690.53
- Receipts – no receipts received
- Disbursements – \$35.00
- Year End Financial snapshot and the Proposed 2022 Financial overview were circulated to the membership for discussion
- Spring Conference – Fields questioned if the membership wishes to support the Spring Conference financially
- In December 2018 and 2019, it was voted to support the conference in the amount of \$1,500.00 for 2019 and 2020. No Conference held in 2020 due to the pandemic
- Lisa McDonald stated that all Health Protocols will be in place and follow all guidelines – planning for both in person and virtually
- Fields questioned if the membership wishes the membership fee for 2022 to remain at \$250.00 per Board
- Scotiabank Investment as of September 30, 2021 was \$4,273.02
- RBC Investment was re-invested in the amount of \$4,343.91 on February 5, 2021 at 0.150% interest. Anticipated interest generated at maturity on February 5, 2022 will be \$6.52
- Please remember to notify Secretary/Treasurer of any changes to your membership
- Appreciate Boards forwarding their respective report for inclusion in the minutes

Motion - Lynn Silverton/Dave Frayne

“That the Treasurers report be accepted as presented.”

Disposition - Carried

Motion - Don Smith/John Woodley

“That the Treasurer pay the necessary invoices between this and the next meeting.”

Disposition - Carried

Motion - Dave Frayne/Marg Anderson

“That the Zone 5 Board membership financially support the OAPSB Spring Conference in the amount of \$1,500.00.”

Disposition - Carried

Motion - Lynn Silverton/Barry Hatt

“That the OAPSB Zone 5 Board membership fee for 2022 remain at \$250.00 per Board.”

Disposition - Carried

6. Ministry Report – Ministry Advisor

- Ministry Advisor, Duane Sprague sends his regrets today and wishes everyone well
- No report for inclusion

7. Educational Session

- No education session at this meeting

8. Correspondence

- All correspondence is shared with Zone 5 membership as received

9. Zone Director’s Report

- OAPSB Zone 5 Director Lisa MacDonald provided the report to the membership
- In the past few months, the lobbyist hired by the OAPSB is initializing the training program with the SOLGEN office. Our hope is to have it in the budget
- For the boards who would like to try the beta testing, please reach out to Holly Doty at OAPSB and she will send you the link
- Encourage everyone to visit the OAPSB website for updates
- As per the conversations in the meeting, I have detailed the bylaw review to the board for consideration
- The OAPSB is hoping to hear about the status of the CSPA this spring. As soon as there is more information, I will pass it along to Secretary/Treasurer for circulation
- The CSPA is on hold until after the election
- To date, most board organizing plans are approved
- Currently, our education plan is on hold awaiting the CSPA approval and ascension
- The OAPSB is hoping to have an in-person Spring Conference, if possible, in May 2022
- Tentative locations are either at the Deerhurst Resort in Huntsville or Blue Mountain Resort Village in Collingwood
- Chair Dietrich expressed his appreciation to Lisa for sharing the Zone Director’s report

10. New Business

- No new business

11. Key Zone Updates and Q & A Period

- We encourage Boards to share a written report for inclusion in the minutes
- Any items of significance can be shared at the meeting

Individual Board Updates

Guelph

- Downtown Resource Officers Project: A strategic priority of the Guelph Police Service is to provide the best service possible while meeting community needs. The multi-faceted issues of the downtown area need collaborative solutions, especially since COVID-19, so Guelph Police Service officers work closely with community partners who provide services to those in the downtown core. The Downtown Resource Officers Project began as a pilot in April 2020 but has now become a permanent program. Four officers are assigned to the downtown, along with one liaison officer.
- Body Worn Camera Pilot Project: Through the 2020 budget process, a Body Worn Camera (BWC) pilot project was approved. From September 2020 to June 2021, 21 Axon 3 cameras were deployed and used by some members of Traffic, HEAT, Platoon A, and Downtown Officers. Information was collected to determine the impact of wearing cameras on various aspects of policing. As of September, 2021, five studies have been completed, three of which relate to the public attitudes about body worn cameras. Highlights of the research include: Public and member support for body worn cameras; Many police services found cost savings when using body work cameras; It takes between 9 and 14 minutes longer for a call when officers are using body worn cameras (which is measured from arrival time to time the call for service is cleared); There were no significant increases in Freedom of Information requests during the pilot project; The Toronto Police Service policy will most likely be the standard policy that other Services will adopt.
- Pre-Charge Diversion Program: Starting January 1, 2022, the Guelph Police Service will pilot a pre-charge diversion program in conjunction with the John Howard Society. This program is intended to reduce the administrative workload for many of those involved in the prosecution of minor offences. From a Community Policing perspective, this program falls in line with the GPS strategic plan priority focusing on restorative justice, using relationships built within the community. For pre-identified minor offences, if the offender meets a certain criterion, the officer can use discretion and forgo the arrest/charge. Instead, the offender is referred to the John Howard Society where community-based sanctions are used to hold the offender accountable and make amends for their behaviour. The diversion referral is all completed by the officer with the use of an App that will be available on their work phones and mobile workstations.
- Calls for Service – In comparing the number of calls for service from January to June 2020, and January to June 2021, total calls for service were down 35% this year. Priority 1 calls increased by 6.6%, mainly due to fire calls. Priority 2 calls decreased by 6.4%. Mental health

related calls were up 23.5%, and residential and commercial break-in calls were up 12% and 100% respectively. Response times have been reduced for two years in a row.

- Budget – On December 2, Guelph City Council passed the Guelph Police Service budget for 2022 at the amount of \$54,249,566 and 2023 at the amount of \$57,269,170, as previously approved by the Police Services Board.
- 2021 “Cops and Kids” Christmas Campaign – Guelph Police Service members have once again donated significant time and resources to support this year’s campaign through the Children’s Foundation of Guelph and Wellington. This year, \$13,315.01 was raised (well above the original target of \$8,000) and 15 families were supported by members of the service. This is the largest amount of money raised in the 16 years that this challenge has been run and is one of many ways in which the service develops community partnerships that help to improve the quality of life in Guelph.

South Huron

- Report submitted for inclusion
- Possible sites that could accommodate shared office space for OPP in the community of South Huron to facilitate officer work stations and provide washroom access
- The Board recommended to South Huron Council that the OPP be allowed access to the Fire Stations in South Huron for this purpose, believing it would be a great partnership opportunity, with increased OPP presence in South Huron
- After access was denied by Council at South Huron Fire Stations, the OPP were contacted by South Huron District High School, the South Huron Hospital, as well as a Church in South Huron to offer space for officer workstations and washroom access
- Etickets are now being served at the side of the road – they are processed and placed in the system immediately
- Inspector Younan noted that violent crimes transpiring in South Huron is concerning
- Festive RIDE program is underway across Huron County, including South Huron
- Domestic Violence is still a concern in the municipality, along with violent crimes and the use or brandishing of edged weapons
- Vaccination clinics are the focus of patrols in Huron County to ensure the safety of the public and the staff at the clinics. No known concerns have been identified in Huron County

12. Future Agenda Items

- Please contact the Secretary-Treasurer if you have items that you would like to include on upcoming Agenda

12.1 Next Meeting Date

- The next regular meeting of the OAPSB Zone 5 will be held on Tuesday, March 8, 2022. Host has not been determined
- The Zone 5 Meeting Dates, Host, Location and Venue are determined by the OACP and have been scheduled as noted below:
 - Tuesday, March 8, 2022
 - Tuesday, June 14, 2022
 - Tuesday, September 13, 2022
 - Tuesday, December 13, 2022

13. Adjournment

Motion - Lynn Silverton/Rosemary Tanner

“That the meeting adjourn at 11:10 am.”

Disposition - Carried

Chair – Jim Dietrich

Date

Sec./Treasurer – Jo-Anne Fields

Date

O.A.P.S.B. Zone 5 Board Membership Directory

Revised January 3, 2022

O.A.P.S.B. Contact: Holly Doty
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Vice Chair: Daryl Minifie
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Ministry Representative: Duane Sprague | Police Services Advisor
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 Policing Inspections, Investigation, Audit and Compliance Management Branch
 Inspectorate of Policing
 Ministry of the Solicitor General
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Alternative Ministry Rep: David Tilley, Police Services Advisor
David.Tilley@ontario.ca

Jetti Sahota, Police Services Advisor
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Central Huron Police Services Bd 23 Albert Street, Box 400 CLINTON, Ontario NOM 1L0	cao@centralhuron.com	3 Membership Board Marg Anderson – manderson@centralhuron.com Tim Collyer – Community Rep - tdcollyer@eastlink.com Trudy Kernighan - kernigtj@gmail.com
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<p>Grand Valley Police Services Board (O.P.P.) 5 Main Street North Grand Valley, Ontario L9W 5S6</p>	<p>Meghan Townsend, Deputy Clerk Town of Grand Valley 5 Main Street N. Grand Valley, ON L9W 5S6 mtownsend@townofgrandvalley.ca Phone # (519) 928-5652 Fax # (519) 928-2275</p>	<p>3 Membership Board Steve Soloman, Chair ssoloman@townofgrandvalley.ca Josh Hoskin – municipal rep josh@hoskinfamily.com Myrna Roberts – Provincial Rep</p>
<p>Georgian Bluffs Police Services Board R. R. # 3 177964 Grey Rd. 18 Owen Sound, Ontario N4K 5N5</p>	<p>Brittney Drury Deputy Clerk bdrury@georgianbluffs.on.ca 519.376.2729 x 226 519.372.1620 (fax)</p>	<p>3 Membership Board Dwight Burley – Mayor – dburley@georgianbluffs.on.ca Peter Hughes – pjameshughes@gmail.com Barry Hatt - grandmahatt@hotmail.com</p>
<p>Goderich Police Services Board (O.P.P.) 57 West Street Goderich, Ontario N7A 2K5</p>	<p>Larry McCabe lmccabe@goderich.ca 519-524-8344 519-524-7209 (fax)</p>	<p>3 Membership Board Tony Denomme – Chair - a.denomme@hurontel.on.ca Valerie Petrie – Member - valerie@cabletv.on.ca John Grace – Council – jgrace@goderich.ca Tom Jasper – Provincial Rep</p>
<p>Grey Highlands Police Services Board (O.P.P.) 206 Toronto St. S Unit 1 Box 409 Markdale, Ontario N0C 1H0</p>	<p>Amanda Van Alstine Municipal Services Assistant/PSB Secretary Municipality of Grey Highlands 206 Toronto Street South, Unit 1, P.O. Box 409 Markdale, Ontario N0C 1H0 519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643 vanalstinea@greyhighlands.ca</p>	<p>5 Membership Board Daryl Minifie – Vice Chair – Community - darylminifie@gmail.com Dane Nielsen – Vice Chair – Council Appointee - councillornielson@greyhighlands.ca Paul McQueen – Head of Council - mcqueenp@greyhighlands.ca Lynn Silverton – Provincial Appointee – Chair - lynn@bmts.com - Stewart Halliday – Provincial Appointee - stewarthalliday@bmts.com</p>
<p>Guelph Police Services Board P. O. Box 31038 Willow West Postal Outlet Guelph, Ontario N1H 8K1</p>	<p>Leslie LaCelle Executive Assistant, Guelph Police Services Board P.O. Box 31038, Willow West Postal Outlet Guelph, ON N1H 8K1 Tel.: 519-824-1212 ext. 7213 board@guelphpolice.ca</p>	<p>5 Membership Board Robert Carter – Chair - robertcarter@rogers.com - Chair Cam Guthrie – Council - cam.guthrie@guelph.ca Christine Billings - christineward6@hotmail.com Rod Curran – Member - Curranrod@icloud.com Peter McSherry – Provincial – peter@petermcsherry.ca – Vice Chair</p>

<p>Hanover Police Services Board 203 10th Street Hanover, Ontario N4N 1N8</p>	<p>Catherine McKay 519-367-2017 cmckay@wightman.ca</p>	<p>5 Membership Board Don Smith - hpsbdsmith@gmail.com – Chair/Community Rep Sue Paterson – spaterson@hanover.ca – Vice Chair Selwyn Hicks - shicks@hanover.ca Peter McEwen - pmcewen2323@gmail.com</p>
<p>Huron-Kinloss Police Services Board 21 Queen Street, Box 130 Ripley, Ontario N0G 2R0</p>	<p>Kelly Lush Deputy Clerk Township of Huron-Kinloss 519.395.3735 klush@huronkinloss.com</p>	<p>3 Membership Board Mitch Twolan - mitch@lakerangerealty.ca - Mayor Sarah Martyn - penetangorewellness@gmail.com – Community Rep Provincial Rep – Ian Montgomery - im@hurontel.on.ca</p>
<p>Kincardine Police Services Board Municipal Administration Centre 1475 Conc. 5 R.R. #5 Kincardine, ON N2Z 2X6</p>	<p>Jenna Leifso jleifso@kincardine.ca 519-396-3468 519-396-8288 (fax)</p>	<p>3 Membership Board Randy Roppel – Chair – rroppe@kincardine.ca Laura Haight – Council Rep (Municipal Councillor) Ron Roppel – Citizen Rep (Community) John Keown</p>
<p>North Huron Police Services Board Township of North Huron 519.357.3550 ex. 140 apiskorski@northhuron.ca www.northhuron.ca</p>	<p>clamb@northhuron.ca</p>	
<p>North Perth Police Services Board (O.P.P.) 330 Wallace Ave. N Listowel, Ontario N4W 1L3</p>	<p>Nicole Johnston njohnston@northperth.ca (519) 292-2054 FAX - 291-5611</p>	<p>5 Membership Board Ken Lawrence – Chair – kenjudy@eastlink.ca Judy Givens – Provincial rep – bgivens@wightman.ca Derek Mendez – Provincial Rep Julie Behrns - Councillor Dave Johnston – Councillor</p>

<p>Orangeville Police Services Board c/o Town of Orangeville 87 Broadway Orangeville, Ontario L9W 1K1</p>	<p>Todd Taylor – Chair ttaylor@orangeville.ca</p>	<p>5 Membership Board Ken Krakar –Prov. Appointee – kkrakar@orangeville.ca Todd Taylor – Councillor – ttaylor@orangeville.ca Sandy Brown – Mayor – sbrown@orangeville.ca Mary T. Rose – Prov. Appointee – maryrose@maryrose.com Ian McSweeney – Council Rep – imcsweeney@orangeville.ca</p>
<p>Owen Sound Police Services Board 922 2nd Ave. West Owen Sound, Ontario N4K 4M7</p>	<p>Owen Sound Police Services Board Kayla Wardell, Executive Assistant 922 2nd Avenue West Owen Sound, Ontario N4K 4M7 owensoundpsb@gmail.com Cell:519-379-5524</p>	<p>5 Membership Board John Thomson - Community Rep – Chair - jthoms1639@rogers.com Ian Boddy (Mayor) - Member Garth Pierce - Provincial - garthpierce@me.com Jill Sampson – Provincial Appointee - Member John Tamming - Council - Member</p>
<p>Saugeen Shores Police Services Board 435 Bruce Street Port Elgin, Ontario N0H 2C1</p>	<p>Tracey Edwards tracey.edwards@saugeenshores.ca 519.832.9853 519-832-2140 (fax)</p>	<p>5 Membership Board Dave Myette – dave.myette@saugeenhores.ca – Chair Don Matheson – don.matheson@saugeenshores.ca – Vice Chair Greg Thede - (Provincial) – gregthede@hotmail.com John Woodley - (Community) rep - woodley@bell.net Pat O’Connor (Provincial) - patoconn@gmail.com</p>
<p>Shelburne Police Services Board 203 Main Street East Shelburne, Ontario L9V 3K7</p>	<p>Nicole Hill nhillsecretary@gmail.com Cell 519-938-7347</p>	<p>5 Membership Board Wade Mills - Mayor wmills@shelburne.ca Steve Anderson – Deputy Mayor sanderson@shelburne.ca Mike Fazackerley – Chair mike.fazackerley@matthewscott.com Cell 905-301-3791 Althea Casamento – Provincial Repaltheacasamento@gmail.com Daniel Sample – Provincial Rep dan.sample.ds@gmail.com</p>
<p>Southgate Police Services Board (O.P.P.) 185667 Grey Road 9, R. R. # 1 Dundalk, Ontario NOC 1B0</p>	<p>1.888.560.6607 519 923-2110 x222 519 923-9262 (fax)</p>	<p>5 Membership Board Jim Frew, Chair (Southgate Councillor) John Woodbury, Member (Southgate Mayor) Don Lewis, Member Allen Dobreen, Provincial Appointee Dale Pallister, Provincial Appointee</p>

<p>Town of South Bruce Peninsula Police Services Board (O.P.P.) PO Box 310 315 George St Warton, ON N0H 2T0</p>	<p>Tracey Collins Deputy Clerk Town of South Bruce Peninsula Phone 519 534 1400, ext 120 Toll Free 877-534-1400 Fax 519 534 4976 tracey.collins@southbrucepeninsula.com www.southbrucepeninsula.com</p>	<p>3 Membership Board Janice Jackson – Mayor – Chair Dave Madill – Community Rep Gary Wood – Provincial Rep</p>
<p>South Huron Police Services Board (O.P.P.) 322 Main Street S Exeter, Ontario NOM 1S6</p>	<p>Jo-Anne Fields j.fields7575@gmail.com 519.494.9466 cell</p>	<p>3 Membership Board Jim Dietrich – Council Rep/Chair - jdietrich@hay.net Mark Hartman – Community/Vice Chair – Mark.Hartman@edwardjones.com Dave Frayne – Provincial rep – frayne@hay.net</p>
<p>Stratford Police Services Board P. O. Box 818 1 Wellington Street Stratford, Ontario N5A 6W1</p>	<p>Patricia Shantz pshantz@stratford.ca 519-271-0250 ext. 236</p>	<p>5 Membership Board Dan Mathieson - Chair - dmathieson@stratford.ca Tim Doherty – tim.doherty14@gmail.com Graham Bunting - gbunting@stratford.ca Rosemary Tanner – fireflypro@rogers.com Steve Cousins – steve_cousins@norampac.com</p>
<p>Waterloo Regional Police Services Board 200 Maple Grove Rd. Cambridge, Ontario N3H 5M1</p>	<p>Jill Eggleton Exécutive Assistant Waterloo Regional Police Service 200 Maple Grove Road Cambridge, Ontario N3H 5M1 519.570.9777 ext. 8853 519.650.8551 Fax jill.eggleton@wrps.on.ca</p>	<p>7 Membership Board Karen Redman – Chair – kredman@regionofwaterloo.ca Karl Kiefer – Vice Chair – kkiefer@regionofwaterloo.ca Tony Giovinazzo – Member - tony.giovinazzo@wrps.on.ca Ian McLean – Member - Ian.McLean@wrps.on.ca Karin Schnarr – Member - Karin.Schnarr@wrps.on.ca Sandy Shantz – Member – sshantz@regionofwaterloo.ca Rosita Tse – Member – rosita.tse@wrps.on.ca</p>

<p>Wellington Police Services Board (OPP) 74 Woolwich Street GUELPH, Ontario N1H 3T9</p>	<p>Donna Bryce County Clerk donnab@wellington.ca 519.837.2600 x 2520</p>	<p>Kelly Linton – Warden - kellyl@wellington.ca; David Anderson - davida@wellington.ca; Gary Williamson – Community - garywil@xplornet.com; Joanne Ross-Zuj – Chair - jrosszuj@gmail.com; Lisa MacDonad – Provincial lisamacdonald@outlook.com</p>
<p>West Grey Police Services Board 402813 Grey Rd. 4 R. R. # 2 Durham, Ontario NOG 1R0</p>	<p>Heather Webb hwebb@westgrey.com 519.369.2200 ext 226 519.369.5962 (fax)</p>	<p>5 Membership Board Betty Moric - Prov - eandbmoric@gmail.com Christine Robinson, mayor@westgrey.com Geoffrey Shea - gshea@westgrey.com, Doug Townsend - ihobble@everus.ca - Chair Helen-Claire Tingling – Provincial rep - hctingling@gmail.com</p>
<p>West Perth Police Services Board Municipality of West Perth 169 St. David St., PO Box #609 Mitchell, Ontario NOK 1N0</p>	<p>Ljubica Blazevic Clerk Phone: (519) 348-8429 ext. 224 Email: lblazevic@westperth.com www.westperth.com</p>	<p>5 Membership Board June Demerling – jed8171@quadro.net Walter McKenzie – Mayor Steve Herold – Councillor – sherold@westperth.com Paul Wettlaufer – Provincial Appointee John Mogks – Provincial Appointee themogks@gmail.com Steve Herold – Councillor - sherold@westperth.com – Chair</p>

To: Ian McSweeney <imcsweeney@orangeville.ca>, Lisa MacDonald
<lisamacdonald@outlook.com>
From: Holly Doty <oapsb@oapsb.ca>

Dear Lisa and Ian,

Conference info just released

NOW HYBRID

Spring Conference & AGM May 26 & 27, 2022

OAPSB Spring Conference Chair Lisa MacDonald invites all members and partners to the 2022 Spring Conference & AGM.

The Ontario Association of Police Service Boards' 2022 Spring Conference and AGM is being held in person AND online on May 26-27, 2022.

The in-person conference will take place at the Toronto Airport Marriott and will be live-streamed to virtual participants through Eventmobi.

Early Bird rates are only available until April 1, 2022.

Registration is now open!

[CLICK HERE TO REGISTER ->](#)

Member and Corporate Sponsorship

Each year we rely on participation and sponsorship. We ask members and organizations to consider sponsoring the Spring Conference & AGM.

Added benefits: Funding received for OAPSB events is used to:

- Minimize costs to members to attend the seminar
- Offset the expenses related to delivering the virtual event and training
- Purchase of virtual technology
- Support the marketing and outreach required to inform and communicate with members
- Provide your organization recognition on our website, eblasts and at the virtual event.
- Deliver upgrades to our education & training to membership

Please contact Holly Doty at oapsb@oapsb.ca or [1-800-831-7727](tel:1-800-831-7727) to take advantage of one or more of these unique sponsorship opportunities listed below.

Member Sponsorship

Corporate Sponsorship

OAPSB NEWS

RENEW MEMBERSHIP

CHIEFS MEMOS

Ontario Association of Police Services Boards
180 Simcoe St., Suite 2
London, ON N6B 1H9

[Unsubscribe](#)

Mary Lou Archer

From: TPONsystem@ontario.ca
Sent: Tuesday, February 1, 2022 7:42 AM
To: Nandini Syed; Todd Taylor
Subject: A payment has been processed to your organization./Un paiement a été envoyé à votre organisme.

Dear Sir/Madam,

This is a notification to inform you that a payment in the amount of \$11,328.50 has been processed by Electronic Fund Transfer to your organization, The Town of Orangeville, for case number 2021-07-1-1609346024 under the program called: Victim Support Grant. Your organization will receive its cheque or electronic funds transfer (EFT) within a few business days.

Please do not respond to this email. This email address is not monitored.

For questions related to this payment, please contact your regional advisor or ministry program lead.

Alternatively, you can contact Transfer Payment Ontario Client Care at 1-855-216-3090 or 416-325-6691 Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time (excluding government and statutory holidays) , or by email at transferpaymentontarioCST@ontario.ca

Thank you.

Madame,
Monsieur,

Nous vous informons par la présente qu'un paiement de 11 328,50 \$ a été envoyé par Trans. électronique de fonds à votre organisme, The Town of Orangeville, pour le cas numéro 2021-07-1-1609346024 en vertu du programme appelé: . Votre organisme recevra son chèque ou son virement électronique de fonds (VEF) au cours des prochains jours ouvrables.

Nous vous prions de ne pas répondre à ce courriel, car cette adresse électronique n'est pas surveillée.

Si vous avez des questions au sujet de ce paiement, veuillez contacter votre conseiller régional ou le responsable du programme.

Vous pouvez aussi communiquer avec le service à la clientèle de Paiements de Transfert Ontario au 1 855 216-3090 ou au 416 325-6691, du lundi au vendredi, entre 8 h 30 et 17 heures, heure normale de l'Est, ou par courriel à transferpaymentontarioCST@ontario.ca

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Merci.

Orangeville Police Services Board Regular (Public Session) Meeting

**Tuesday January 18, 2022
Electronic Meeting via Microsoft Teams
Orangeville, Ontario**

Members Present: Chair T. Taylor
Vice-Chair I. McSweeney (Acting Secretary)
Member K. Krakar
Member M. Rose
Member A. MacIntosh

Staff Present: D. Benotto, Software Operations Supervisor

Invited Guests: OPP Inspector – Detachment Commander T. Ward
OPP Staff Sgt. Derek Banks

Minutes

1. Call to Order

The meeting was called to order at 5:07 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest and Preliminary Matters

None

3. Approval of Agenda

Recommendation:

Motion that the Board discuss and approve the Agenda for the January 18, 2022 Orangeville Police Services Board Regular (Public Session) Meeting.

Moved by: Member Rose

Seconded by: Member Krakar

All in favour

Carried.

4. In-Camera Meeting (Board plus invited guests only)

Recommendation: Convene into In-Camera Session.

Motion that at 4:06 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 MacIntosh

Seconded by: Member Rose

All in favour

Carried.

5. Public Session

Recommendation: Convene into Public Session.

Motion that at 5:07 p.m. the Board reconvene into the Public Session of this meeting.

Moved by: Member Rose

Seconded by: Member Krakar

All in favour

Carried.

6. The Ward Report (Inspector Terry Ward to present) (see 4th Qtr report)

Board Review and Discussion

- Welcome to Staff Sgt. Banks – Sgt. Banks is on temporary loan from Huronia West Detachment as operations manager while Staff Sgt. McLagan is on assignment.

PSB Regular (Public Session) Meeting Agenda January 18, 2022

- OPP Inspector Terry Ward provided the Board with a presentation on the quarterly report for the Orangeville OPP services.
- Update on 2022 Regular Board meeting dates – The Board has decided to schedule the next 3 regular meetings as follows:
 - Tuesday March 15, 2022 at 5:00 p.m.
 - Tuesday April 19, 2022 at 5:00 p.m.
 - Tuesday May 17, 2022 at 5:00 p.m.

Recommendation:

Motion that the Board welcome Staff Sgt Banks and receive the report and update and approve the new meeting dates.

Moved by: Member Rose

Seconded by: Member MacIntosh

All in favour

Carried.

7. Board Secretary Interviews

Board Review and Discussion

Chair Taylor reported on the end of contract departure of the Board secretary and the interview process underway to hire a new secretary prior to the Board's next regular meeting.

Recommendation:

Motion that the Board receive the report.

Moved by: Member Rose

Seconded by: Vice-Chair McSweeney

All in favour

Carried.

8. OPSB COVID-19 Vaccination Policy (see attached policy) - Chair Taylor to present

Board Review and Discussion

Chair Taylor presented the Board's COVID-19 Vaccination Policy.

Recommendation:

Motion that the Board receive the approved OPSB COVID-19 Vaccination Policy.

Moved by: Member Rose

Seconded by: Member MacIntosh

All in favour

Carried.

9. December 7, 2021 Letter from Town of Penetanguishene to Attorney General Concerning Rates of Recidivism (letter attached)

Board Review and Discussion

Chair Taylor presented the letter which the Board discussed with input from Inspector Ward. The Board consensus was that for the present we do not need to author our own letter.

Recommendation:

Motion that the Board receive the letter and above discussion.

Moved by: Member Rose

Seconded by: Member MacIntosh

All in favour

Carried.

10. Board Services Standards (see attached approved Service Standards and related January deadlines) – Vice-Chair McSweeney to present

Board Review and Discussion

Further to item 12 of the Board's November 16, 2021 Regular (Public Session) Meeting, the Board has approved the attached Service Standards to provide guidance in connection with its meeting process (pre and post). As required by the Service Standards (App A), target January 2022 deadline dates are also attached.

Recommendation:

Motion that the Board discuss and receive the update.

Moved by: Member Rose

Seconded by: Member MacIntosh

All in favour

Carried.

11. Children's Traffic Safety Signs and False Alarms (photo attached)

Board Review and Discussion

Further to item 22 of the Board's November 16, 2021 Regular (Public Session) Meeting Minutes, Member MacIntosh and Chair Taylor reported as follows:

- Safety signs – the Town is conducting a traffic survey (which includes consideration of children's traffic safety signs) through a consultant scheduled to report to Council by February 24, 2022.
- False alarms – Town Council has approved the development of a policy on false alarms and work on the policy has commenced.

Recommendation:

Motion that the Board receive the above photo and report and decide next steps.

Moved by: Member MacIntosh

Seconded by: Member Rose

All in favour

Carried.

12. December 14, 2021 Zone 5 Meeting Report (see attached agenda and materials) – Vice-Chair McSweeney to present

Board Review and Discussion

Vice-Chair McSweeney reported on the December 14, 2021 Zone 5 Meeting.

Recommendation:

Motion that the Board receive the above photo and report and decide next steps.

Moved by: Member Krakar

Seconded by: Member MacIntosh

All in favour

Carried.

13. Adoption of Minutes of Previous Public Board Meetings

Board Review and Discussion

Approved Board minutes have been submitted to Town Council up to and including the September 21, 2021 Regular (Public Session) Minutes. While the previously approved minutes of the Orangeville Police Services Board Regular (Public Session) Meeting held on October 19, 2021 were published on the OPSB website, they were not submitted by the Board secretary to Council. The minutes of the Orangeville Police Services Board Regular (Public Session) Meeting held on November 16, 2021 are tabled below. The Board did not have a regular meeting in December 2021.

13.1 Minutes from the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday November 16, 2021.

Recommendation:

Motion that the minutes from the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday November 16, 2021 be approved.

Motion that Chair Taylor confirm with Council that all pre-November 2021 public minutes of the Board have been received and that, following this meeting, the Chair submit the approved minutes from the Orangeville Police Services Board Regular (Public Session) Meeting held on Tuesday November 16, 2021 and the previously approved Orangeville Police Services Board Regular (Public Session) Meeting held on October 19, 2021 to Council.

Moved by: Member Rose

Seconded by: Member Krakar

All in favour

Carried.

14. Website Review Update – Chair Taylor to present

Board Review and Discussion

PSB Regular (Public Session) Meeting Agenda January 18, 2022

The departure of the Board secretary has resulted in a delay to the website update. This will be a priority for the new secretary once hired.

Recommendation:

Motion that the Board discuss and receive the update.

Moved by: Member Rose

Seconded by: Member MacIntosh

All in favour

Carried.

15. Board Member Claims for Special Remuneration (claims attached) per the Board's Special Meeting and Assigned Work Remuneration/Expense Reimbursement Policy

Board Review and Discussion

Special Remuneration Claims (\$1,100)

- Nov 30/21 Special In-Camera Meeting (\$400)
- Dec 7/21 Special In-Camera Meeting (\$400)
- Dec 14/21 Zone 5 Meeting (\$100)
- Dec 20/21 Settlement Conference (\$200)

Recommendation:

Motion that the Board approve the above special remuneration claims and direct Chair Taylor to submit same to the Town for payment.

Moved by: Member Rose

Seconded by: Member Krakar

All in favour

Carried.

16. Question Period

None.

17. Presentations

None.

18. Delegations

None.

19. Correspondence

None.

20. Reports

None.

21. New Business

None.

22. Adjournment

Recommendation:

That the meeting be adjourned at 6:00 p.m.

Moved by: Member Rose

Seconded by: Member Krakar

All in favour

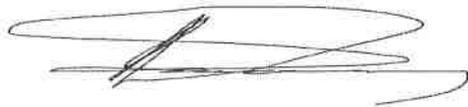
Carried.

Confirmation of Date and Time of Next Regular (Public Session) Meeting – Tuesday
March 15, 2022 at 5:00 p.m.



Todd Taylor

Todd Taylor – Chair



Ian McSweeney – Vice-Chair and Acting Secretary

APPROVED REMUNERATION/EXPENSES CLAIM FORM

Name of Board Member/ Secretary: **Andy MacIntosh**

Description of Approved Special Meeting/Assigned Work: **February 4, 2022 Special In-Camera Meeting – TT, IM, MR and AM**

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 4, 2022**

Claimant Signature



Per: Andy MacIntosh

APPROVED REMUNERATION/EXPENSES CLAIM FORM

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

Description of Approved Special Meeting/Assigned Work: **February 4, 2022 Special In-Camera Meeting – TT, IM, MR and AM**

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: _____

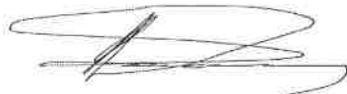
Date/Description: _____

Date/Description: _____

Total Expenses claim: **\$0**

Date Claim Submitted: **February 4, 2022**

Claimant Signature



APPROVED REMUNERATION/EXPENSES CLAIM FORM

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

Description of Approved Special Meeting/Assigned Work: **March 8, 2022 Zone 5 Meeting – IM**

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: **March 8, 2022**

Claimant Signature



APPROVED REMUNERATION/EXPENSES CLAIM FORM

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

Description of Approved Special Meeting/Assigned Work: **February 4, 2022 Special In-Camera Meeting – TT, IM, MR and AM**

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: _____

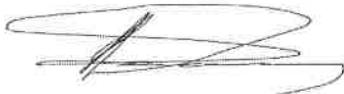
Date/Description: _____

Date/Description: _____

Total Expenses claim: **\$0**

Date Claim Submitted: **February 4, 2022**

Claimant Signature



Per: Ken Krakar

APPROVED REMUNERATION/EXPENSES CLAIM FORM

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

Description of Approved Special Meeting/Assigned Work: **February 4, 2022 Special In-Camera Meeting – TT, IM, MR and AM**

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 4, 2022**

Claimant Signature



Per: Mary Rose

APPROVED REMUNERATION/EXPENSES CLAIM FORM

Name of Board Member/ Secretary: **Todd Taylor**

Description of Approved Special Meeting/Assigned Work: **February 4, 2022 Special In-Camera Meeting – TT, IM, MR and AM**

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 4, 2022**

Claimant Signature


Todd Taylor

MARCH 2022 SERVICE STANDARDS DEADLINES

March 15, 2022 Regular Meeting

Pre-Meeting

- **Tues March 2nd** - Chair circulates to the Secretary and Vice-Chair proposed in-camera and public session agenda topics and related materials (B1.)
- **Fri March 4th** - Chair and Secretary shall meet to discuss and finalize agenda topics and materials, as well as invited guests. (B2.)
- **Mon March 7th** - Secretary shall circulate to the Chair and Vice-Chair draft session agendas in standard format as close to final as possible, including draft notes with any questions. At that time the Secretary shall include a proposed package of materials for each agenda indexed to each documents corresponding agenda item number. (B3.)
- **Wed March 9th** - Chair/Vice-Chair shall provide the Secretary with their revisions/comments on the draft agendas in Word track changes format and shall include a revised indexed package of materials for each agenda incorporating any document additions/deletions or re-numbered indexing as appropriate based on agenda revisions. (B4.)
- **Sun March 13th** - the Secretary shall circulate to Members final meeting agendas and related packages of agenda materials, all in bookmarked PDF format (By-law s.P4). (B5.)

Post-Meeting

- **Wed March 16th** – Secretary shall arrange for Chair and Secretary to sign all public and in-camera meeting minutes approved at the meeting. (C4. and C5.)
- **Fri March 18th** - Secretary shall provide the Chair and Vice-Chair with draft in-camera and public minutes of the meeting which are as close to final as possible, including draft notes with any questions. (C1.)
- **Fri March 18th** - Secretary shall forward the signed approved public minutes from previous month's meeting to the Town Clerk for distribution to Council and posting on the Board's website. (C6.)
- **Fri March 18th** - all invoices and special remuneration claims, the Secretary shall forward such invoices and claims to the Town Clerk for payment. (C7.)
- **Wed March 23rd** - Chair and Vice-Chair shall provide the Secretary with their revisions to the draft minutes. (C2.)
- **Mon March 28th** - the Secretary shall provide the Chair and Vice-Chair with final drafts of the minutes to be included on the next appropriate meeting agenda for consideration/approval of the Board. (C3.)