

# Owen Sound Police Services Board

## Public Session Minutes

Wednesday, February 24, 2021 at 10:00 a.m.

(Via YouTube live stream/Zoom)

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<b>Members Attending</b>	J. Thomson (Chair), I. Boddy, G. Pierce, J. Sampson
<b>Members Attending:</b> (Via Zoom)	J. Tamming
<b>Guests Attending:</b> (Via Zoom)	D. Sprague - Police Advisor, Ministry of Solicitor General, Tim Simmonds – City Manager, Owen Sound
<b>Admin. Attending:</b>	Chief C. Ambrose, Inspector D. Bishop, Inspector Fluney, Director S. Bell-Matheson
<b>Admin. Attending:</b> (Via Zoom)	Director C. Hill
<b>Admin. Absent:</b>	Director K. Fluney
<b>Minutes:</b>	J. Thomson

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### 1. Call to Order

The Chair called the meeting to order at 10:00 a.m.

*“Prior to today’s meeting the Board met in closed session to review and discuss matters that in their opinion fell under Section 35 (4) of the Police Services Act, R.S.O 1990 c. P.15 and as per the Owen Sound Police Services Board BY-LAW NO. 2019-01 Section 19.1 Closed Items.”*

### 2. Approval of the Agenda

**Moved by J. Sampson, seconded by G. Pierce**

*“That the agenda dated February 24, 2021 be approved”* **CARRIED**

### 3. Declaration of Conflict of Interest arising out of the Matters listed on the Agenda. **HEARING NONE**

### 4. Presentations, Deputations, and Public Question period. **HEARING NONE**

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## **5. Confirmation of the Minutes of the Public Session held January 20, 2021.**

**Moved by G. Pierce, seconded by J. Sampson**

*"That the minutes dated January 20, 2021 be approved"* **CARRIED**

## **6. Business arising out of the Minutes of the January 20, 2021 Public Session. HEARING NONE**

## **7. Correspondence Received.**

- a) Letter to Bill Walker from Chief Ambrose regarding Court Security Cost Review and expressing concerns reduced grants program would have on the taxpayers of Owen Sound.
- b) Thank you e-mail from a private citizen thanking the officers who attended a home alarm and the whole service in town for their alertness and professionalism.
- c) Thank you letter from Keystone a public services business, thanking the OSPS for the excellent and professional work they do and how they could count on them as back up when they needed them.

## **8. Chairman's Report**

### **a) OIPRD Notification Letter**

The Chair reported he had received an OIPRD Notification Letter regarding Strip Search Policy Update. On November 16, 2020, OIPRD had completed their systemic review of *Breaking the Golden Rule: A Review of Police Strip Searches in Ontario*. Their review found that police strip search procedures were out of date and varied widely throughout the province. Accordingly, they recommended that the Ministry of the Solicitor General update the Policing Standards Manual, and the Search of Persons Guideline to ensure consistency in police strip search procedures throughout Ontario.

Additionally, they recommend that police services review their current strip search procedures and compare them to the new procedures recently developed by the Toronto Police Service. Inspector Fluney reported our procedures are being reviewed to bring them in line with Toronto's new procedures and would be completed shortly.

### **b) OAPSB 2021 Spring Conference & AGM**

The Chair reminded everyone that registration for the OAPSB Spring Conference is approaching. It's on May 27 - 29, 2021 and early bird registration expires March 31, 2021. Those wishing to attend the conference are to let him know before the early bird deadline.

## Costs for registration:

- Early Bird Member Full Virtual Conference Pass \$350
- Non-Member Full Virtual Conference Pass \$500
- Group Purchase - Includes four Unique Access Links \$1500
- One Day Only Virtual Pass \$250

### **9. Reports from Inspector D. Bishop**

- Inspector Bishop presented the following reports;
  - a) Criminal Investigations Branch
  - b) Drug Enforcement and Intelligence
  - c) Auxiliary Unit Report
  - d) Joint Forces Operations

### **10. Reports from Inspector J. Fluney**

- Inspector J. Fluney presented the following reports;
  - a) Collision Statistics
  - b) Community Services Office
  - c) Lost Hours and Training
  - d) Traffic Enforcement

### **11. Reports from Director of Civilian Services K. Fluney**

- Inspector Bishop presented the following reports on behalf of Director Fluney;
  - a) Board By-laws - 2020 and 2021
  - b) Court - 2020 and 2021
  - c) Records - 2020 and 2021

### **12. Reports from Director of Corporate Services S. Bell-Matheson**

- On behalf of Director Bell-Matheson, Chief Ambrose presented the report on Call Statistics by Priority. A recent upgrade to the report generation system needs to be finalized. As a result of the required upgrade, a full suite of reports for January 2021 was not available.

### **13. Report from Director of Information Technology Services C. Hill**

- Director Hill presented his monthly IT report.

Our NG 911 project is currently ahead of all other like dispatch centres across Canada with a 93.3% completion rate. The expectation is we will go live with NG 911 in the second quarter of 2021. Sometime after that the OPP and others will join. Later this year we expect to complete real time texting to be added to our completion of work for NG 911.

Chief Ambrose commented that we received a quote from our supplier in excess of \$20,000 for the CAD 94 upgrade. Our IT department did most of the work internally for this upgrade and as a result our cost was reduced to approximately \$5,000. Director Hill played a significant role in the amount of work to achieve these cost savings.

### **14. Financial Reports from the Chief of Police**

#### a) Financial Report

Chief Ambrose reviewed the financials ending January 31, 2021. He noted that the negative variance was primarily due to dispatch receivables not being received prior to the end of January 2021, as well as the timing of some expenses. Overall, financially, we are in good shape and trending lower than anticipated outside of the explained variances.

As there were no requests for action in any of the above reports, and they were provided for information purposes, they will be placed on file with the minutes of this meeting for future reference.

#### b) Approval of Outstanding Accounts for Payment for \$41,606.19

### **Moved by J. Sampson, seconded by G. Pierce**

*“That the payment for outstanding accounts of \$41,606.19 for the period January 1, 2021 to January 31, 2021 be approved.”* **CARRIED**

### **15. Operating Reports from the Chief of Police**

#### d) Chief’s Activity Report

- Chief Ambrose reviewed his activity report for the month of January 2021 and noted that he is now the police lead for Grey Bruce vaccination distribution task force.

#### e) Inspector Fluney and Chief Ambrose presented the following year-end reports:

##### I. 2020 Firearms

##### II. 2020 Sale of Fixed Assets – Board Equipment/Disposed

- III. 2020 Use of Force
- IV. 2020 Use of Force Training
- V. Missing Persons Reporting 2020
- VI. Mandatory Reporting

c) Digital Evidence Management

Chief Ambrose reported that this new Evidence Management system will allow more time to be given to core police work and less time on administering the evidentiary paper trail. The evidence system will allow easy storage and sharing of large audio files, videos and photographs that can be securely sent to Crown attorneys and other police forces. He also reported there will be a cost for this new technology and will bring forward the potential costs for our March meeting.

As there were no requests for action in any of the above reports, and they were provided for information, they will be placed on file with the minutes of this meeting for future reference.

**16. Other Items and New Business.**

- a) An application for a Private Transportation Company License was submitted by Adam McKeachnie. Inspector Fluney reviewed the application and provided the background surrounding this application, and recommended the board approve the application subject to proof of an increase in liability insurance from \$1 million to \$2 million.

**Moved by G. Pierce, seconded by I. Boddy**

*“That the application for a Private Transportation Company License submitted by Adam McKeachnie be approved subject to the outstanding requirements listed in Inspector Fluney’s report to the board be obtained.”* **CARRIED**

- b) PTSD and Impact Increasing Overdose Incidents are having

Member Tamming expressed his concern over the increasing overdose incidents in Owen Sound and the impact this may be having on PTSD cases within the service and what was being done within the service to address these issues.

Chief Ambrose reported that all officers have Narcan, a nasal spray formulation of naloxone to prevent overdose deaths, if called in time. He also sits on the Opioid Task Force for Grey and Bruce County and the steering committee and is involved with discussions and alternatives. The OSPS also sits on a number of other

committees and task forces in Grey and Bruce. Special messaging has been developed regarding the Good Samaritan Act so people are no longer afraid of being charged with simple possession if they call 911 and assist in helping an overdose victim.

OSPS is also investigating bringing a drug treatment court to the area along with a number of other projects. For example, Inspector Bishop sits on the OAPC substance abuse committee. This is a provincial task force so we have a broad provincial perspective regarding overdoses and overdose related deaths.

With respect to assistance for officers and others, Chief Ambrose outlined the support programs that are being used and others that are being investigated provincially, as well as peer support programs internally. Psychotherapists come to the station once a month for two days and meet with staff on a proactive basis if they are experiencing difficulties dealing with job related stress. We also have a training program called the road to mental health readiness which was designed by the Canadian Military and gives officers the skills they need to deal with these situations. We have also invested in a trainer within the service so they can provide that training and that person is also a peer support person. Through our benefits provider's employee assistant plan we are developing an online option for staff to use.

## **17. Termination of the Public Meeting**

As the board had dealt with all of the items on the agenda, and there being no additional business to conduct, the Chair declared the open session to be terminated at 10:50 a.m.

**Next meeting Wednesday, March 24, 2021.**

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G. Pierce, Past Chairman

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J. Thomson, Chairman

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Craig S. Ambrose  
CHIEF OF POLICE



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Executive Fax: (519) 376-2456  
Operations Fax: (519) 376-6131

February 2<sup>nd</sup> , 2021

Bill Walker, MPP Bruce-Grey-Owen Sound  
920 1st Avenue West, Suite 100,  
Owen Sound, ON N4K 4K5  
E: [bill.walker@pc.ola.org](mailto:bill.walker@pc.ola.org)

Minister Walker;

I am taking this opportunity to contact you at the request of the Owen Sound Police Services Board and the City of Owen Sound. The Ministry of the Solicitor General in late 2020 announced a review of the funding framework for the Court Security and Prisoner Transport Grants. That review is being conducted by Brian Bourns on behalf of Goss Gilroy Consulting. In late 2020 all police services were asked to complete questionnaires about the current funding and opportunities were scheduled to provide feedback. The feedback dates were held prior to the submission date and as a result arrangements were made to provide feedback directly to Mr. Bourns relating to the court security situation in Owen Sound. This meeting took place on January 15, 2021.

I feel that it is important to also make you aware of the situation relating to court security funding relating to the consolidated court located in Owen Sound. Section 137 of the Police Services Act sets out that the Board where the court is located will be responsible for Court Security. Due to the fact that the courthouse is located within the City of Owen Sound those costs and responsibilities fall to the OSPSB and the City. As you are aware, the courthouse serves the majority of Grey and a large portion of Bruce County. The court handles all matters from Tobermory through South Bruce Peninsula and all of Grey County with the exceptions of West Grey, Hanover and half of Blue Mountains. There are approximately 83,000 people served by the courts, yet the court security is covered by the approximately 22,000 taxpayers of Owen Sound. This results in an unfair burden on the taxpayers of Owen Sound.

The Owen Sound Police Services Board currently receives a grant of approximately \$422,000.00 to help pay for those court security costs. This covers only a portion of the total costs, based on a cost recovery formula splitting costs throughout the province. The budget for 2020 after the court security grant still left a \$282,000 cost for the taxpayer of Owen Sound to run the courts. Some of this would be court security and some would be court administration. The current funding ends at the end of the provincial government yearend and there has been no confirmation of this funding continuing in 2021. Any decisions will likely be delayed pending the outcome of the current review.

A number of years ago changes were implemented to the transfer payments and income between the province and counties or Regional Municipalities. Court security costs were to be offset by increased revenue from Provincial Offences Act courts. The County of Grey administers the courts on behalf of Grey and Bruce counties and any revenue generated by the court is shared amongst the municipalities. This results in the taxpayers of Owen Sound paying

Address All Correspondence to the Chief Of Police  
922 2<sup>nd</sup> Avenue West, Owen Sound, Ontario N4K 4M7 Tel. (519) 376-1234

**Craig S. Ambrose**  
CHIEF OF POLICE



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for court security because the building is located within the city limits, while all other municipalities served by the courts do not contribute to those costs.

My concern with the current review, is that any decision, even maintaining the current system has the potential to either continue the unfair burden on the taxpayer of Owen Sound or possibly increase that burden. If the court security funding were not continued there would be an almost 5% increase to the police services budget to pay the difference. In 2020, the court security costs as a result of Covid decreased during the initial Provincial shutdown, but the courts have always remained open and required staffing. The current system requiring prisoners to be handled at the Owen Sound Police Service rather than the courts lock up facility will actually increase the court security costs for 2021 and beyond.

I bring this matter to your attention on behalf of the city and the Police Services Board and ask that you attempt to discuss this matter on our behalf and advocate for a grant system that meets the needs of all communities and provides for a more equitable distribution of the costs of court security by all members served by the courts, rather than just the taxpayers of the municipality where the building is physically located.

Regards;

A handwritten signature in black ink, appearing to read 'Craig S. Ambrose', is written over a horizontal line.

**Craig S. Ambrose**  
Chief of Police

CC: John Thomson, Chair, Owen Sound Police Services Board

Address All Correspondence to the Chief Of Police  
922 2<sup>nd</sup> Avenue West, Owen Sound, Ontario N4K 4M7 Tel. (519) 376-1234



[REDACTED]  
Sent: February 10, 2021 11:24 AM  
To: INFO <[info@owensoundpolice.com](mailto:info@owensoundpolice.com)>  
Cc: Fluney, Jeff <[jfluney@owensoundpolice.com](mailto:jfluney@owensoundpolice.com)>  
Subject: Checking out my home on Wednesday February 3rd

Good morning,

On behalf of my kids and myself, I would like to thank you for your dedication and attentive watch-keeping.

I installed in recent months a real-time monitored alarm system.

On Wednesday February 3, at 0020, I came home from work and, while focused in clearing snow on my driveway, I totally forgot about the alarm fixture. Once I opened my front door, I hear the loud beeping and promptly accessed the application in my cell phone and acknowledged the alarm. But it was too late. The Alarm Operator executed the due diligence: made a call to me, but being my phone in "flight mode" I did not pick up. Following procedure, they contacted the Owen Sound Police Dpt. which made quick appearance in my property in the form of two cruisers. A polite but assertive officer approached me (I had just finished to shovel my driveway) and requested my name and reason to be there. Then he requested my ID to verify the given information.

I failed to ask for his name, but I am sure you can pinpoint the action with the time frame I am giving above, and find out the two officers alerted that morning. Please, extend my congratulations to them and to the whole Force in town for their alertness and professionalism.

Sincerely,

[REDACTED]

[REDACTED]



**February 9, 2021**

**Dear Chief Craig Ambrose**

**Keystone Child, Youth and Family Services has been meaning to write for some to time to share our thanks and to acknowledge the outstanding service your dedicated staff have provided our organization for several years. Our Children's Mental Health Live In Treatment home located on 4<sup>th</sup> ave. East in Owen Sound was reminded yet again just this past weekend of how we can count on our your officers to provide us with immediate assistance when we are in need. Not only did they respond quickly they maintained a patrol presence throughout the night in case the threat returned to the program.**

**I have been with the organization for over thirty years and have had to call upon your officers many times. There are a wide range of reasons why we ask for help but each and every time our staff have felt listened to and treated with respect. On some occasions we have had to call you multiple times in one day but your team have always been responsive, professional and kind to our youth. We know your officers have devoted many hours providing us assistance and we wanted to say it is so reassuring to know you are there as back up as we look after and treat the most vulnerable and high risk youth within Grey and Bruce.**

**Please extend our heartfelt thanks to your team.**

**Yours truly**

A handwritten signature in blue ink that reads "Cathy Clarke". The signature is written in a cursive, flowing style.

**Cathy Clarke BSW, MSW  
Assistant Executive Director  
Keystone Child, Youth and Family Services**

**Building Futures Together**

1793 3rd Avenue West, Owen Sound, Ontario N4K 6Y2 Phone: 519-371-4773 1-800-537-2384 Fax: 519-371-6397  
[www.keystonebrucegrey.org](http://www.keystonebrucegrey.org)

January 19, 2021

**Mario Di Tommaso**  
Deputy Solicitor General  
The Ministry of the Solicitor General

**Devon Clunis**  
Ontario Inspector General of Policing

**Thomas Carrique**  
Commissioner  
Ontario Provincial Police

**Ontario Police Chiefs and Police Service Board Chairs**

Dear Sirs and Madams:

**Re: Strip Search Policy Update**

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The mandate of the Office of the Independent Police Review Director (OIPRD) includes a statutory obligation to monitor and respond to systemic issues in policing. On November 16, 2020, we completed our follow-up to our systemic review, [Breaking the Golden Rule: A Review of Police Strip Searches in Ontario](#). Our review found that police strip search procedures were out of date and varied widely throughout the province.

Accordingly, I recommend that the Ministry of the Solicitor General update the Policing Standards Manual, and the Search of Persons Guideline to ensure consistency in police strip search procedures throughout Ontario.

Additionally, I recommend that police services review their current strip search procedures and compare them to the new procedures recently developed by the Toronto Police Service (TPS) in response to our recommendations (see enclosures).

Respectfully submitted,

  
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**Stephen Leach**  
Independent Police Review Director



# 01-02 Search of Persons

**Status:** Amended

**Issued:** R.O. 2020.10.09–0997

**Replaces:** R.O. 2020.06.05-0519

## Rationale

The right to search a person is of paramount importance to the safety of prisoners, members, and all other persons employed within the criminal justice system. It is critical that officers make a proper evaluation of the potential risks, ensure that the appropriate type of search is conducted, and that they are diligent while searching persons in custody.

In December 2001, the Supreme Court of Canada made a ruling in the case of *R. v. Golden*, which directly impacted on the search of person incident to arrest.

The lawful authority for searching a person comes from statute or common law. Officers conducting searches must be able to articulate their authority and grounds for doing so. Information has been included in this Procedure that will assist officers in properly assessing the appropriate type of search to be conducted, and identify some of the risks that must be addressed (see [Appendix B](#)). In the absence of clear direction in the form of legislation, the courts have expressed some concerns with “routine police department policy applicable to all arrestees”. As a result, although this Procedure outlines possible risk factors, and places an obligation on police officers to address them, the decision as to what type of search is appropriate must be assessed on a case-by-case basis.

The Toronto Police Service (Service) agrees with the courts that clear legislative prescription as to when and how strip searches should be conducted would be of assistance to the police and to the courts.

## Supervision

- Officer in Charge notification mandatory
  - after conducting a search at the station
  - regarding grounds and circumstances (Strip search)
  - there are reasonable grounds to believe the person under arrest has secreted weapons or evidence in a body cavity

## Procedure

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Searches of persons shall be conducted keeping in mind that the safety of Service members, the person being searched, and the public are paramount. All searches of the person should be conducted thoroughly and in a methodical manner. Searches of the person shall not be conducted in an abusive fashion or be conducted to intimidate, ridicule or induce admissions. Regardless of what type of search is undertaken, the dignity and the privacy of a person must always be given consideration.

All searches of the person shall be conducted by peace officers of the same sex unless circumstances make it impractical to do so, having regard to the immediate risk of injury, escape, or the destruction of evidence. Consideration shall be given when dealing with trans persons, wherever practicable (see [Appendix C](#)).

## Items of Religious Significance

Section 2 of the *Canadian Charter of Rights and Freedoms* (Charter) gives everyone the fundamental “freedom of conscience and religion”. Section 8 of the Charter states that “everyone has the right to be secure against unreasonable search or seizure”.

Section 1 of the Ontario *Human Rights Code* states “Every person has a right to equal treatment with respect to services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.” From this section, creed is the issue that deals with religious beliefs.

The Service recognizes that special arrangements may have to be made when handling items, articles, apparel, or clothing a person identifies as having religious importance (item of religious significance). Members conducting searches of persons shall treat an item of religious significance with respect and handle the item appropriately.

Although there are a multitude of items of religious significance that differ between and amongst religions, any item of religious significance identified by a person shall be handled according to the process established in [Appendix D](#), unless circumstances make it impractical to do so, having regard for the

- immediate risk of injury
- immediate risk of escape
- immediate risk of destruction of evidence
- safety of the member
- safety of the person
- safety of the public

The member must be able to articulate why particular actions were or were not taken.

## Duty to Accommodate Persons with Disabilities

The Service has a duty to accommodate persons with disabilities under the Ontario *Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. When required, any infringement of a person’s right to be accommodated must be minimal in nature, and no more than is necessary to achieve the desired objective.

Therefore, when it is deemed necessary to remove an assistive device from a person with a disability to conduct a search, the device should be returned to the person as soon as practicable upon completion of the search.

Assessments regarding the retention of assistive devices shall be made on a case-by-case basis taking into consideration all risk factors, including those contained in [Appendix B](#). Members shall also consider all available accommodation options when making their assessment.

When it is determined that a person cannot be accommodated, members must clearly articulate the reasons for the determination in their memorandum book including all accommodation options considered.

Members shall be cognizant that persons requiring the aid of an assistive device may have an emotional as well as physical attachment to the device and shall treat the assistive device with respect at all times.

When considering the continued detention of an arrested person who is accompanied by a guide dog due to blindness, visual impairment, hearing impairment, or other physical disability, members shall make reasonable effort to have the guide dog accommodated by friends or relatives or call the Toronto Police Operations Centre for further resources such as Canine Vision Canada or the Humane Society. Guide dogs shall not be transported to court with a prisoner.

## Grounds for Searching a Person

For a search to be lawful it must be reasonable and justified given all the circumstances and it must be conducted for a valid reason.

Search of a person without Warrant is *prima facie* unreasonable under s. 8 of the Charter. The onus is on the officers conducting and authorizing a search to demonstrate that the search is justified in law, necessary and reasonable. Searches conducted simply as a matter of routine or “standard procedure” is not justified in law. However, for safety reasons, except in extenuating circumstances, all persons under arrest must be searched prior to being placed in a police vehicle, prior to being brought into a police station, and prior to being placed in a police cell.

Stronger grounds are required as the level of intrusiveness of a search increases. A Protective search and Frisk search must be completed prior to any Strip search being conducted. The searching officer must obtain authorization from the Officer in Charge to determine if there is reasonable and probable grounds to authorize a Strip search. The more intrusive the search the more justification is required, and officers must be able to articulate the need for the more intrusive search ([see Appendix B](#)).

- ➔ *Strip searches shall not be conducted on persons brought into custody by Toronto Police officers based solely on the grounds that the person may come into contact with other persons in custody. Accordingly, persons in custody who have been Frisk searched are no longer restricted from being placed with those who have been Strip searched.*

## Search Authorities

A police officer may search a person

- with a person’s consent
- when authorized by statute
- after an arrest has been made (common law – incident to an arrest)

### Consent Search

Consent search generally applies to persons who are not under arrest. A police officer must be able to demonstrate that consent for a search was informed and freely given. A person giving consent for a search must understand the possible consequences of the search prior to giving consent. A Consent search, in most instances, should not be used where other lawful authority exists.

### Search Authorized by Statute

Specific statutes contain search provisions that can be used when circumstances warrant. The related statute should be referred to prior to conducting such searches; for example: the *Criminal Code*, the *Controlled Drugs and Substances Act*, and the *Liquor Licence Act*.

### Search Incident to Arrest

The right to search as an incident to a lawful arrest is found in common law, and has been upheld by the Supreme Court, as long as the search is conducted for a valid objective and is not conducted in an abusive fashion. (Cloutier v. Langlois, 1990)

As an incident to arrest a police officer may search for

- weapons
- anything that could cause injury (including drugs and alcohol)
- anything that could assist in a person's escape
- evidence

### Recording Searches

Wherever practicable, all Protective and Frisk searches including the removal of excess clothing must be captured on audio and video.

Full details of **all** searches shall be recorded in the memorandum book including the grounds for the type of search conducted. Appropriate entries shall be recorded in the applicable eReport for all Strip and Body Cavity searches and must be completed in its entirety.

### Race-Based Data Collection

As outlined in Procedure [16-07](#), the new Toronto Police Services Board Policy entitled "Race-Based Data Collection, Analysis and Public Reporting" requires the Toronto Police Service (Service) to collect, analyze and publicly report on data related to the race of those individuals with whom Service members interact.

### Court Officers/Custodial Officers

Court Officers/Custodial Officers may search persons in accordance with this Procedure in conjunction with unit-specific policies.

## Member

1. When conducting a search shall
  - record all Protective and Frisk searches on audio and video, and if not able to do so, record reasons in the memorandum book
  - not use any more force than is necessary and reasonable under the circumstances to conduct a search
  - make every effort to provide persons who do not speak English or who by reason of disability have difficulty communicating
    - with the services of an interpreter in compliance with Procedure [04–09](#), or
    - other person who can assist the person in understanding the process
  - advise the person of the reason that they are being searched
  - search the person
  - search the area within the person's immediate surroundings, if applicable
  - remove weapons, anything that could cause injury (including drugs and alcohol), anything that could assist in the person's escape, or evidence of an offence, as applicable
  - seize all evidence obtained
  - ask the person if they have an item of religious significance on their person or in their possession, and comply with [Appendix D](#), when applicable
  - when required to remove an item of religious significance make reasonable effort to ensure the removal and search occurs in a private setting
  - when practicable, facilitate the replacement of an item as soon as possible when an item of religious significance (apparel or clothing only) is removed and held for any purpose and is not being immediately returned to that person
  - when required to remove an assistive device from a person with a disability
    - advise the person of the reason for removing the device
    - provide the person with the opportunity to remove the device themselves when self-removal does not pose potential risk of safety/injury to the person or member
    - treat the assistive device with respect at all times
    - in the case of prosthetic devices
      - whenever practicable allow for the removal of the device in a private area
      - when self-removal is not possible, ask the person how to properly remove the device
      - allow adequate space and range of motion for reattachment of the device

→ *Prosthetic devices are attached to the body; therefore, improper removal can injure the person and/or damage the device.*

  - return the device to the person as soon as possible upon completion of the search

→ *Assessments regarding the retention of assistive devices shall be made on a case-by-case basis taking into consideration all risk factors, including those contained in [Appendix B](#). All available accommodation options shall also be considered when making an assessment.*

→ *When it is determined that a person cannot be accommodated, the reasons for the determination must be clearly articulated in the memorandum book including all accommodation options considered.*

  - record all relevant details in the memorandum book

2. When conducting a consent search of a person shall
  - ask for the consent of the person and explain the nature of the search
  - inform the person that they have a right to refuse consent



- inform the person of potential consequences of the search, including the possibility that anything seized may be used as evidence
  - immediately stop searching the person if consent is withdrawn, unless evidence has been disclosed that would permit continuation pursuant to lawful authorities
3. Prior to transporting an arrested person shall
    - search the police vehicle prior to placing the arrested person in the vehicle
    - for reasons of safety, ensure the arrested person has been searched except where the search would interfere with the administration of emergency medical assistance
  4. After arrival at the station with an arrested person shall
    - search the police vehicle
    - advise the Officer in Charge what type of search has been conducted and what has been found thus far
    - if a Frisk search has not been fully completed then ensure the Frisk search is completed in its entirety in front of the Officer in Charge and is audio and video recorded.
    - ensure the manner of Booking and Search Notice - Frisk Search is read to the person prior to the search
    - when it is believed that reasonable grounds exist for a Strip search, articulate to the Officer in Charge and advise them of the grounds and circumstances involved
  5. When reasonable and probable grounds have been satisfied and a Strip search is deemed necessary by the Officer in Charge, the searching officers shall
    - advise the Officer in Charge if the person identifies that they have an item of religious significance on their person or in their possession
    - search the person in a private area and ensure the search is audiotaped (if applicable), but not videotaped
    - be of the same sex as the person being searched, except in exigent circumstances
    - comply with [Appendix C](#) when searching trans persons
    - ensure the number of police officers involved in the search are no more than is reasonably necessary in the circumstances
    - where appropriate,
      - ask the person to remove clothing one article at a time,
      - document whether the arrested person removed items of clothing themselves, and
      - record all relevant details in the memorandum book and the Booking and Search Template
    - not remove of any more articles of clothing than necessary
    - not seize bras, underwire bras and string bikini tops unless there is reasonable grounds to believe it is necessary to do so
      - ➔ *This action can amount to an unlawful Strip search.*
    - not perform any more visual inspection of the person's body than is necessary to achieve the objectives of the search
    - inspect each article of clothing in a methodical manner
    - permit the person to replace articles of clothing after inspection, where appropriate
    - provide replacement clothing for articles seized as evidence as soon as possible
    - not leave the person in a completely naked state after the search
  6. When a Strip search has been completed shall
    - ensure the Officer in Charge will complete the [Booking and Search Template](#)
    - if applicable, the Officer in Charge will complete the Trans Person Specific Details section of the [Booking and Search Template](#)

## Police Officer

7. Where there are reasonable grounds to believe that a person under arrest has secreted weapons or evidence in a body cavity shall
  - consult with the Officer in Charge
  - escort the person to the hospital
  - comply with Procedure [03–06](#)
  - request that the person remove the item in a controlled area of the hospital and with a medical professional present, if possible
  - if the person is unable or unwilling to remove the item and consents to a search
    - ensure that the search is conducted by a qualified medical practitioner
    - remain with the person while the search is taking place (same sex officers only)
    - advise the Officer in Charge of the results
  - where the person refuses a Body Cavity search by a medical practitioner, and the item has not been removed
    - advise the Officer in Charge
    - restrain the person and hold in isolation pending a Show Cause Hearing
    - continuously monitor the person to ensure their safety and the safety of Service members until recovery of the item or substance is made
8. When a Body Cavity search has been completed shall complete a [Body Cavity Search Template](#) in compliance with item 6.

## Officer in Charge

9. An Officer in Charge of a unit where persons are detained shall ensure
  - the decision to search a person has been evaluated based on reasonable and probable grounds and all risk factors, including those found in [Appendix B](#)
  - all arrested parties are advised, on camera, of the level of search to be performed and the manner and location in which it will be carried out
  - a Frisk search must be completed prior to any Strip search being conducted
  - when applicable, all Frisk searches must be audio and video recorded. If not, the reason shall be documented accordingly
  - searches are conducted appropriately and the required Booking and Search Template has been completed for all Strip and Body Cavity searches
  - every effort is made to provide persons who do not speak English or, who by reason of disability have difficulty communicating
    - with the services of an interpreter in compliance with Procedure [04–09](#), or
    - other person who can assist the person in understanding the process
  - prisoners' property is handled in compliance Procedures [01–03](#) and [09–06](#), as applicable
  - when an item of religious significance is removed from a person that the item is treated with respect and handled appropriately in compliance with [Appendix D](#)
  - assessments regarding the retention of assistive devices are made on a case-by-case basis taking into consideration all risk factors, including those contained in [Appendix B](#), and all available accommodation options
  - when it is determined that a person with a disability requiring the aid of an assistive device cannot be accommodated, the reasons for the determination are clearly articulated in the memorandum book, including all accommodation options considered

Note: Staff Sergeants shall book prisoners and authorize Strip Searches, unless at a Central lock-up where a designate can be appointed

10. Upon being consulted regarding a Strip search shall determine whether the search is appropriate, based on the information provided by the parading officer and the circumstances involved; and
  - where reasonable grounds to conduct a Strip search exist, shall
  - advise the arrested party of the authorization to conduct a Strip search
  - ensure the manner of Booking and Search Notice - Strip Search is read to the person prior to the search
  - ensure the arrested party is re-read their rights to counsel prior to the Strip search being conducted
  - provide the arrested party the opportunity to speak to counsel prior to the Strip search commencing
  - read the Audio Privacy notice prior to the phone call to counsel
  - escort to use the phone, give audio privacy, but maintain visual for safety
  - in rare circumstances, where the Officer in Charge believes that there are safety concerns that would prohibit the officer from allowing the arrested party access to counsel prior to the Strip search, shall explain on video to the arrested party and note the reason in the memorandum book.
  - ensure the Deferred Call to Counsel Notice be read by the Officer in Charge and noted in the Booking and Search Template.
  - where reasonable grounds do not exist, ensure a Strip search is not conducted
  
11. Upon being consulted regarding a Body Cavity search shall
  - determine whether the search is appropriate, given the circumstances
  - ensure that transporting and relieving officers accompanying an accused for the purpose of a Body Cavity Search are the same gender unless the person has self-identified as a trans person and requests otherwise [Appendix C – Trans Persons](#)
  - ensure the search is conducted by a qualified medical practitioner at a medical facility
  - ensure a [Body Cavity Search template](#) is completed

## Appendices

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[Appendix B – Risk Assessment – Type of Search](#)

[Appendix C – Trans Persons](#)

[Appendix D – Handling Items of Religious Significance](#)

## Supplementary Information

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### Governing Authorities

**Federal:** Constitution Act, Part I, Canadian Charter of Rights and Freedoms; Controlled Drugs and Substances Act; Criminal Code.

**Provincial:** Accessibility for Ontarians with Disabilities Act; Anti-Racism Act, 2017; Liquor Licence Act; Ministry of Correctional Services Act; Ontario Human Rights Code; Police Services Act; Police Services Act, O. Reg 3/99, Adequacy & Effectiveness of Police Services; Provincial Statutes.

**Other:** Common Law (incident to arrest).

**Relevant Case Law:** Cloutier v. Langlois (Supreme Court of Canada) (1990); R. v. Flintoff (Ontario Court of Appeal) (1998); R. v. Coulter (Ontario Court of Justice) (2000); R. v. Golden (Supreme Court of Canada) (2001); R. v. Clarke, Heroux and Pilipa (Ontario Superior Court of Justice) (2003); R. v. MacDonald; R. v. Mann (Supreme Court of Canada) (2004); R v. McGuffie (Ontario Court of Appeal) (2016); R. v. MacPherson (Ontario Native Council on Justice) (2018); R. v. Tonkin (Ontario Superior Court of Justice) (2020)

→ *This is not an exhaustive list of all relevant cases.*

## Associated Governance

**TPSB Policies:** TPSB LE-005 Arrests; TPSB LE-012 Search of Persons; TPSB Policy Accessibility Standards for Customer Service; TPSB Policy Race-Based Data Collection, Analysis and Public Reporting; TPSB Policy Search and Detention of Trans Persons; TPSB Policy Search of Persons.

**TPS Procedures:** [01–01](#) Arrest; [01–03](#) Persons in Custody; [03–06](#) Guarding Persons in Hospital; [04–09](#) American Sign Language and Language Interpreters; [09–06](#) Property of Persons in Custody; [12–01](#) Confidential Crown Envelope; [13–17](#) Notes and Reports; [16–07](#) Collection, Analysis and Reporting of Race-Based Data.

Office of the Independent Police Review Director, Breaking the Golden Rule: A Review of Police Strip Searches in Ontario.

**Forms:** eReports; Booking and Search Template; Body Cavity Search Template.

**Notices for Booking Hall:** [TPS 970](#) Booking and Search Notice – Manner of Search Notice – Frisk Search; [TPS 971](#) Booking and Search Notice – Manner of Search Notice – Strip Search; [TPS 972](#) Booking and Search Notice – Privacy Shield Notice; [TPS 973](#) Booking and Search Notice – Consular Access Notice; [TPS 974](#) Booking and Search Notice – Audio Privacy Notice; [TPS 975](#) Booking and Search Notice – Deferred Call to Lawyer Notice.

## Definitions

For the purposes of this Procedure, the following definitions will apply:

**Assistive Device** means a device used to replace, compensate for, or improve the functional abilities of people with disabilities which includes a broad range of items such as mobility and visual/hearing aids, orthotics/prosthetics, speech devices, medical supplies, environmental controls and respiratory devices.

**Disability** means:

- a. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b. a condition of mental impairment or a developmental disability;
- c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d. a mental disorder, or;
- e. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act; (“handicap”).

(Source: Ontario *Human Rights Code, Accessibility for Ontarians with Disabilities Act*)

**Gender/Sex** means the classification of individuals as male, female or transgender/transsexual.

**Item of Religious Significance** means any item, article, apparel, or clothing a person identifies as having religious importance.

**Protective Search (Formerly Level 1)** – This is used generally during Investigative Detention and involves a limited search of a person who has been detained by police when there is reasonable belief the person poses a safety risk. The scope of the search is limited to exterior patting of clothing such as pockets, waistband or areas that may reasonably conceal such items as weapons or implements that may be used as weapons, usually with open hands to maximize the ability to detect weapons through clothing. This search may also be described as a “safety search”, as that is the purpose and objective.

**Frisk Search (Formerly Level 2)** – This is used generally for Search Incident to Arrest and means a more-thorough search that may include emptying and searching pockets as well as removal of clothing, which does not expose a person’s undergarments, or the areas of the body normally covered by undergarments. The removal of clothing such as belts, footwear, socks, shoes, sweaters, extra layers of clothing, or the shirt of a male would all be included in a Frisk search. A Frisk search may be commenced in the field and concluded at the station.

A Frisk search conducted incident to arrest includes the area within the immediate control of the arrested person; common law also typically supports searching the entirety of a motor vehicle when a person was arrested in or moments after exiting it.

Members shall make every effort to video and audio record all Frisk searches. Members are also required to articulate the justification for the manner and circumstances under which these searches are conducted. For the purposes of this definition, “Pat Down Search” means the same as, “Frisk Search”.

**Strip Search (Formerly Level 3)** – *R. vs. Golden 2001 SCC 83* established that which constitutes a strip search and what types of circumstances may justify one. A Strip search includes all steps in Protective and Frisk searches as well as a thorough search of a person’s clothing and non-physical search of the body. That will often require removal or rearrangement of some, or all, of the person’s clothing to permit a visual inspection of a person’s private areas: namely the genitals, buttocks, breasts or chest, body cavity, and/or undergarments; the mouth was excluded from this definition despite being a bodily cavity.

The Supreme Court noted that strip searches “represent a significant invasion of privacy and are often humiliating, degrading and traumatic” and therefore require “a higher degree of justification in order to support the higher degree of interference with individual freedom and dignity.”

When considering whether a strip search is justified, the Supreme Court stated, “In addition to reasonable and probable grounds justifying the arrest, the police must establish reasonable and probable grounds justifying the strip search,” and “the police must establish they have reasonable and probable grounds for concluding that a strip search is necessary in the particular circumstances of the arrest.”

NOTE: The mere fact that portions of a person's body normally covered by undergarments are exposed because of the way the person was dressed when taken into custody does not constitute a strip search, if the removal of such clothing was not caused by the police (i.e. the arrest of a naked person does not in itself constitute a strip search).

NOTE: The rearrangement of clothing that permits a visual inspection of a person’s private area constitutes a strip search.

**Body Cavity Search (Formerly Level 4)** – means a search of the rectum or vagina

**Member – Prisoner Care & Control** for the purposes of prisoner transportation, care and control, includes a

- police officer,
- court officer, and
- custodial officer.

**Booking and Search Template** means a statistical document created to record the pertinent details of all Frisk & Strip searches and the authorization of a Body Cavity search. The template allows the Service to electronically capture the data required to properly report on all Frisk & Strip searches of persons (including self-identified transgender/transsexual persons) conducted by members.

**Body Cavity Search Template** means a statistical document created to record the pertinent details of all Body Cavity searches. The template allows the Service to electronically capture the data required to properly report on all Body Cavity searches of persons (including self-identified transgender/transsexual persons) conducted by members.

**Service Members' Perception Data** means information derived from a member making a determination with respect to the race of an individual by observation, solely on the basis of that member's own perception.

We are dedicated to delivering police services, in partnership with our communities, to keep Toronto the best and safest place to be.

Learn more about our **Service Core Values and Competencies** [here](#)



# OAPSB 2021 Spring Conference & AGM

The Spring Conference Registration is now OPEN!

May 27 - 29, 2021

**Early Bird Expires March 31, 2021!**

*Agenda to be posted February 1, 2021*

**Register  
now!**

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## Agenda

### *Wednesday*

*Police Governance Training (1:00PM – 4:00PM)*

### *Thursday*

*Section 10 Program (9:00AM – 12:00PM)*

### *Thursday*

*Section 31 Program (1:00PM – 4:00PM)*

### *Friday*

*Topical issues (9:00AM – 10:30AM)*

### *Friday*

*Annual General Meeting (10:30AM – 12:30PM)*



## Report to the Board: Criminal Investigations Branch

*From: Inspector D. Bishop*

*Date: February 8th, 2021*

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On January 4, 2021 CIB members conducted a sudden death investigation at an address on 2<sup>nd</sup> Avenue West. The investigation, which was conducted in conjunction with the Office of the Coroner, determined that the deceased committed suicide using a firearm.

On January 6<sup>th</sup> CIB assisted the uniform branch by conducting an interview of a possible child sexual assault victim in conjunction with a child protection worker from Bruce Grey Child and Family Services. The investigation was complex in that it was familial in nature and involved accusations made by one parent against another in the midst of a marital breakdown. The interview was completed and important information was obtained. The alleged incident was determined to have not taken place. There are no charges to be filed at the conclusion of the investigation.

On January 22<sup>nd</sup> CIB members assisted the uniform branch in a historical sexual assault investigation. The accused, a 70 year old Owen Sound man, was arrested for sexually assaulting two youths that the investigation determined took place approximately 14 years ago. The accused was brought to the police station and interviewed as part of the investigation. The accused was later released from custody by the court on conditions including that he not be alone with the children.

A romance fraud investigation is currently being conducted by CIB. The victim is a resident of Vancouver B.C. who met the fraudster unknowingly on a dating web site. The victim was defrauded of nearly \$15,000. Production Orders for bank records have been sought and the incident remains under investigation.

Detective Houston spent three weeks at the Ontario Police College on a technical operations course, and is now fully trained as a technical investigator.





## Report to the Board: Drug Enforcement and Intelligence

*From: Inspector D. Bishop*

*Date: February 8<sup>th</sup>, 2021*

.....

The Drugs and Intelligence Unit continues to investigate persons involved in the trafficking of various drugs in Owen Sound and Grey-Bruce. As in previous months, the focus continues to be on Fentanyl and Crystal Methamphetamine.

On January 12<sup>th</sup> a break and enter occurred at the Sunrise Laundromat on 16<sup>th</sup> Street East. Two male suspects cut a hole in the drywall of an office which granted them access to the keys for the laundry machines. On January 18<sup>th</sup> and January 20<sup>th</sup> a male returned to the business and stole significant quantities of coin from the machines.

Later on January 20<sup>th</sup> members of the Criminal Investigation observed, identified and arrested the suspect who was involved in committing the thefts after they located him walking on 10<sup>th</sup> Street West. The man was found in possession of coins, laundry machine keys from the business as well as drugs and an array of weapons including bear spray, a dagger, a sling shot and numerous knives. The man was charged with 15 criminal offences and was held in custody for a bail hearing. The drugs found in the possession of the accused were purple fentanyl and Crystal Methamphetamine.

The Drug Enforcement Unit obtained and executed multiple search warrants for cellular phones seized from suspects in Project Dragon. In addition to these search warrants officers have been working to complete and submit the large quantity of court disclosure that is required after the conclusion of the project.

### **Drug Overdose Information**

**2019- Owen Sound Police Service investigated 3 overdose deaths**

**2020- Owen Sound Police Service investigated 8 overdose deaths.**

**2021- Owen Sound Police Service has investigated 3 overdose deaths (YTD).**



## Report to the Board: Auxiliary Unit

*From: Inspector D. Bishop*

*Date: February 8th, 2021*

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January 2021 was an uneventful time for the Auxiliary Unit as the Provincial Shutdown announced by the Premier after December 26<sup>th</sup>, 2020, prevented any extra-curricular events or gatherings in the community. The Auxiliary Unit completed their commitment to patrols for security in support of the Festival of Northern Lights until January 3<sup>rd</sup>, 2021.

Patrol ride alongs for Auxiliary members have continued to be temporarily suspended to exercise the utmost caution and reduce the potential spread of COVID 19 within the Owen Sound Police Service workplace. In addition, the Provincial 'Stay at Home Order' issued on January 14<sup>th</sup>, 2021, has further reduced any chance for the Auxiliary Unit to operate at this time.

In December, 2020, two Auxiliary Members submitted their resignation, Mark Turney and Dominic Nolan. Each member expressed their gratitude to the Owen Sound Police Service for the opportunity to be involved and represent the Service as an Auxiliary member, however each of their decisions to resign were to focus more time and energy into family and other commitments.

With the addition of our four new Auxiliary members from 2020, this brings the total number of active members to 18.



## Report to the Board: 2020 – Joint Force Operations

*From: Inspector D. Bishop*

*Date: Wednesday February 10, 2021*

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On January 9, 2020 a drug trafficking investigation conducted by the Owen Sound Police Service was concluded with the arrest of a 25-year-old Owen Sound male. Members of the Drug Enforcement Unit and the Barrie Police Service conducted observations of the male as he travelled to and from Barrie to meet his drug supplier. Upon returning to Owen Sound, police arrested the man on Alpha Street and found him in possession of more than \$2,500 worth of highly toxic purple Fentanyl as well as other items associated with drug use and trafficking. The man has been charged with Possession of Fentanyl for the Purpose of Trafficking.

On January 27, 2020 members of the Drug and Intelligence Unit began assisting the Toronto Police Service Hold Up Squad in conducting surveillance of two suspects who were recently involved in robberies of multiple LCBO locations in the Greater Toronto Area. At the conclusion of multiple days of observations, one of the males was arrested by Owen Sound Police and custody of him was transferred to the Toronto Police Service. The second involved male was located and arrested in the City of Toronto. Both males have been charged with multiple counts of robbery.

In February, 2020 the Criminal Investigations Branch conducted an investigation in conjunction with the Office of the Coroner into the sudden death of an officer with the West Grey Police Service. The officer tragically died of a self-inflicted injury while on duty. The investigation was intensive and sought to not only answer the question of what exactly took place but also why, with the ultimate goal of preventing such tragedies from occurring in the future.

In February of 2020, the Owen Sound Police Service and O.P.P. Community Street Crime Unit conducted a joint forces drug investigation. Police executed a search warrant on Highway 21 in Allenford, Ontario. A 49 year old male was located and

arrested. During the search, police seized a large quantity of cocaine as well as heroin, LSD and Oxycodone pills. The combined street value of the seized controlled substances is \$93,105. Police also seized offence related property that consisted of \$31,245 in Canadian currency, a firearm and ammunition, as well as drug trafficking related materials. This was a great collaboration between members of the OPP and the OSPS that will have a positive impact on our communities (refer to picture below).



On February 20, 2020 a two month joint forces methamphetamine and fentanyl trafficking investigation was completed with members of the OPP Community Street Crime Unit. A 24 year old Georgian Bluffs man was arrested and charged with trafficking fentanyl and methamphetamine. The man faces further charges after a search warrant was executed at his residence on Grey Road 1. Police seized a large quantity of fentanyl as well as cocaine, methamphetamine, psilocybin, GHB (Gamma Hydroxybutyrate) and Percocet pills. The combined street value of the seized controlled substances is more than \$40,000. Police also seized offence related property that consisted of \$3,450 in Canadian currency and other items associated with drug trafficking.

On March 4, 2020 the Drug Enforcement Unit assisted the Saugeen Shores Police Service with the execution of a Controlled Drugs and Substances Act search warrant at a residence in Port Elgin. Five persons were arrested in the investigation and fentanyl as well as drug paraphernalia was seized.

On May 21, 2020 the Criminal Investigations Branch concluded an investigation into a vehicle that had been reported as stolen to the Toronto Police Service. The vehicle and occupants had obtained a room at an east side motel. A 25 year old man was arrested at the motel and charged. The stolen vehicle was returned to the rightful owner. The Toronto Police Service executed an arrest warrant for the same male and travelled to Owen Sound where they took him into custody and transported him back to Toronto. The man was on probation conditions not to attend any hotel, motel or Air BNB in the company of any female who is not a member of his family. These conditions were imposed based on a conviction stemming from the man's involvement in human trafficking activities.

On May 27, Owen Sound Police teamed up with the Grey-Bruce OPP Community Street Crime Unit to conduct a cocaine trafficking investigation. Police used a search

warrant to enter an east side motel room, arrest the occupant and conduct a search. A search of the motel room resulted in the seizure of cocaine for the purpose of trafficking as well as cash proceeds of crime. The total value of the seizure was in excess of \$2,600. The accused, a 23 year old man of no fixed address, was also arrested on an outstanding warrant issued by the OPP for unrelated criminal and drug charges.

On August 11th a search warrant was executed at an east sound townhouse as a result of a joint forces investigation with the Child Exploitation Unit of the OPP. A 36 year old Owen Sound man was taken into custody on charges of failing to comply with a release order by associating with a previous domestic violence victim. Several devices were seized during the warrant execution that will be forensically searched to verify the presence of child pornography.

On Sept 22nd the Owen Sound Police Service entered into a missing person investigation when an Owen Sound man failed to show up for work as expected. The Criminal Investigations Branch took over the investigation after it was determined that the missing man appeared to be intent on committing suicide. Additional resources were utilized including OPP ERT members and the OPP helicopter. On Sept 24th, the missing man was located deceased along the east shoreline of Owen Sound Bay near the Bayshore Community Center. The investigation, including a post mortem examination, has determined that the man died as a result of a suicide by drowning.

On November 10th, the Drug Unit received information regarding the whereabouts of a wanted male who was involved in trafficking fentanyl and in possessing firearms. Members of the Owen Sound Police and West Grey Police attended a Neustadt residence and arrested the male who was found in possession of seven grams of fentanyl and nearly nine grams of cocaine. A search was conducted on the vehicle associated to the man where additional fentanyl and three handgun style BB pistols and several prohibited knives were recovered. Two females were also arrested and charged in the investigation.



## Report to the Board: Collision Statistics

*From: Inspector J. Fluney*

*Date: Tuesday, February 2, 2021*

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### **January 2021 – Collision Statistics**

	<b>Jan 2021</b>	<b>Dec 2020</b>	<b>Jan 2020</b>
<b>Total Collisions:</b>	31	50	41
Collisions - East side Owen Sound	14	21	20
Collisions - West side Owen Sound	10	9	9
Collisions - parking lots	7	20	12
Fail to Remain Collisions	5	7	3
<b>Collisions referred to CRC</b>	<b>10</b>	<b>18</b>	<b>16</b>
<b>Collisions investigated by OSPS</b>	<b>21</b>	<b>32</b>	<b>25</b>



## Report to the Board: Community Services

*From: Inspector J. Fluney*

*Date: January 11, 2021*

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In January the Community Services Officer engaged in the following highlights:

- Commenced Partnership with Indigenous Studies Class at St. Mary's, laying the ground work for education and engagement with indigenous youth & the arts.
- Finished phase one of re-branding of the Community Safety Village- Worked with PFLAG, M'Wikwedong, United Way, Y Housing, Public Health & CMHA on the development.
- Successfully wrote a community foundation grant in partnership with Sydenham Youth Optimist, New Comer Families/Alliance Church. Focus on bike and street safety for new comer youth, at risk youth and marginalized youth.
  - Held first meeting January 27, 2021- moving forward this will be youth led to support the best practice of peer-to-peer youth engagement
- Commenced after-school program. Funds provided by Ministry of Children, Community and Social Services. Hired one student from St. Mary's to work from home- all work to align with crime prevention and youth engagement as it pertains to youth in Owen Sound.
- Continuation of assisting people on the street when possible. Handing out socks and gift cards to assist individuals on the street. Partnership with United Way and the County of Grey
- Continued posting on OSPS social media platforms
  - Highlight- Organized Bell Let's Talk Day, January 28, 2021- 7 members of OSPS actively participated in social media campaign.

Took part in the following ongoing/regular meetings;

- Housing Homelessness Committee meetings
- Open Line with Chief Ambrose to discuss the Reopening Ontario Act
- Rogers Cable TV Show- safety tips for community and the home
- Grey County Immigration Council Focus Group
- GB Youth Engagement meeting



- Took part in the focus group to help shape the development of the Settlement Strategy & Action Plan for the local immigration network.

#### School Presentations

- Lock down procedures- Alexandra and Notre Dame (approvals)
- Re-Opening Ontario Act- Education & Awareness at OSDSS & St. Mary's High Schools



OSDSS & St. Mary's Re-Opening Ontario Act Education & Awareness



Bell Let's Talk Day 2021





## Report to the Board: Lost Hours and Training

*From: Inspector Jeff Fluney*

*Date: February 4, 2021*

Thirteen fulltime members reported sick in January 2021 consisting of 39 complete or partial shifts for a total of 349 hours.

Month/Year	SICK/STD			WSIB		
	Number of Fulltime Members	Total Number of Shifts (complete and partial)	Total Number of Hours	Number of Members	Total Number of Shifts (complete and partial)	Total Number of Hours
January 2021	13	39	349*	1	12	100
December 2020	8	51	432	1	18	99
January 2020	8	12	118	1	23	184

\*120 of the total hours are due to non-work related illness/injuries of one member.

One member remains partially on WSIB with modified duties. Two members that were on modified duties – one on LTD and one on STD have returned to full duties. One member received a minor injury at work and is currently on modified duties.

### Training:

- Officers started their annual winter block training however it cancelled due to increased safety measures associated to the pandemic
- A new recruit constable attended OPC for the Basic Constable Training course
- One officer attended the Mobile Intercept course at OPC
- Two members continued with in house Communicator Training
- One member attended the Human Trafficking course at CPC



## Report to the Board: Traffic Enforcement January 2021

*From: Inspector J. Fluney*

*Date: February 11, 2021*

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<b><u>Platoon #1 – 4</u></b>			<b><u>Traffic/Part time Officers</u></b>		
	<b>Jan 21</b>	<b>Jan 20</b>		<b>Jan 21</b>	<b>Jan 20</b>
<b>Highway Traffic Act:</b>	<b>80</b>	<b>92</b>	<b>Highway Traffic Act:</b>	<b>20</b>	<b>21</b>
<b>Compliance Reports:</b>	<b>8</b>	<b>14</b>	<b>Compliance Reports:</b>		<b>6</b>
<b>Recorded Cautions:</b>	<b>40</b>	<b>42</b>	<b>Recorded Cautions:</b>	<b>36</b>	<b>45</b>
<b>Liquor Licence Act:</b>	<b>4</b>	<b>10</b>	<b>Criminal Code/ CDSA:</b>		<b>9</b>
<b>Criminal Code/ CDSA:</b>	<b>151</b>	<b>148</b>	<b>Other POA/By-Law:</b>	<b>2</b>	<b>1</b>
<b>Other POA/By-Law:</b>	<b>82</b>	<b>75</b>	<b>Foot Patrol:</b>	<b>28</b>	<b>31</b>
<b>Foot Patrol:</b>	<b>114</b>	<b>68</b>			

### **R.I.D.E.**

There was a total of 17 on-duty R.I.D.E. checks in the month of January.

The combined statistics for RIDE were:

- 36 officers
- 16 hours
- 203 drivers checked, 100 Snowmobile Drivers
- 5 HTA Charges/Cautions, 6 Motorized Snow Vehicle Charges/Cautions

Two other drug impaired charges were laid during regular patrols.



## Report to the Board: Board Bylaw

*From: Director of Civilian Services – K. Fluney*

*Date: February 12, 2021*

*Related to Business Plan S#*



### **January 2021**

#### **TAXI**

Total number of Taxi Driver's Licences Issued/Renewals	= 1
Total number of Re-Issue Lost Taxi Driver Licences	= 0
Total number of Taxi Driver's Licences Deferred/Denied	= 0
Total number of New/Taxi (transfer) Vehicle Licences Issued	= 0
Total number of Agent Transfers	= 0
Total number of New Agents Registered	= 0

#### **ADULT ENTERTAINMENT**

Total number of Adult Entertainment Licences Issued	= 0
Total number of Adult Entertainment Licences Denied	= 0
Total number of Adult Entertainment Owner Licences Renewed	= 0

No new adult entertainer licences issued as Smugglers is not operational due to pandemic restrictions.

#### **ALARMS**

Invoices to be completed for Chief's signature.



## Report to the Board: Courts

*From: Director of Civilian Services – K. Fluney*

*Date: February 10, 2020*

*Related to Business Plan S#*

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**Personnel:**

One person on modified duties.

**Budget:**

Nothing to Report

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**Operational:**

Custodies Transported during the month: OPP - 37, OSPS – 53 **TOTAL - 90**

Video /Audio appearances: 100

Meals provided to custodies: 96

Special Constable Total Hours: 1112.75

**Issues, Concerns & Comments:**

For the month of January there was a total of 14.5 hours wait time for OPP Prisoner Transport Unit once they were notified that Owen Sound Courthouse prisoners were ready to be picked up.

**Front Entrance Statistics:**

- 21 knives identified and turned away (most of which were pocket knives)
- Drug seizure resulting in criminal charges laid



## Report to the Board: Courts

*From: Director of Civilian Services – K. Fluney*

*Date: February 12, 2021*

*Related to Business Plan S#*

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**Personnel:**

Nothing to Report

**Budget:**

Nothing to Report

**Operational:**

Custodies Transported during the month: OPP - 0, OSPS – 1    **TOTAL - 1**  
Video /Audio appearances: 73 OSPS persons in custody appeared by audio (most making numerous video appearances throughout the month)  
Meals provided to custodies: 0  
Special Constable Total Hours: 732.25

**Issues, Concerns & Comments:**

Three courtrooms (Superior Court, Criminal Court & Family Court) remain the only courtrooms that hear matters in-person. Prisoners are not transported to the courthouse at this time unless they are attending for their trial. All other prisoners are still being done by audio/video from the police services or the correctional facilities.

Special Constables have been assigned at the police station to cover in custody hearings. When not required for prisoners in custody members have assisted to perform other duties.

**Front Entrance Statistics:**

- Nothing to report



## Report to the Board: Records

*From: Director of Civilian Services – K. Fluney*

*Date: February 10, 2020*

*Related to Business Plan S#14.4*

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Local criminal record searches are being completed and sent back to the individuals within 3 weeks of submitting them.

There was a total of 2843 bulk searches completed in January 2020.



## Report to the Board: Records

*From: Director of Civilian Services – K. Fluney*

*Date: February 12, 2021*

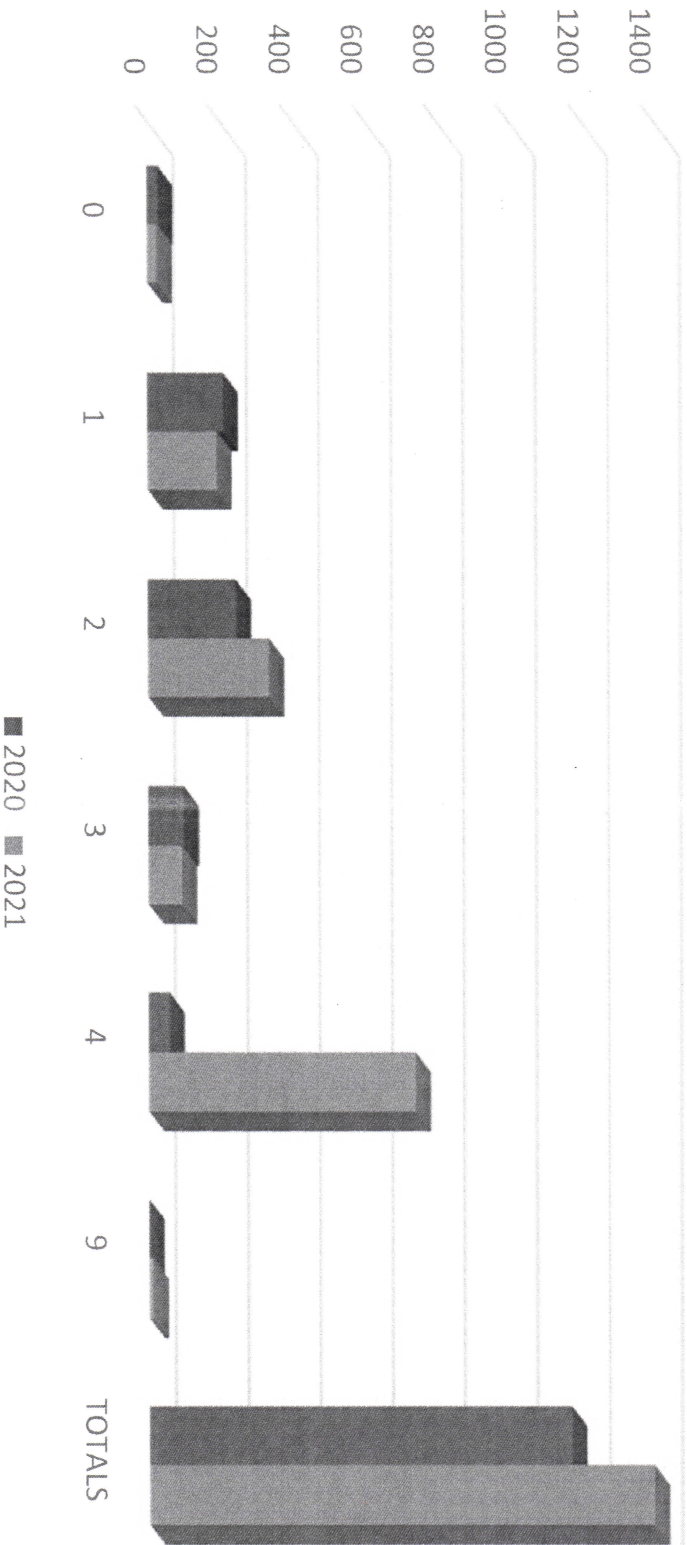
*Related to Business Plan S#14.4*

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Local criminal record searches are being completed and sent back to the individuals within 1 to 2 weeks of submitting them. Owen Sound Police Service accepts criminal record check applications in person at the service as well as online.

There was a total of 5382 bulk searches completed in January 2021.

## January 2020 vs January 2021 Call Statistics by Priority



<b>PRIORITY</b>	<b>2020</b>	<b>2021</b>
0	29	27
1	209	191
2	243	335
3	99	94
4	58	739
9	0	11
<b>TOTALS</b>	<b>1168</b>	<b>1397</b>





## Report to the Board: Information Technology

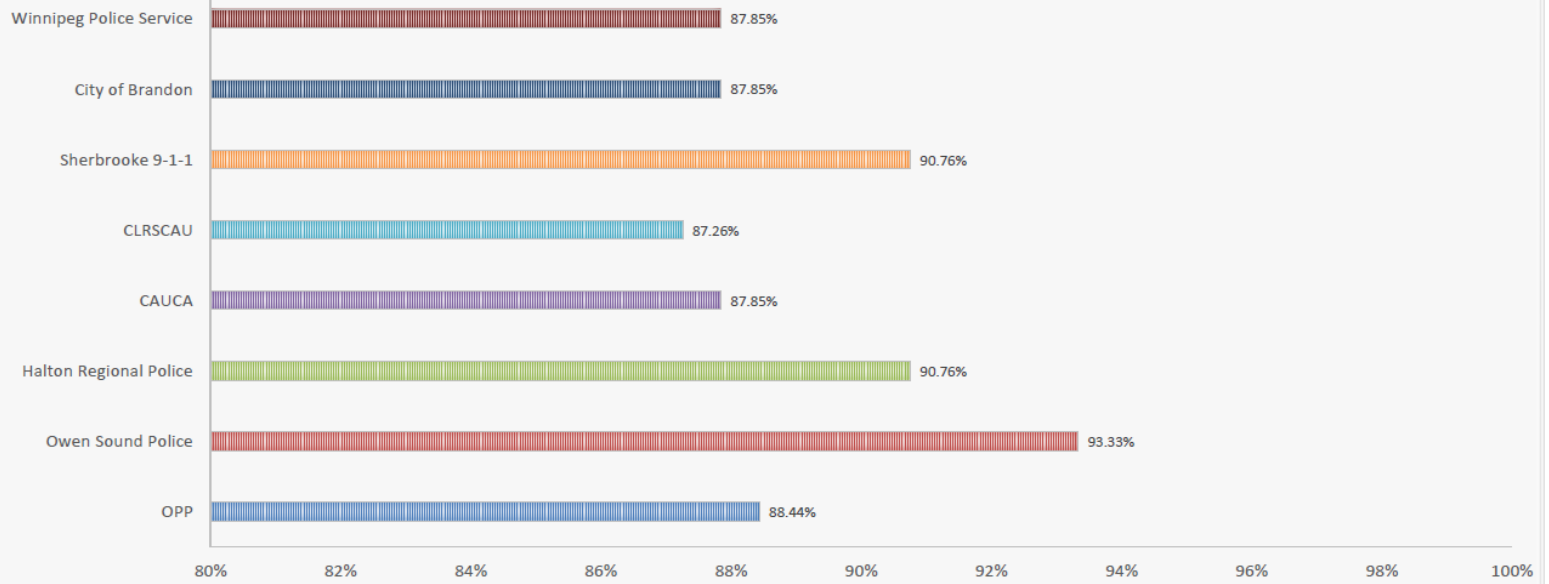
*From: Director of Information Technology Services – C. Hill*

*Date: February 10 2021*

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- RFP for Perth County Fire
- Revised provincial map for Dispatching for February release
- Human Trafficking Grant procurement
- Fire Dispatch Contracts
- Beginning of security audits for 3 police services
- Designed new radio infrastructure for 2 police services
- Completed CAD94 upgrade for dispatch/officers/fire departments

### BELL NG-9-1-1 Voice Trials Progress Official participants/PSAP





**Owen Sound Police Service**  
**MONTHLY FINANCIAL REPORT**  
**JANUARY 2021**

Prepared by: Donna Flood  
Financial Coordinator  
February 18, 2021

## FINANCIAL REPORT - JANUARY 2021

### DEPARTMENTS 3000 - 3100 - 3200 - 3300

	ACTUALS	BUDGET	VARIANCE	% by Dept.	2021 BUDGET	2020 ACTUALS
DEPARTMENT 3100 " OFFICERS "	570,804.24	534,126.27	36,677.97	7%	6,409,515	725,917.91
CAPITAL ASSETS	-44,349.47	12,666.67	-57,016.14		152,000	62,211.22
DEPARTMENT 3200 " CIVILIANS "	241,690.57	86,344.71	155,345.86	180%	1,036,137	285,327.90
DEPARTMENT 3300 " COURT "	39,925.92	27,991.71	11,934.21	43%	335,901	66,845.93
DEPARTMENT 3000 " BOARD "	7,484.96	3,302.76	4,182.20	127%	39,633	6,371.29
<b>SUMMARY TOTAL</b>	<b>815,556.22</b>	<b>664,432.12</b>	<b>151,124.11</b>		<b>7,973,185</b>	<b>1,146,674.25</b>
			<b>1.90%</b>			

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - JANUARY 2021  
DEPARTMENT 3000 POLICE SERVICES BOARD**

page 4a

	2020	PERIOD		2020	2020	2019
	ACTUALS	BUDGET	VARIANCE	BUDGET	ACTUALS	ACTUALS
<b>PERSONNEL - GENERAL</b>						
One time funding Pr Yr Res			0.00			
HR Support - City Hall	1,875.00					0.01
From BOARD Reserves (Appreciation)		-2,500.00	2,500.00	-30,000		(37,000.00)
Remuneration		933.33	-933.33	11,200		11,124.00
Wages - Full Time	1,137.82	1,299.62	-161.80	15,595	1,706.73	14,791.66
Reallocated Wages	737.75	737.75	0.00	8,853	737.75	8,853.00
<b>PAYROLL BENEFIT OVERHEAD</b>	<b>352.72</b>	<b>402.88</b>	<b>-50.16</b>	<b>4,835</b>	<b>529.08</b>	<b>4,437.42</b>
Accrued Payroll Expense		0.00	0.00		(1,479.17)	1,807.72
Legal Fees		0.00	0.00			
Appreciation functions	26.99	833.33	-806.34	10,000		14,132.00
Expense Recovery		0.00	0.00	0		2,500.00
<b>Total PERSONNEL - GENERAL</b>	<b>4,130.28</b>	<b>1,706.92</b>	<b>2,423.36</b>	<b>20,483</b>	<b>1,494.39</b>	<b>20,645.81</b>
<b>ADMINISTRATION</b>						
One time funding						
Professional Development		500.00	-500.00	6,000		5,013.99
Memberships	3,354.68	137.50	3,217.18	1,650	3,629.99	1,672.38
Meeting Expenses		83.33	-83.33	1,000		338.52
Office Supplies & Expense		41.67	-41.67	500		1,029.80
Advertising		83.33	-83.33	1,000		533.93
Telephones		0.00	0.00	0	50.21	950.69
Legal Fees		750.00	-750.00	9,000	1,196.70	1,538.61
Consultants fees		0.00	0.00	0		7,516.71
<b>Total ADMINISTRATION</b>	<b>3,354.68</b>	<b>1,595.83</b>	<b>1,758.85</b>	<b>19,150</b>	<b>4,876.90</b>	<b>18,594.63</b>
<b>POLICE SERVICE BOARD ACTIVITIES</b>						
Revenue	-971.88	-2,250.00	1,278.12	-27,000.00	(795.59)	(13,485.79)
External Police Reports	-7,575.00	-11,291.67	3,716.67	-135,500.00	(4,089.70)	(165,668.94)
From Prior Reserves		0.00	0.00	0.00		
Interest Revenue	-131.60	-200.00	68.40	-2,400.00	(364.00)	(4,302.55)
Bank Charges	8.01	10.42	-2.41	125.00	64.54	109.88
Office Supplies		0.00	0.00			
To Police Board Reserves	8,670.47	13,731.25	-5,060.78	164,775.00	5,184.75	183,347.40
<b>Total POL SERV BOARD ACTIVITIES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL DEPARTMENT 3000</b>	<b>7,484.96</b>	<b>3,302.76</b>	<b>4,182.20</b>	<b>39,633</b>	<b>6,371.29</b>	<b>39,240.44</b>

**Board Reserve for Equipment**

Opening Balance at December 31, 2019	175,290.07
Cufflinks Donation	-2,000.00
Current year transfers	8,670.47
<b>Balance to date</b>	<b>181,960.54</b>

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - JANUARY 2021  
DEPARTMENT 3100 POLICE OFFICERS**

	page 1a					
	2020	PERIOD		2021	2020	2019
	ACTUALS	BUDGET	VARIANCE	BUDGET	ACTUALS	ACTUALS
CPP Grant	9,614.84	-15,312.50	24,927.34	-183,750		-137,812.49
<b>Total REVENUE - GENERAL</b>	<b>9,614.84</b>	<b>-15,312.50</b>	<b>24,927.34</b>	<b>-183,750.00</b>	<b>0</b>	<b>(137,812.49)</b>
<b>PERSONNEL</b>						
OFFICERS - Wages -Full time	323,096.48	357,378.48	-34,280.00	4,288,518	498,556.82	3,708,461.01
OFFICERS - Wages -Part time	15,412.28	20,467.79	-5,055.51	245,614	24,366.81	167,127.13
Wages - Contingency		-11,000.00	11,000.00	-132,000		101,545.88
Wages - Overtime	2,106.14	6,250.00	-4,143.86	75,000	8,985.13	75,810.22
Wages RECOVERY WSIB	-2,764.51	-4,970.03	2,205.52	-59,640		-2,983.50
Accrued Payroll Expense	-2,615.72	1,666.67	-4,282.39	20,000	-84,696.07	93,151.93
Sick Bank Payout		0.00	0.00	0		
<b>PAYROLL BENEFIT OVERHEAD</b>	<b>102,223.48</b>	<b>110,448.88</b>	<b>-8,223.40</b>	<b>1,325,363</b>	<b>161,977.34</b>	<b>1,250,112.14</b>
Retirement / Relocation		0.00	0.00	0		30,000.00
Travel expense		83.33	-83.33	1,000		4,538.24
Clothing & C. Allowance		1,166.67	-1,166.67	14,000		10,819.23
Uniforms & Equipment	1,419.27	1,666.67	-247.40	20,000	170.90	40,789.22
Pensioners Benefits	11,340.86	13,433.33	-2,092.47	161,200	10,590.90	132,485.90
Car Allowances	800.00	800.00	0.00	9,600		8,800.00
Professional Development	50.88	4,166.67	-4,115.79	50,000	25.44	44,141.45
Memberships	1,814.69	750.00	1,064.69	9,000	800.00	7,946.84
Donations		0.00	0.00		3,023.57	1,000.00
Reallocated Wages	4,655.17	4,655.13	0.04	55,862	4,655.13	55,861.56
Recovery	6,292.31	-208.33	6,500.64	-2,500	988.61	5,639.32
<b>Total Personnel - GENERAL</b>	<b>463,831.33</b>	<b>506,751.25</b>	<b>-42,919.92</b>	<b>6,081,015</b>	<b>629,444.58</b>	<b>5,735,246.57</b>
<b>Personnel - PAID DUTY</b>						
Paid Duty REVENUE	-1,465.00	-3,333.33	1,868.33	-40,000	120.00	-30,538.00
Wages - Overtime Incl. Benefits		1,333.33	-1,333.33	16,000		14,277.35
<b>Total Personnel - PAID DUTY</b>	<b>-1,465.00</b>	<b>-2,000.00</b>	<b>535.00</b>	<b>-24,000</b>	<b>120.00</b>	<b>-16,261</b>
RIDE - Ontario Grants	866.16	-1,134.83	2,000.99	-13,618		-13,460.00
Payroll Accrual Expense		0.00	0.00			
RIDE - Wages - Overtime Incl. Benefits		1,134.83	-1,134.83	13,618	2,221.71	16,184.97
<b>Total Personnel - R.I.D.E. Program</b>	<b>866.16</b>	<b>0.00</b>	<b>866.16</b>	<b>0</b>	<b>2,221.71</b>	<b>2,724.97</b>
<b>Personnel - AUXILIARY POLICE</b>						
Clothing & C. Allowance (December)		125.00	-125.00	1,500		360.24
Uniforms & Equipment		250.00	-250.00	3,000		2,720.90
Professional Development		41.67	-41.67	500		
Miscellaneous Expense		0.00	0.00	0		39.67
<b>Total Personnel - AUXILIARY POLICE</b>	<b>0.00</b>	<b>416.67</b>	<b>-416.67</b>	<b>5,000</b>	<b>0.00</b>	<b>3,120.81</b>
<b>PERSONNEL TOTAL</b>	<b>463,232.49</b>	<b>505,167.92</b>	<b>-41,935.43</b>	<b>6,062,015</b>	<b>631,786.29</b>	<b>5,724,831.70</b>
<b>ADMINISTRATION</b>						
<b>Admin - CISO</b>						
CISO Grant	3,663.37	-666.67	4,330.04	-8,000	-3,150.44	-12,849.56
CISO Repairs		0.00	0.00			
CISO Vehicle Lease/Expense		533.33	-533.33	6,400	467.53	12,849.56
<b>Total Admin - CISO</b>	<b>3,663.37</b>	<b>-133.33</b>	<b>3,796.70</b>	<b>-1,600.00</b>	<b>-2,682.91</b>	<b>0.00</b>
<b>Admin - CRIME PREVENTION</b>						
STOP / Y.I.P.I. GRANTS		0.00	0.00	0		
Donations (D.A.R.E.)	-15,593.01	-166.67	-15,426.34	-2,000	-9,498.43	-4,056.75
Wages - Part Time	289.04	0.00	289.04	0	88.82	1,581.84
Wages - Full Time	5,447.52	5,929.52	-482.00	71,154	8,015.60	20,534.53
Miscellaneous		0.00	0.00			
Reallocated Wages		0.00	0.00	0		42,495.60
<b>PAYROLL BENEFIT OVERHEAD</b>	<b>1,730.44</b>	<b>1,838.15</b>	<b>-107.71</b>	<b>22,058</b>	<b>2,407.42</b>	<b>6,538.69</b>
Clothing & C. Allowance		8.33	-8.33	100		1,298.47
Accrued Payroll Expense		0.00	0.00	0	-422.89	612.88
Meeting Expenses		0.00	0.00	0	17.30	
Office Supplies & Mail Hydro & supplies		0.00	0.00	0	86.49	1,251.21
Materials & Supplies		250.00	-250.00	3,000		11,339.38
Promotion Exp (Incl. Advertising)		83.33	-83.33	1,000		468.97
Misc. (Training/POC Grant Expenses)		8.33	-8.33	100	991.31	
RECOVERY		0.00	0.00	0		
Telephones	49.25	54.17	-4.92	650	49.25	2,045.51
<b>Total Admin. - CRIME PREVENTION</b>	<b>-8,078.76</b>	<b>8,005.17</b>	<b>-16,081.93</b>	<b>96,062</b>	<b>1,734.87</b>	<b>84,110.33</b>

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - JANUARY 2021  
DEPARTMENT 3100 POLICE OFFICERS**

				page 1b 2021	2020	2019
	ACTUALS	PERIOD BUDGET	VARIANCE	BUDGET	ACTUALS	ACTUALS
<b>Administration - USE OF FORCE</b>						
Materials & Supplies		1,000.00	-1,000.00	12,000	731.51	12,391.51
<b>Administration - GENERAL</b>						
Bank Charges	61.70	125.00	-63.30	1,500	168.55	2,019.84
Meeting Expenses		125.00	-125.00	1,500		205.34
Investigation Expense	220.12	583.33	-363.21	7,000		4,667.67
Postage/Courier/Shipping	420.33	208.33	212.00	2,500	224.28	1,987.37
Photocopy / Lease charges	1,124.35	775.00	349.35	9,300	1,109.88	9,348.82
Office Supplies & Expense	642.15	1,500.00	-857.85	18,000	2,230.59	24,391.91
Subscriptions/Publications	343.02	291.67	51.35	3,500	1,200.85	10,984.31
HR Contract	1,017.60	1,485.89	-468.29	17,831		18,113.26
Counselling	2,442.24	2,289.62	152.62	27,475	407.04	23,799.69
Advertising		83.33	-83.33	1,000	2,644.75	
Miscellaneous Expense		0.00	0.00	0	66.14	2,341.61
Telephones	2,535.90	2,833.33	-297.43	34,000	2,891.43	29,752.79
Legal Fees		208.33	-208.33	2,500		
Office Equip. Lease/Rental	852.75	1,041.67	-188.92	12,500	852.75	6,537.75
<b>Total Administration - GENERAL</b>	<b>9,660.16</b>	<b>11,550.51</b>	<b>-1,890.35</b>	<b>138,606.17</b>	<b>11,796.26</b>	<b>134,150.36</b>
<b>ADMINISTRATION TOTAL</b>	<b>5,246.77</b>	<b>20,422.35</b>	<b>-15,175.58</b>	<b>245,068.24</b>	<b>11,579.73</b>	<b>230,652.20</b>
<b>EQUIPMENT</b>						
<b>Equipment - GENERAL</b>						
Licence	989.33	133.50	855.83	1,602	2,670.83	884.30
Fuel	4,460.07	5,000.00	-539.93	60,000	4,314.85	54,041.17
Repairs/ Parts & Materials	1,368.97	2,916.67	-1,547.70	35,000	6,273.96	34,708.15
Photo & I.D. Exp/Equipment	1,425.87	541.67	884.20	6,500	1,572.18	7,512.39
Insurance	32,981.00	1,660.00	31,321.00	19,920	27,584.00	15,426.89
Service Agreements	51,484.90	13,208.33	38,276.57	158,500	40,136.07	146,718.24
Expense recovery		0.00	0.00			-255.46
Vehicle Leases		0.00	0.00			
<b>Total Equipment - GENERAL</b>	<b>92,710.14</b>	<b>23,460.17</b>	<b>69,249.97</b>	<b>281,522.00</b>	<b>82,551.89</b>	<b>259,035.88</b>
<b>Equipment - (Comm Serv.)</b>						
Licence						444.25
Fuel		0.00	0.00	0		36.02
Repairs		250.00	-250.00	3,000		1,236.14
Insurance & Licence		138.33	-138.33	1,660		1,328.00
<b>Total Equipment - GENERAL</b>	<b>0.00</b>	<b>388.33</b>	<b>-388.33</b>	<b>4,660.00</b>	<b>0.00</b>	<b>3,044.41</b>
<b>EQUIPMENT TOTAL</b>	<b>92,710.14</b>	<b>23,848.50</b>	<b>68,861.64</b>	<b>286,182.00</b>	<b>82,551.89</b>	<b>262,080.09</b>
<b>CAPITAL - GENERAL</b>						
Previous Year's Unfinanced			0.00		50,000.00	
Office Equipment	13,678.44	0.00	13,678.44			1,175.33
Computer equipment	11,836.24	0.00	11,836.24		12,211.22	30,240.12
Software		0.00	0.00			34,460.44
Automobiles		0.00	0.00			81,751.75
Use of Force		0.00	0.00			10,890.78
From Capital Fund		0.00	0.00			-150,000.00
Communications Equipment		0.00	0.00			4,938.63
Identification Equipment	3,887.19	0.00	3,887.19			
All Other Equipment	1,628.16	12,686.67	-11,058.51	152,000		-6,396.95
From Board Reserve		0.00	0.00	0		-64,573.00
For Future Financing		0.00	0.00			-209,821.04
All Other Capital Items		0.00	0.00			7,512.87
Provincial Grant	-75,377.50	0.00	-75,377.50			
Software Capital		0.00	0.00			254,234.40
NG911 Unfinanced		0.00	0.00			-209,821.04
NG911 Unfinanced		0.00	0.00			209,821.04
Communication Capital		0.00	0.00			5,586.64
Sale of Fixed Assets		0.00	0.00			
<b>CAPITAL TOTAL</b>	<b>-44,349.47</b>	<b>12,666.67</b>	<b>-57,016.14</b>	<b>152,000.00</b>	<b>82,211.22</b>	<b>-0.03</b>
<b>TOTAL DEPARTMENT 3100</b>	<b>526,454.77</b>	<b>546,792.94</b>	<b>-20,338.17</b>	<b>6,561,515.23</b>	<b>788,129.13</b>	<b>6,079,751.47</b>

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - JANUARY 2021  
DEPARTMENT 3200 POLICE CIVILIANS**

page 2a

	2020 ACTUALS	PERIOD BUDGET	VARIANCE	2021 BUDGET	2020 ACTUALS	2019 ACTUALS
<b>REVENUE - Dispatch</b>						
CPP GRANT		0.00	0.00	0		-0.01
NG911 Recovery			0.00			
Dispatch Recovery O/MUN	30,075.00	-84,306.26	114,381.26	-1,011,675	4,658.11	-940,850.15
Fire Paging Revenues		-19,634.58	19,634.58	-235,615		-235,970.71
Owen Sound Fire Department		-9,355.58	9,355.58	-112,267		-76,362.30
E911 County Revenue		-7,675.73	7,675.73	-92,109	19.04	-92,108.80
<b>Total REVENUE - Dispatch</b>	<b>30,075.00</b>	<b>-120,972.15</b>	<b>151,047.15</b>	<b>-1,451,666</b>	<b>4,677.15</b>	<b>-1,345,291.97</b>
<b>PERSONNEL</b>						
DISPATCH - Wages -Full time	56,006.71	59,350.46	-3,343.75	712,206	65,608.05	667,241.53
Wages - Part Time	20,943.75	38,974.94	-18,031.19	467,699	72,373.47	475,649.58
Wages - Overtime	12,209.09	416.67	11,792.42	5,000	9,513.94	30,667.03
Software Licence & Upgrades		0.00	0.00	0		0.00
Reallocated Wages		0.00	0.00	0		-160,203.96
Accrued Payroll Expense	-4,692.78	291.67	-4,984.45	3,500	-50,338.92	29,489.04
PAYROLL BENEFIT OVERHEAD	20,254.59	24,244.90	-3,990.31	290,939	29,890.33	268,935.75
Contract Services		0.00	0.00			
Service Agreements		0.00				
Clothing Allowance		0.00				540.32
Travel expense		0.00	0.00			746.19
Professional Development	4,395.00	2,500.00	1,895.00	30,000	2,349.52	10,123.55
<b>Total Personnel - DISPATCH</b>	<b>109,116.36</b>	<b>125,778.64</b>	<b>-16,662.28</b>	<b>1,509,344</b>	<b>129,396.39</b>	<b>1,323,189.03</b>
<b>Personnel - RECORDS/DATA ENTRY</b>						
REVENUE - POLICE REPORTS	-1,706.25	-3,333.33	1,627.08	-40,000	4,240.50	-44,298.52
Records Management Revenue		-2,916.67	2,916.67	-35,000	3,412.50	-72,339.29
Accrued Payroll Expense	-2,068.61	0.00	-2,068.61		-15,673.56	7,495.45
RECORDS - Wages -Full time	21,710.76	28,603.61	-6,892.85	343,243	44,940.70	229,610.05
Wages - Part Time	7,121.26	8,038.25	-916.99	96,459	18,102.22	171,623.26
Wages - Overtime	379.49	125.00	254.49	1,500	1,166.53	3,971.49
Reallocated Wages		0.00	0.00	0		-7,821.24
PAYROLL BENEFIT OVERHEAD	7,692.83	10,072.86	-2,380.03	120,874	16,417.59	99,471.56
<b>Total Personnel - RECORDS/DATA ENTRY</b>	<b>33,129.48</b>	<b>40,589.72</b>	<b>-7,460.24</b>	<b>487,077</b>	<b>72,606.48</b>	<b>387,712.76</b>
<b>Personnel - ADMINISTRATION</b>						
SECRETARIAL - Wages -Full time	4,551.30	5,228.50	-677.20	62,742	6,826.95	59,454.90
Accrued Payroll Expense	-832.97	0.00	-832.97		-2,966.67	1,020.76
Reallocated Wages		0.00	0.00	0		96,708.96
Wages - Part Time	4,105.00	4,405.36	-300.36	52,864	6,095.14	50,715.52
PAYROLL BENEFIT OVERHEAD	2,001.94	2,281.64	-279.70	27,380	2,969.76	25,162.34
<b>Total Personnel - ADMINISTRATION</b>	<b>9,825.27</b>	<b>11,915.49</b>	<b>-2,090.22</b>	<b>142,986</b>	<b>12,925.18</b>	<b>233,062.48</b>
<b>Personnel - IDENTIFICATION UNIT</b>						
IDENTIFICATION - Wages -Full time	6,181.60	6,743.51	-561.91	80,922	10,275.48	72,468.36
Accrued Payroll Expense		0.00	0.00		-1,418.26	1,750.15
PAYROLL BENEFIT OVERHEAD	1,916.30	2,090.49	-174.19	25,086	3,185.39	21,740.61
<b>Total Personnel - IDENTIFICATION UNIT</b>	<b>8,097.90</b>	<b>8,834.00</b>	<b>-736.10</b>	<b>106,008</b>	<b>12,042.61</b>	<b>95,959.12</b>



**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - JANUARY 2021  
DEPARTMENT 3200 POLICE CIVILIANS**

page 2b

	2020	PERIOD		2021	2020	2019
	ACTUALS	BUDGET	VARIANCE	BUDGET	ACTUALS	ACTUALS
<b>Personnel - LICENCING/CPIC</b>						
REVENUE - PERMITS/BYLAW	395.03	-1,666.67	2,061.70	-20,000	-69.96	-21,695.01
LICENCE - Wages	895.32	1,034.54	-139.22	12,415	7,667.86	56,035.04
Wages - Overtime		0.00	0.00	0		479.93
Accrued Payroll Expense		0.00	0.00		-1,093.18	1,339.55
PAYROLL BENEFIT OVERHEAD	277.54	320.71	-43.17	3,848	2,377.03	16,810.46
<b>Total Personnel - LICENCING/CPIC</b>	<b>1,567.89</b>	<b>-311.42</b>	<b>1,879.31</b>	<b>-3,737</b>	<b>8,881.75</b>	<b>52,969.97</b>
<b>Personnel - SWITCHBOARD</b>						
WAGES - Full Time		9,647.10	-9,647.10	115,765	23.09	83,208.66
Wages - Part Time	6,788.44	833.33	5,955.11	10,000	14,134.56	2,297.81
Wages - Overtime		0.00	0.00	0		1,332.66
Accrued Payroll Expense	-625.05	0.00	-625.05		-4,785.56	-1,705.33
Payroll Benefit Overhead	979.09	3,115.60	-2,136.51	37,387	1,918.09	11,872.28
<b>Total Personnel - SWITCHBOARD</b>	<b>7,142.48</b>	<b>13,596.03</b>	<b>-6,453.55</b>	<b>163,152.35</b>	<b>11,290.18</b>	<b>97,006.08</b>
<b>Personnel - Cell Block Monitoring</b>						
Wages - Part time	7,436.58	9,733.33	-2,296.75	116,800		
Record Checks Revenue		-20,440.00	20,440.00	-245,280		
Accrued Payroll Expense	-872.20	0.00	-872.20			
Payroll Benefits Overhead	1,023.04	1,460.00	-436.96	17,520		
<b>Total Personnel - Cell Block Monitoring</b>	<b>7,587.42</b>	<b>-9,246.67</b>	<b>16,834.09</b>	<b>-110,960</b>	<b>0.00</b>	<b>0</b>
<b>Personnel - Information Technology Services</b>						
IT/Records Management Revenue	7,317.50	-5,000.00	12,317.50	-60,000		
IT Wages - Full Time	13,630.40	15,257.46	-1,627.06	183,090	21,844.99	
Wages - Overtim		0.00	0.00			
Payroll Benefits Overhead	4,225.42	4,729.81	-504.39	56,758	6,771.95	
Reallocated Wages	-5,392.92	-5,392.88	-0.04	-64,715	-5,392.88	
Payroll Accrual		0.00	0.00			
<b>Total Personnel - Information Technology Serv</b>	<b>19,780.40</b>	<b>9,594.39</b>	<b>10,186.01</b>	<b>115,133</b>	<b>23,224.06</b>	<b>0</b>
<b>PERSONNEL TOTAL</b>	<b>196,247.20</b>	<b>200,750.19</b>	<b>-4,502.99</b>	<b>2,409,002.33</b>	<b>270,366.65</b>	<b>2,189,899.44</b>
<b>ADMINISTRATION</b>						
Pensioners Benefits	1,648.66	2,775.00	-1,126.34	33,300	1,807.37	28,152.35
Telephone	11,647.55	4,041.67	7,605.88	48,500	8,840.53	92,773.94
Telephone Cost RECOVERY	1,024.29	-833.33	1,857.62	-10,000	-429.10	-49,481.52
<b>EQUIPMENT - General</b>						
Repairs to Equipment	1,047.87	583.33	464.54	7,000	265.30	4,086.30
<b>ADMINISTRATION &amp; EQUIPMENT TOTAL</b>	<b>15,368.37</b>	<b>6,566.67</b>	<b>8,801.70</b>	<b>78,800</b>	<b>10,284.10</b>	<b>75,531.07</b>
<b>TOTAL DEPARTMENT 3200</b>	<b>241,690.57</b>	<b>86,344.71</b>	<b>155,345.86</b>	<b>1,036,137</b>	<b>285,327.90</b>	<b>920,138.54</b>

**OWEN SOUND POLICE SERVICES  
FINANCIAL REPORT - JANUARY 2021  
DEPARTMENT 3300 COURT SECURITY**

page 3a

	2020 ACTUALS	PERIOD BUDGET	VARIANCE	2021 BUDGET	2020 ACTUALS	2019 ACTUALS
<b>Personnel - COURT CASE MANAGERS</b>						
Wages -Full time	7,002.24	13,309.99	-6,307.75	159,720	12,320.34	159,092.80
Wages - Contingency		0.00	0.00	0		
Wages - Overtime		83.33	-83.33	1,000		
PAYROLL BENEFIT OVERHEAD	2,170.70	4,126.10	-1,955.40	49,513	3,819.31	47,727.84
Accrued Payroll Expense		125.00	-125.00	1,500	1,820.58	2,524.76
Earnings recovery		0.00	0.00	0		-35,893.92
Clothing & C. Allowance		0.00	0.00	0		234.28
Travel Expenses		0.00	0.00	0		
<b>Total Personnel - GENERAL</b>	<b>9,172.94</b>	<b>17,644.42</b>	<b>-8,471.48</b>	<b>211,733</b>	<b>17,960.23</b>	<b>173,685.76</b>
<b>Personnel - SPECIAL CONSTABLES</b>						
From Prior Reserves						
SPEC. - Wages - Part time	17,223.79	31,916.67	-14,692.88	383,000	50,853.32	416,283.53
SPEC. - Wages - Full time	5,295.20	5,653.96	-358.76	67,848	7,340.59	
Wages - Overtime		125.00	-125.00	1,500		2,313.77
Retirement incentive		0.00	0.00	0		
Pension benefits	256.94	258.33	-1.39	3,100	250.48	3,447.19
PAYROLL BENEFIT OVERHEAD	4,079.39	6,540.23	-2,460.84	78,483	9,096.34	57,450.80
Clothing & C. Allowance		129.17	-129.17	1,550		1,440.56
Training		416.67	-416.67	5,000		407.04
Uniforms & Equipment		208.33	-208.33	2,500	655.98	2,462.89
Accrued Payroll Expense	-2,363.27	0.00	-2,363.27		-22,149.00	6,465.43
Government Grant		-35,184.39	35,184.39	-422,213		-454,519.32
<b>Total Personnel - SPEC. CONSTABLES</b>	<b>24,492.05</b>	<b>10,063.97</b>	<b>14,428.09</b>	<b>120,768</b>	<b>46,047.71</b>	<b>35,751.89</b>
<b>PERSONNEL TOTAL</b>	<b>33,664.99</b>	<b>27,708.38</b>	<b>5,956.61</b>	<b>332,501</b>	<b>64,007.94</b>	<b>209,437.65</b>
<b>Administration - GENERAL</b>						
Prisoner & Escort Expenses	24.78	166.67	-141.89	2,000	711.27	9,068.60
Prisoner & Escort RECOVERY	6,106.30	-83.33	6,189.63	-1,000	1,853.26	-9,547.36
Miscellaneous Expense		41.67	-41.67	500	149.57	192.53
Telephone Lines and Leases	129.85	158.33	-28.48	1,900	123.89	1,697.24
<b>Total Administration - GENERAL</b>	<b>6,260.93</b>	<b>283.33</b>	<b>5,977.60</b>	<b>3,400</b>	<b>2,837.99</b>	<b>1,411.01</b>
<b>Equipment - GENERAL</b>						
Licence		0.00	0.00	0		
Fuel		0.00	0.00	0		35.08
Repairs/ Parts & Materials		0.00	0.00	0		
Insurance		0.00	0.00	0		
Lease		0.00	0.00	0		
<b>Total Equipment - GENERAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>35.08</b>
<b>ADMINISTRATION &amp; EQUIPMENT TOTAL</b>	<b>6,260.93</b>	<b>283.33</b>	<b>5,977.60</b>	<b>3,400</b>	<b>2,837.99</b>	<b>1,446.09</b>
<b>CAPITAL - GENERAL</b>						
Automobiles			0.00			
All Other Capital Items			0.00			
<b>TOTAL DEPARTMENT 3300</b>	<b>39,925.92</b>	<b>27,991.71</b>	<b>11,934.21</b>	<b>335,900.56</b>	<b>66,845.93</b>	<b>210,883.74</b>

**OWEN SOUND POLICE SERVICES**

**PAYMENT OF ACCOUNTS FOR APPROVAL**

For the period January1 - 31, 2021

Detailed list available upon request

	<u>AMOUNT</u>
DEPARTMENT 3000 (Board)	\$ 276.99
DEPARTMENT 3100 (Officers)	29,322.62
DEPARTMENT 3200 (Civilians)	11,851.95
DEPARTMENT 3300 (Court Security)	154.63
<b>TOTAL EXPENSES</b>	<b><u>\$ 41,606.19</u></b>



## Report to the Board: Chief's Activities

From: Chief C. Ambrose

Date: Thursday February 11, 2021

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The following is a summary for the month of January 2021:

- Annual Leave and Statutory Holiday Time -1 day
- Sick – 2 days
- Conference calls re Covid19 with City and partners -3 hours
- Court Security Grant review and presentation to consultant- 3 hours
- IACP webinar on Covid 19 with Dr. Anthony Fauci- 1.5 hours
- OACP Board of Directors and Committee Meetings- 3 hours
- Dispatch contract meetings and proposals – 10 hours
- Budget Preparation OSPS and City of OS- 2 hours
- COVID meetings re Provincial Lockdown- 12 hours
- OACP Speakers Series Webinar on Inspector General - 2 hours
- OSPA meetings and SOA negotiations and prep – 6 hours
- Solicitor General conference call re covid lockdown 1 hour
- Grey County O.S & Hanover Task Force meeting and prep- 4 hours
- Grey Bruce Vaccine Distribution Task Force Police Rep- 4 hours
- Police Hospital Transition meeting – 1 hour
- Star Table Steering Committee meeting – 2 hours
- Discussions with CMHA and Grey EMS re MMHART – 2 hours



## **Report to the Board: 2020 – Firearms**

*From: Inspector J. Fluney*

*Date: Monday, January 18, 2021*

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### **Firearms Acquired in 2020**

The Owen Sound Police Service took possession of sixteen firearms in 2020. Of those, eleven were rifles, three were shotguns and two were handguns.

Of the sixteen firearms received in 2020, one was surrendered for destruction.

Two of the firearms were held for investigation and returned to the lawful owner at the conclusion of the matter.

Twelve were being held for criminal matters, eight of those waiting return to the lawful owner with the production of proper paperwork and compliance with the Chief Firearms Office.

One firearm is being held for further investigation.

### **Firearms Currently in Possession of the Owen Sound Police Service**

The Owen Sound Police Service currently has 82 firearms in their possession, consisting of forty-five rifles, twenty-three shotguns and fourteen handguns.

One handgun from 2019 was turned over to the Ontario Provincial Police for investigation purposes in early 2020.

Owen Sound Police Service was unable to dispose of any firearms in 2020 as the April destruction date was cancelled by the destruction company due to the current Covid-19 pandemic.

All required reports have been submitted to the Provincial Weapons Enforcement Unit and RCMP.



## Report to the Board: 2020 Sale of Fixed Assets- Board Equipment / Disposed of Items

*From: Chief C. Ambrose*

*Date: February 22<sup>nd</sup>, 2021*

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As a result of Covid 19, the list of items disposed of on behalf of the Board was significantly lower this year than previous years. Destruction facilities for Computer Equipment which is the primary item taken out of service each year, were closed and not accepting items for the majority of the year and will disposed of in 2021.

### Asset Tracking System

#### ITEM DISPOSE - DETAIL

Disposed Between 01/01/2020 and 01/01/2021

**Bar Code** OSP11635

**Purchased**

26-Oct-12

**Inventory No.**

**Requisition**

**Serial No.** 3B1220X28452

**Purchase Order**

**Price**            **Status** Disposed

**Vendor** STAPLES

**Type of Asset** UPS

**Model** BX1000G-CA

**Manufacturer** APC

**Description** UPS at PORT HOPE



## Annual Report to the Board: Use of Force

*From: Inspector J. Fluney*

*Date: Tuesday, February 9, 2021*

### As a requirement under Ontario Regulation 926 of the Police Services Act

- 14.5(1) A member of a police force shall submit a report whenever the member,
  - (a) draws a handgun in the presence of a member of the public, excluding a member of the police force who is on duty, points a firearm at a person or discharges a firearm;
  - (b) uses a weapon other than a firearm on another person; or
  - (c) uses physical force on another person that results in an injury requiring medical attention. O. Reg. 552/92, s. 9; O. Reg. 283/08, s. 4 (1); O. Reg. 264/10, s. 9 (1).
- There were 31 use of force reports submitted in 2020. None of the reported use of force incidents resulted in serious injury to officer or subject(s).

2019		2020	
Type	#	Type	#
Empty Hand Techniques	2	Empty Hand Techniques	2
Impact Weapon	0	Impact Weapon	0
O.C. Spray	0	O.C. Spray	0
Taser (deployed-probes or direct)	1	Taser (deployed-probes or direct)	1
Taser (display only)	8	Taser (display only)	12
Firearm-Drawn in Public	4	Firearm-Drawn in Public	3
Firearm-Pointed to Affect Arrest	4	Firearm-Pointed to Affect Arrest	2
Firearm Discharged-Person	0	Firearm Discharged-Person	0
Firearm Discharged Sick/Injured Animal	8	Firearm Discharged Sick/Injured Animal	15



## Report to the Board: Mandatory Reporting to the Ministry for 2020

*From: Chief C. Ambrose*

*Date: February 11h, 2021*

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The Ministry of the Solicitor General issued an All Chiefs noting that Ontario Regulations 550/96 and 354/04 of the Police Services Act require every Chief of Police to prepare and submit an annual report to the Ministry regarding Violent Crime Linkage Analysis System (ViCLAS) and Major Case Management (MCM) respectively. The annual reporting forms for MCM and ViCLAS are to be submitted by each police service no later than February 28, 2021. These reports were submitted on behalf of the service on February 10, 2021 as required.

The Ministry of the Solicitor General is requiring the submission of information from all 2020 use of force reports to the ministry by February 16, 2021. This is required as per subsection 14.5 (4) of R.R.O. 1990, Reg. 926 — Equipment and Use of Force, made under the Police Services Act. It was confirmed on February 11, 2021 that all 2020 Use of Force reports have been submitted to the Ministry as required.



## **Ontario to implement digital evidence management system for police (CBC News)**

Ontario plans to implement a digital evidence management system for police that it says will allow officers to focus on crimes and prevention rather than pushing paper.

Solicitor General Sylvia Jones said the cloud-based system will allow police to securely capture, store, manage and share digital evidence.

"With this new system in place, more time will be given to core police work because less time will be spent administering the evidentiary paper trail," Jones said in a virtual news conference on Tuesday.

Axon Public Safety Canada, which makes body cameras and Tasers, won the contract for the project, Jones said, although she declined to say how much it is going to cost.

The evidence system will allow easy storage and sharing of large audio files, videos and photographs that can be securely sent to Crown attorneys and other police forces, she said.

### **No more USB sticks, DVDs to the courts**

Gone will be the days of handing off USB sticks and DVDs to the courts, Jones said.

The program will be made available to provincial enforcement agencies including the Ontario Provincial Police, First Nations police, and the Correctional Services Oversight and Investigations unit.

Two Ontario forces, Peel Regional Police and Toronto police, already use a digital management system from Axon that will be compatible with the provincial one, Jones said.

Peel police Chief Nishan Duraiappah said the digital evidence system has reduced "tremendous amounts of administrative work" for officers.

"The benefits from modernizing our digital systems include a seamless and efficient and secure exchange of files in evidence from the police service to our partners in court," Duraiappah said.

Five years ago, as Toronto police began looking into the use of body-worn cameras, concerns were raised about storing evidence on the cloud while the physical servers were located elsewhere.

It proved a particularly thorny issue if those servers were located in the U.S. due to that country's Patriot Act, which allows American authorities to access data that is stored in their country.

Jones said the new evidence management system would be based in the province.

"We have assurances and we made sure the cloud-based (system) is Ontario-based," Jones said.

Vishal Dhir, a managing director of Axon, said the infrastructure used is based in Canada.

BOARD REPORT

TO: Chief Ambrose/Inspector Fluney/Inspector Bishop/Director Fluney and Director Bell-Matheson

FROM: Pam Dodd

RE: Application for Private Transportation Company – Adam McKeachnie

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The following report concerns the application by Adam McKeachnie, owner/operator of Drivers Seat, for a Private Transportation Company. Mr. McKeachnie currently operates out of Georgian Bluffs (numerous bus lines) and has contracts with different agencies within the City of Owen Sound to provide transportation to clients (i.e. Georgian College Marine program).

A background check on Mr. McKeachnie reveals he has had multiple incidents as a complainant, however no negative contact. Mr. McKeachnie will have to complete civilian prints upon Board approval of his business. Attached is a copy of Mr. McKeachnie's application, together with applicable CPIC/RMS queries for your review.

Of note it appears that Mr. McKeachnie only has liability insurance of \$1,000,000.00 for vehicles with a seating capacity of 1-7 passengers, and upon review of the By-Law it appears the company must have commercial liability insurance of not less than \$2,000,000.00. Mr. McKeachnie may have to increase his liability insurance on vehicles seating 1-8 passengers from \$1,000,000.00 to \$2,000,000.00.

If you have any questions, please advise.

Thank you

Pam Dodd