

Owen Sound Police Services Board

Public Session Minutes

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

Members Attending: J. Thomson (Chair), I. Boddy, G. Pierce, J. Sampson, J. Tamming

Guests Attending: D. Sprague - Police Advisor, Ministry of Solicitor General,
(Via Zoom) Tim Simmonds – City Manager, Owen Sound

Management Attending: Chief C. Ambrose, Inspector D. Bishop, Inspector Fluney

Minutes: J. Thomson

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

Chair Thomson noted that the date of our next meeting on the last page of the agenda says March 24, 2021. This should read April 28, 2021. With that change noted he called for the motion to approve the agenda.

Moved by G. Pierce, seconded by I. Boddy

“That the agenda dated March 24, 2021, with correction noted above be approved”
CARRIED

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

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

5. Confirmation of the Minutes of the Public Session held February 24, 2021.

Moved by I. Boddy, seconded by J. Sampson

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

6. Business arising out of the Minutes of the February 24, 2021 Public Session. HEARING NONE

7. Correspondence Received.

- a) OAPSB 2021 Spring Conference & AGM

Chair Thomson confirmed he will be registering members who had indicated they wished to attend this conference and confirmed dates.

- b) OAPSB Notice of the 2021 Annual General Meeting was included in this month's board package for information
- c) Ontario Association of Police Service Boards – Partnership Request
 - The OAPSB invited member boards to donate funds in support of their virtual Spring Conference 2021 in May.

After discussion, it was agreed that the OSPSB would not be donating funds to support the OAPSBs virtual Spring Conference 2021.

Moved by J. Sampson, seconded by I. Boddy

*That the OSPSB not donate funds to support the OAPSBs virtual Spring Conference 2021.” **CARRIED***

- d) The Chair read an e-mail to the board from a private citizen complimenting Constable James Giles for his kindness and understanding regarding an e-mail this citizen had received. This e-mail was received after the board package had been distributed, but will be included in the board package accompanying these minutes.

8. Chairman's Report

- a) Chair Thomson presented an update from the OAPSB Zone 5 virtual meeting held on March 9, 2021 which G. Pierce, Chief Ambrose and he attended.
- b) Chair Thomson confirmed that Duane Sprague will be providing a board training session on May 18, 2021 and for members to mark the date in their calendars.

9. Reports from Inspector D. Bishop

- Inspector Bishop presented the following reports:

- a) Criminal Investigations Branch

Inspector Bishop noted that there had been three overdose deaths in February, total year to date, but in the first few weeks of March there had been an additional three deaths for a total of six in the first twelve weeks of 2021. In 2019 there were three in total and in 2020 a total of eight.

Unfortunately this has been a common theme across the province as overdose deaths are up significantly. Our service is working closely with public health to get messaging out to people and they are working on their harm reduction strategy.

Member Tamming asked if these deaths could be termed suicide or accidental death. Bishop explained it was difficult to make an exact determination, but any that he had investigated, no suicide note had been found.

b) Drug Enforcement and Intelligence

c) Auxiliary Unit Report

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

- Chief Ambrose presented the report on comparable Call Statistics for February 2020 and February 2021 on behalf of Director Bell-Matheson. Due to recent system upgrades a full suite of reports for February 2021 was not available. A ticket has been issued to have the business intelligence tools up and working.

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

- Chief Ambrose presented the IT report on behalf of Director Hill.

14. Financial Reports from the Chief of Police

a) Financial Report

- Chief Ambrose reviewed the financial report for the period ending February 28, 2021. He noted that the negative variance was primarily due to timing of dispatch receivables and approximately \$210,000 not being received prior to the end of February 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 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 \$56,792.58

Moved by J. Tamming, seconded by G. Pierce

"That the payment for outstanding accounts of \$56,792.58 for the period February 1, 2021 to February 28, 2021 be approved." **CARRIED**

15. Operating Reports from the Chief of Police

a) Chief's Activity Report

- Chief Ambrose reviewed his activity report for the month of February 2021

a) Chief's year-end reports:

– 2020 Property Vault Audit

- Chief Ambrose advised that the 2020 property vault audit report will be moved to the April, 2021 open session agenda.

c) Digital Evidence Management

- Inspector Bishop reviewed the report on digital evidence management.

While digital evidence management is not a current issue it is appearing on the horizon and will need to be addressed in the future.

It was highlighted that digital evidence management is expected to be a major cost for data storage in the future as case file size and storage costs increase.

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

16. Other Items and New Business.

There were no other items or new business discussed.

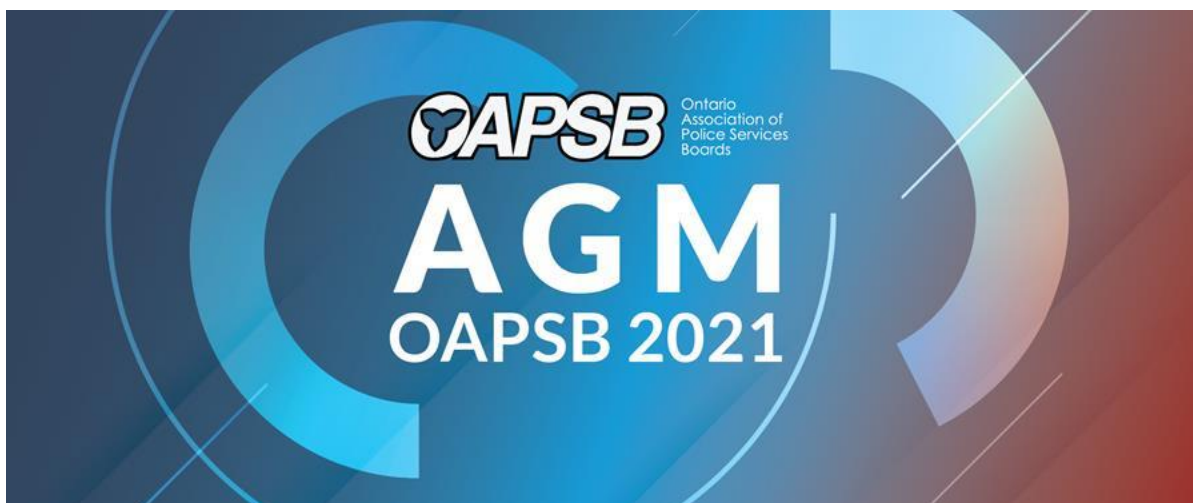
17. Termination of the Public Meeting

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 11:00 a.m.

Next meeting Wednesday, April 28, 2021.

G. Pierce, Past Chair

J. Thomson, Chair



NOTICE OF THE 2021 OAPSB ANNUAL GENERAL MEETING

Pursuant to Section 11.04 of the General By-law of the Ontario Association of Police Services Boards, this is formal notice of the **2021 OAPSB Annual General Meeting** of the Association's membership. Please share this notice with all members of your board.

The 2021 Annual General Meeting will be held by on **Friday, May 28, 2021** commencing at **10:30 a.m.** or shortly thereafter for the purpose of:

1. Confirming the Minutes of the 2020 Annual Meeting being held on Friday, May 29th, 2020 held virtually
2. Receiving the Financial Statements and Auditor's Report for the 2020 Fiscal Year.
3. Appointment of an Auditor for the 2021 Fiscal Year.
4. Consideration of proposed Resolutions
5. Ratification of the Board of Directors for the term 2021-2022 as submitted by the Zones

Please note this AGM is restricted to voting delegates (PSB members) and their staff. Non-members are not entitled to attend the meeting.

During this AGM, voting delegates (PSB members) will have the ability to vote and interact with our Board of Directors during our designated Q&A periods. **Questions must be submitted in writing at the beginning of the virtual meeting.** Board staff may listen to the meeting, but may not vote.



OAPSB Members - Seeking Your Support!

The Ontario Association of Police Service Boards' 2021 Spring Conference and AGM is being held virtually on May 27-28, 2021 .

Each year we rely on participation and sponsorship. We ask that your board (and zone) consider sponsoring the conference.

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

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

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

Respectfully,

Patrick Weaver
Chair

Fred Kaustinen
Executive Director

ONTARIO ASSOCIATION OF POLICE SERVICE BOARDS
180 Simcoe Street, London Ontario, N6G 1H9
TEL. 1-519-659-0434



2021 Spring Conference & Annual General Meeting

Member Sponsorship Opportunities

Platinum - \$5,000 +

- Premium Exposure on Virtual Platform as Platinum Sponsor
- Recognition on the OAPSB website
- Logo recognition on digital presentations at conference
- Logo recognition on one feature event (i.e. Welcome / Virtual reception)

Gold - \$3,000 - \$5000

- Recognition Virtual Platform as Gold Sponsor
- Recognition on the OAPSB website
- Logo recognition on digital presentations at conference
- Logo recognition on one feature event (i.e. virtual breaks)

Silver - \$1,000 to \$2,000

- Recognition Virtual Platform as Silver Sponsor
- Recognition on the OAPSB website

Bronze – Up to \$999

- Recognition Virtual Platform as Bronze Sponsor
- Recognition on the OAPSB website

ONTARIO ASSOCIATION OF POLICE SERVICE BOARDS
180 Simcoe Street, London Ontario, N6G 1H9
TEL. 1-519-659-0434



Report to the Board: Update - OAPSB Zone 5 meeting March 9, 2021

From: Chair OSPSB

Date: March 12, 2021

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Zone 5 held their first meeting, virtually, since their face to face on March 9, 2021.

Guest speakers were the newly appointed Inspector General, Devon Clunis and Deputy Inspector, Ken Weatherill. The Ontario government appointed Devon Clunis as the province's first Inspector General of Policing (IOP), a former Chief of Police from Winnipeg and Deputy Inspector General Ken Weatherill, former Deputy Chief of Police from Barrie.

Devon Clunis joined the Winnipeg Police Service in 1987 and served in all areas of the service over the course of his career before being named to the role of Chief in 2012. As Chief of Police, Mr Clunis led a transformational and cultural shift within the service that successfully modernized its model of policing from reactive and crime focused to a proactive community health and well-being model.

In his new role, Mr. Clunis will provide oversight of policing in Ontario. He will also be responsible to set up an inspectorate of policing which will work with the government and its partners to develop regulations under the *Community Safety and Policing Act, 2019* (CSPA). Mr. Clunis's appointment was effective October 13, 2020.

The inspectorate will operate at arms-length from the government to provide independent policing oversight and ensure effective policing services are provided to every community in Ontario. The inspectorate will:

- Monitor and conduct inspections of police services to ensure compliance with the Community Safety and Policing Act 2019 and its regulations once this act is in force.

- Monitor and conduct inspections of police service boards to prevent police misconduct and impose measures where necessary.
- Investigate policing complaints related to the provision of adequate and effective policing services.
- Develop, maintain and manage records, conduct analyses regarding compliance with the CSPA and publish inspection results and annual reports.

Areas covered in their joint presentation included:

- One common purpose and a collective vision
- Working respectively together
- Trust - leading by example
- Demonstrating and earning respect

While the inspectorate doesn't officially commence their duties until the CSPA comes into effect in early 2022, they are working at gathering their team so they are ready when the time comes.

The Police Services Advisors of the Operations Unit, which includes Duane Sprague, our Ministry advisor, and his manager, have been transferred from the Public Safety Division into the IOP to form the Polices Services Liaison Unit effective February 1, 2021. This unit will support the work required in building the organizational processes and policies necessary for its establishment.

Zone meeting items:

Duane Sprague provided an update:

- Regulation development to support areas of the CSPA has been given high priority
- Most of Zone 5 have completed their CSWBPs
- Court Grant Program Review has been completed and will be delivered soon, probably by the end of March
- Board Training – 14 boards have completed training to date
- Training will be mandatory for all boards under the new CSPA

OAPSB reported:

- A new training module is being developed by OAPSB as the current one is not as up-to-date as it could be.
- Election of Officers was deferred until the next in person meeting can be held. Current Officers will hold their current positions until then.
- Next meeting is June 8, host and location yet to be determined



Report to the Board: Criminal Investigations Branch

From: Inspector D. Bishop

Date: March 8th, 2021

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On Feb 1, 2021 Criminal Investigations Branch (CIB) members investigated the sudden death of a 38 year old woman who was discovered in an eastside hotel room. The investigation determined that the female had died as a result of a drug overdose. Toxicology reports are pending however it is strongly believed that the involved substance was Fentanyl.

On Feb 5, 2021 CIB investigated the sudden death of a 31 year old Owen Sound man who was found deceased in the stairwell of a west side apartment building. Toxicology reports are pending however the investigation has determined a strong likelihood that the involved substance was Fentanyl.

On Feb 16, 2021 CIB investigated the sudden death of a 56 year old Owen Sound man who was found without vital signs at his residence. The investigation revealed that the man died as a result of a drug overdose. Toxicology reports regarding the consumed substance are pending however it is believed to be yet another Fentanyl overdose.

On Feb 20, 2021 an allegation of a sexual assault being committed against a child was investigated. A series of interviews revealed that the child had not been victimized sexually. Several child protection issues were discovered and Bruce- Grey Child and Family Services have opened a file to monitor and ensure the child's well- being going forward.

On Feb 22, 2021 CIB members concluded a lengthy investigation with the arrest of a 32 year old Owen Sound man who was determined to be responsible for committing multiple break and enters in the city dating as far back as October of 2020. The investigation, conducted by members of the Uniform Branch, Criminal Investigations Branch and the Identification Unit, resulted in the perpetrator being identified. Video surveillance was reviewed, witnesses were interviewed, observations were made and fingerprint and DNA analysis all contributed to the successful outcome. The victim locations included two downtown businesses, one of which was entered twice, and a Habitat for Humanity project that was targeted on consecutive nights. The accused was charged with committing a total of five break and enters over three different dates in October and November of 2020 and January 2021. Police were able to recover and return approximately \$2,100 worth of stolen property. The accused remains in custody.

In February 2021, a historical sexual assault investigation was conducted by the Criminal Investigations Branch after a report was filed by a victim alleging that she was sexually assaulted in a city hotel in 1983. The victim described attending the city for a high level athletic competition. The investigation eventually determined that the incident did not occur in Owen Sound and the investigative package was forwarded to a police service in Quebec to be further pursued.



Report to the Board: Drug Enforcement and Intelligence

From: Inspector D. Bishop

Date: March 8th, 2021

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In early February the Drugs and Intelligence officer assisted South Simcoe Police with a stolen vehicle investigation. South Simcoe have received an increase in vehicle thefts and determined that a stolen vehicle had attended a west-side location. Observations were conducted and the investigation is continuing.

On Feb12, 2021 the Unit executed a search warrant on two seized cellular phones in a drug trafficking investigation being conducted by the Saugeen Shores Police.

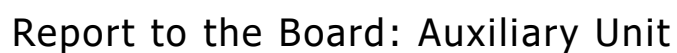
On Feb 21, 2021 the Unit assisted the Uniform Branch in a Domestic Violence incident. A .22 caliber bolt action rifle and an imitation handgun were seized in the investigation. A series of domestic violence and weapons charges were laid against an Owen Sound man.

On Feb 23, 2021 members of the Drug Enforcement Unit concluded a drug trafficking investigation with the arrest of a male and a female from their rental vehicle in the parking lot of a downtown business. Police seized more than 1,050 methamphetamine pills that were stamped with the word 'ICE'. The total street value of the seized pills ranges between \$5,300 and \$11,000. The rental vehicle associated to the arrested parties was seized and investigators sought a search warrant. After obtaining judicial authorization to search the vehicle, police seized approximately 45 grams of cocaine with a street value of \$4,500 as well as \$5,380 in cash proceeds of crime. A 23 year-old male from the Ottawa area and a 19 year-old female from Collingwood have been jointly charged with Possession of Methamphetamine and Cocaine for the Purpose of Trafficking and Possession of Proceeds of Crime.

Drug Overdose Information

Owen Sound Police Responded to three drug overdose fatalities in February, 2021.

Owen Sound Police have investigated a total of three drug overdose fatalities thus far in 2021.





Report to the Board: Collision Statistics

From: Inspector J. Fluney

Date: Monday, March 8, 2021

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February 2021 – Collision Statistics

	Feb 2021	Jan 2021	Feb 2020
Total Collisions:	49	31	57
Collisions - East side Owen Sound	23	14	23
Collisions - West side Owen Sound	12	10	18
Collisions - parking lots	14	7	16
Fail to Remain Collisions	5	5	11
Collisions referred to CRC	20	10	28
Collisions investigated by OSPS	29	21	29



Report to the Board: Community Services

From: Inspector J Fluney

Date: March 8, 2021

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

- Partnership with Indigenous Studies Class at St. Mary's has moved to the second phase. Youth are in the process of creating indigenous art to be depicted at OSPS.
- Community Safety Village, created in partnership with PFLAG, M'Wikwedong, United Way, Y Housing, Public Health & CMHA officially arrived at the Station and is ready to roll out to the community when it is safe to do so.
- OSPS, Sydenham Youth Optimist, New Comer Families/Alliance Church completed 2 meetings, both virtual and have finalized plans for a bike and street safety workshop new comer youth, at risk youth and marginalized youth.
- Continued work being completed by our after-school student. Funds provided by Ministry of Children, Community and Social Services.
- 5 care packages (211 resource cards, new socks and gift cards) sponsored by Country of Grey and United Way were handed out by CSO and MMHART to persons who are homeless, street involved and individuals with a mental illness.
- Continued posting on OSPS social media platforms and worked with local news agencies. Some highlights;
 - Rogers Cable show on response and education for COVID-19
 - Celebrating Black History Month
 - Family Day
 - Welcoming our newest Auxiliary members
 - Highlighting the supports available for Human Trafficking victims

Took part in the following ongoing/regular meetings;

- Housing Homelessness Committee meetings
- Grey County Immigration Council
- GB Youth Engagement Team
- FASD meeting
- M'Wikwedong meeting- cultural training and awareness
- Settlement Strategy & Action Plan for the local immigration network.

- Human Trafficking- internal & with M'Wikwedong

School Presentations

- Re-Opening Ontario Act- Education & Awareness at OSDSS & St. Mary's High Schools
- Commenced KIDS program
- Lockdown drills for Hillcrest and Timothy Christian School
- Part of the Human Trafficking committee- curriculum to be rolled out to grade 8 students in local elementary schools commencing in the fall



Completion of the Positive Choices Community Safety Village



Report to the Board: Lost Hours and Training

From: Inspector Jeff Fluney

Date: March 8, 2021

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Ten fulltime members reported sick in February 2021 consisting of 38 complete or partial shifts for a total of 362 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
February 2021	10	38	362	1	20	91
January 2021	8	51	432	1	12	100
February 2020	13	23	227	1	20	160

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

One member remains partially on WSIB with modified duties. One member received a minor injury at work and is currently on modified duties. One member is on medical leave.

Training:

- One member attended the Criminal Investigation Training course at OPC
- One member attended the Basic Bloodstain Forensic course at OPC
- One member partially completed the Drug Investigation course at OPC
- A new recruit constable is currently at OPC on the Basic Constable Training course
- Two members continued with in house Communicator Training



Report to the Board: Traffic Enforcement February 2021

From: Inspector J. Fluney

Date: March 8, 2021

<u>Platoon #1 – 4</u>			<u>Traffic/Part time Officers</u>		
	Feb 21	Feb 20		Feb 21	Feb 20
Highway Traffic Act:	81	98	Highway Traffic Act:	24	45
Compliance Reports:	2	16	Compliance Reports:	1	6
Recorded Cautions:	41	45	Recorded Cautions:	39	34
Liquor Licence Act:	5	5	Criminal Code/ CDSA:		1
Criminal Code/ CDSA:	95	97	Other POA/By-Law:		5
Other POA/By-Law:	70	47	Foot Patrol:	25	33
Foot Patrol:	99	83			

R.I.D.E.

There was a total of 35 on-duty R.I.D.E. checks in the month of February.

The combined statistics for RIDE were:

- 68 officers
- 34 hours
- 92 vehicle drivers checked, 260 snowmobile drivers
- 19 HTA/MSVA Charges/Cautions

Three impaired charges were laid during regular patrols (2 alcohol, 1 drug).



Report to the Board: Courts

From: Director of Civilian Services – K. Fluney

Date: March 14, 2020

Related to Business Plan S#

Personnel:

One person on modified duties.

Budget:

Nothing to Report

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Operational:

Custodies Transported during the month: OPP - 25, OSPS – 44 **TOTAL - 69**

Video /Audio appearances: 105

Meals provided to custodies: 70

Special Constable Total Hours: 958.50

Issues, Concerns & Comments:

For the month of February there was a total of 17.5 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:

- 6 knives identified and turned away (most of which were pocket knives)



Report to the Board: Courts

From: Director of Civilian Services – K. Fluney

Date: March 13, 2021

Related to Business Plan S#

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Personnel:

Nothing to Report

Budget:

Nothing to Report

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Operational:

Custodies Transported during the month: OPP - 3, OSPS – 1 **TOTAL - 4**

Video /Audio appearances: 65 OSPS persons in custody appeared by audio (most making numerous video appearances throughout the month)

Meals provided to custodies: 4

Special Constable Total Hours: 675.25

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

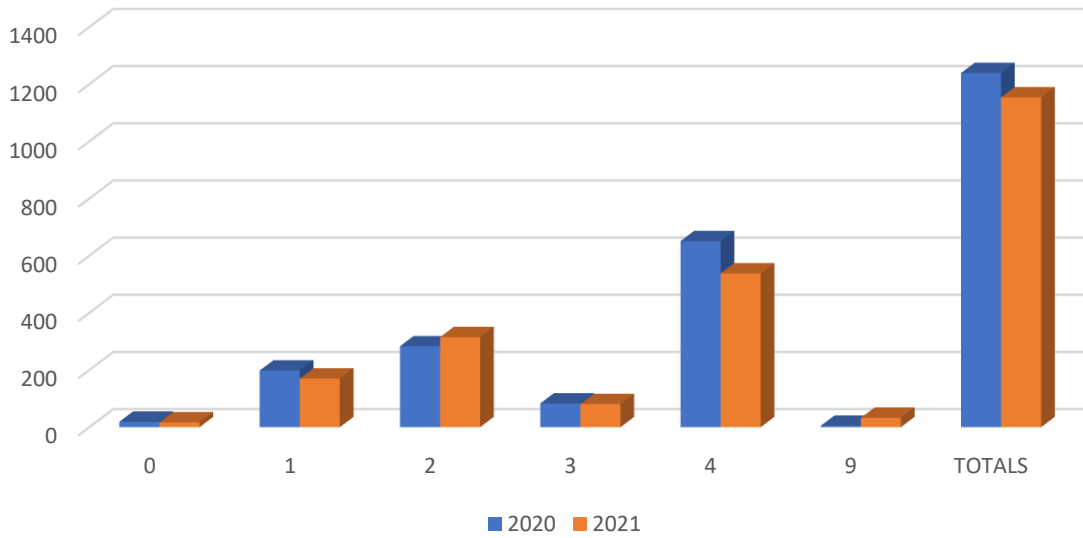
Date: March 13, 2021

Related to Business Plan S#14.4

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 4452 bulk searches completed in February 2021.

February 2020 vs February 2021
Call Statistics by Priority



PRIORITY LEVEL	FEB 2020	FEB 2021
0	19	17
1	198	170
2	283	315
3	83	81
4	65	538
9	5	33
TOTALS	1239	1154



Report to the Board: Information Technology

From: Director of Information Technology Services – C. Hill

Date: February 2021

- Upgraded Mobile Data Terminals with custom configurations to improve workflow
- Extensive security audit for Saugeen Shores Police Service begun by Director Hill
- New West Grey/Hanover PS radio system work started for design/procurement
- County-Wide electronic alerting proposal created for Fire Chiefs of Grey County
- Fire Dispatch Proposal for Perth County
- Fire Contract renewals
- Works facility alternate dispatch centre design and procurement



Owen Sound Police Service
MONTHLY FINANCIAL REPORT
FEBRUARY 2021

Prepared by: Donna Flood
Financial Coordinator
March 18, 2021

**OWEN SOUND POLICE SERVICES
FINANCIAL REPORT - FEBRUARY 2021**

DEPARTMENTS 3000 - 3100 - 3200 - 3300

	ACTUALS	BUDGET	VARIANCE	% by Dept.	2021 <i>BUDGET</i>	2020 <i>ACTUALS</i>
DEPARTMENT 3100 " OFFICERS "	1,028,303.93	1,068,252.54	-39,948.61	-4%	6,409,515	1,213,779.39
CAPITAL ASSETS	-20,521.60	25,333.33	-45,854.93		152,000	74,051.83
DEPARTMENT 3200 " CIVILIANS "	340,818.07	172,689.42	168,128.65	97%	1,036,137	375,327.21
DEPARTMENT 3300 " COURT "	54,666.86	55,983.43	-1,316.57	-2%	335,901	111,624.72
DEPARTMENT 3000 " BOARD "	15,434.55	6,605.52	8,829.04	134%	39,633	8,648.83
SUMMARY TOTAL	1,418,701.81	1,328,864.23	89,837.58		7,973,185	1,783,431.98

1.13%

Income Adjustments

OWEN SOUND POLICE SERVICES
FINANCIAL REPORT - FEBRUARY 2021
DEPARTMENT 3000 POLICE SERVICES BOARD

page 4a

	2021 ACTUALS	PERIOD BUDGET	VARIANCE	2021 BUDGET	2020 ACTUALS	2019 ACTUALS
PERSONNEL - GENERAL						
One time funding Pr Yr Res			0.00			
HR Support - City Hall	3,750.00		3,750.00			0.01
From BOARD Reserves (Appreciation)		-5,000.00	5,000.00	-30,000		(37,000.00)
Remuneration		1,866.67	-1,866.67	11,200		11,124.00
Wages - Full Time	3,333.46	2,599.25	734.21	15,595	2,844.55	14,791.66
Reallocated Wages	1,475.50	1,475.50	0.00	8,853	1,475.50	8,853.00
PAYROLL BENEFIT OVERHEAD	1,033.36	805.77	227.59	4,835	881.80	4,437.42
Accrued Payroll Expense		0.00	0.00		(1,479.17)	1,807.72
Legal Fees		0.00	0.00			
Appreciation functions	26.99	1,666.67	-1,639.68	10,000		14,132.00
Expense Recovery		0.00	0.00	0		2,500.00
Total PERSONNEL - GENERAL	9,619.31	3,413.85	6,205.46	20,483	3,722.68	20,645.81
ADMINISTRATION						
One time funding						
Professional Development		1,000.00	-1,000.00	6,000		5,013.99
Memberships	3,354.68	275.00	3,079.68	1,650	3,629.99	1,672.38
Meeting Expenses		166.67	-166.67	1,000		338.52
Office Supplies & Expense		83.33	-83.33	500		1,029.80
Advertising		166.67	-166.67	1,000		533.93
Telephones		0.00	0.00	0	99.46	950.69
Legal Fees	2,460.56	1,500.00	960.56	9,000	1,196.70	1,538.61
Consultants fees		0.00	0.00	0		7,516.71
Total ADMINISTRATION	5,815.24	3,191.67	2,623.57	19,150	4,926.15	18,594.63
POLICE SERVICE BOARD ACTIVITIES						
Revenue	-1,131.88	-4,500.00	3,368.12	-27,000.00	(1,185.52)	(13,485.79)
External Police Reports	-47,854.00	-22,583.33	-25,270.67	-135,500.00	(16,403.90)	(165,668.94)
From Prior Reserves		0.00	0.00	0.00		
Interest Revenue	-212.68	-400.00	187.32	-2,400.00	(420.31)	(4,302.55)
Bank Charges	10.46	20.83	-10.37	125.00	68.64	109.88
Office Supplies		0.00	0.00			
To Police Board Reserves	49,188.10	27,462.50	21,725.60	164,775.00	18,241.09	183,347.40
Total POL SERV BOARD ACTIVITIES	0.00	0.00	0.00	0	0	0.00
TOTAL DEPARTMENT 3000	15,434.55	6,605.52	8,829.04	39,633	8,648.83	39,240.44

Board Reserve for Equipment

Opening Balance at December 31, 2020	309,922.53
Cufflinks Donation	
Current year transfers	49,188.10
Balance to date	<u>359,110.63</u>

OWEN SOUND POLICE SERVICES
FINANCIAL REPORT - FEBRUARY 2021
DEPARTMENT 3100 POLICE OFFICERS

	2021	PERIOD		page 1a 2021	2020	2019
	ACTUALS	BUDGET	VARIANCE	BUDGET	ACTUALS	ACTUALS
CPP Grant	9,614.84	-30,625.00	40,239.84	-183,750		-137,812.49
Total REVENUE - GENERAL	9,614.84	-30,625.00	40,239.84	-183,750.00	0	(137,812.49)
PERSONNEL						
OFFICERS - Wages -Full time	638,665.00	714,752.96	-76,087.96	4,288,518	794,429.52	3,708,461.01
OFFICERS - Wages -Part time	30,434.90	40,935.58	-10,500.68	245,614	38,662.61	167,127.13
Wages - Contingency		-22,000.00	22,000.00	-132,000		101,545.88
Wages - Overtime	5,623.78	12,500.00	-6,876.22	75,000	16,820.08	75,810.22
Wages RECOVERY WSIB	-2,764.51	-9,940.06	7,175.55	-59,640		-2,983.50
Accrued Payroll Expense	-50,609.40	3,333.33	-53,942.73	20,000	-84,696.07	93,151.93
Sick Bank Payout		0.00	0.00	0		
PAYROLL BENEFIT OVERHEAD	202,766.26	220,893.76	-18,127.50	1,325,363	258,753.73	1,250,112.14
Retirement / Relocation		0.00	0.00	0		30,000.00
Travel expense		166.67	-166.67	1,000	21.62	4,538.24
Clothing & C. Allowance		2,333.33	-2,333.33	14,000		10,819.23
Uniforms & Equipment	3,254.45	3,333.33	-78.88	20,000	5,445.75	40,789.22
Pensioners Benefits	22,681.72	26,866.67	-4,184.95	161,200	21,941.15	132,485.90
Car Allowances	1,600.00	1,600.00	0.00	9,600		8,800.00
Professional Development	8,831.17	8,333.33	497.84	50,000	9,626.65	44,141.45
Memberships	1,814.69	1,500.00	314.69	9,000	3,026.26	7,946.84
Donations		0.00	0.00		3,023.57	1,000.00
Reallocated Wages	9,310.34	9,310.26	0.08	55,862	9,310.26	55,861.56
Recovery	16,416.62	-416.67	16,833.29	-2,500	1,238.92	5,639.32
Total Personnel - GENERAL	888,025.02	1,013,502.50	-125,477.48	6,081,015	1,077,604.05	5,735,246.57
Personnel - PAID DUTY						
Paid Duty REVENUE	-840.00	-6,666.67	5,826.67	-40,000	-1,300.00	-30,538.00
Wages - Overtime Incl. Benefits	370.29	2,666.67	-2,296.38	16,000	766.67	14,277.35
Total Personnel - PAID DUTY	-469.71	-4,000.00	3,530.29	-24,000	-533.33	-16,261
RIDE - Ontario Grants	866.16	-2,269.67	3,135.83	-13,618		-13,460.00
Payroll Accrual Expense		0.00	0.00			
RIDE - Wages - Overtime Incl. Benefits		2,269.67	-2,269.67	13,618	3,064.68	16,184.97
Total Personnel - R.I.D.E. Program	866.16	0.00	866.16	0	3,064.68	2,724.97
Personnel - AUXILIARY POLICE						
Clothing & C. Allowance (December)		250.00	-250.00	1,500		360.24
Uniforms & Equipment		500.00	-500.00	3,000		2,720.90
Professional Development		83.33	-83.33	500		
Miscellaneous Expense		0.00	0.00	0		39.67
Total Personnel - AUXILIARY POLICE	0.00	833.33	-833.33	5,000	0.00	3,120.81
PERSONNEL TOTAL	888,421.47	1,010,335.83	-121,914.36	6,062,015	1,080,135.40	5,724,831.70
ADMINISTRATION						
Admin - CISO						
CISO Grant	3,663.37	-1,333.33	4,996.70	-8,000	-3,150.44	-12,849.56
CISO Vehicle Lease/Expense	467.53	1,066.67	-599.14	6,400	2,127.53	12,849.56
Total Admin - CISO	4,130.90	-266.67	4,397.57	-1,600.00	-1,022.91	0.00
Admin - CRIME PREVENTION						
STOP / Y.I.P.I. GRANTS		0.00	0.00	0		
Donations (D.A.R.E.)	-15,593.01	-333.33	-15,259.68	-2,000	-9,498.43	-4,056.75
Wages - Part Time	503.96	0.00	503.96	0	150.70	1,581.84
Wages - Full Time	10,895.04	11,859.04	-964.00	71,154	13,110.60	20,534.53
Miscellaneous		0.00	0.00			
Reallocated Wages		0.00	0.00	0		42,495.60
PAYROLL BENEFIT OVERHEAD	3,450.19	3,676.30	-226.11	22,058	3,934.45	6,538.69
Clothing & C. Allowance	34.48	16.67	17.81	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	42.74	0.00	42.74	0	86.49	1,251.21
Materials & Supplies		500.00	-500.00	3,000		11,339.38
Promotion Exp (Incl.Advertising)		166.67	-166.67	1,000		468.97
Misc. (Training/POC Grant Expenses)		16.67	-16.67	100	991.31	
RECOVERY	2,021.95	0.00	2,021.95	0		
Telephones	49.25	108.33	-59.08	650	98.50	2,045.51
Total Admin. - CRIME PREVENTION	1,404.60	16,010.35	-14,605.75	96,062	8,468.03	84,110.33

OWEN SOUND POLICE SERVICES
FINANCIAL REPORT - FEBRUARY 2021
DEPARTMENT 3100 POLICE OFFICERS

				page 1b 2021	2020	2019
	ACTUALS	PERIOD BUDGET	VARIANCE	BUDGET	ACTUALS	ACTUALS
Administration - USE OF FORCE						
Materials & Supplies	162.82	2,000.00	-1,837.18	12,000	731.51	12,391.51
Administration - GENERAL						
Bank Charges	223.83	250.00	-26.17	1,500	247.17	2,019.84
Meeting Expenses	493.72	250.00	243.72	1,500		205.34
Investigation Expense	100.80	1,166.67	-1,065.87	7,000		4,667.67
Postage/Courier/Shipping	420.33	416.67	3.66	2,500	797.15	1,987.37
Photocopy / Lease charges	2,499.65	1,550.00	949.65	9,300	2,239.17	9,348.82
Office Supplies & Expense	2,311.72	3,000.00	-688.28	18,000	3,233.17	24,391.91
Subscriptions/Publications	851.82	583.33	268.49	3,500	1,455.25	10,984.31
HR Contract	1,424.64	2,971.78	-1,547.14	17,831		18,113.26
Counselling	4,884.48	4,579.25	305.23	27,475	814.08	23,799.69
Advertising		166.67	-166.67	1,000	5,289.50	
Miscellaneous Expense		0.00	0.00	0	66.14	2,341.61
Telephones	3,998.76	5,666.67	-1,667.91	34,000	5,310.62	29,752.79
Legal Fees		416.67	-416.67	2,500		
Office Equip.Lease/Rental	1,421.25	2,083.33	-662.08	12,500	1,421.25	6,537.75
Total Administration - GENERAL	18,631.00	23,101.03	-4,470.03	138,606.17	20,873.50	134,150.36
ADMINISTRATION TOTAL	24,329.32	40,844.71	-16,515.39	245,068.24	29,050.13	230,652.20
EQUIPMENT						
Equipment - GENERAL						
Licence	989.33	267.00	722.33	1,602	2,670.83	884.30
Fuel	9,244.82	10,000.00	-755.18	60,000	8,209.62	54,041.17
Repairs/ Parts & Materials	5,282.03	5,833.33	-551.30	35,000	12,475.19	34,708.15
Photo & I.D. Exp/Equipment	4,241.56	1,083.33	3,158.23	6,500	2,247.90	7,512.39
Insurance	32,981.00	3,320.00	29,661.00	19,920	23,295.00	15,426.89
Service Agreements	53,199.56	26,416.67	26,782.89	158,500	53,586.08	146,718.24
Expense recovery		0.00	0.00		-814.69	-255.46
Vehicle Leases		0.00	0.00			
Total Equipment - GENERAL	105,938.30	46,920.33	59,017.97	281,522.00	101,669.93	259,035.68
Equipment - (Comm.Serv.)						
Licence						444.25
Fuel		0.00	0.00	0		36.02
Repairs		500.00	-500.00	3,000	294.93	1,236.14
Insurance & Licence		276.67	-276.67	1,660	2,629.00	1,328.00
Total Equipment - GENERAL	0.00	776.67	-776.67	4,660.00	2,923.93	3,044.41
EQUIPMENT TOTAL	105,938.30	47,697.00	58,241.30	286,182.00	104,593.86	262,080.09
CAPITAL - GENERAL						
Previous Year's Unfinanced			0.00		50,000.00	
Office Equipment	13,676.44	0.00	13,676.44			1,175.33
Computer equipment	30,178.49	0.00	30,178.49		13,454.61	30,240.12
Software		0.00	0.00			34,460.44
Automobiles		0.00	0.00			81,751.75
Use of Force	2,400.00	0.00	2,400.00			10,890.78
From Capital Fund		0.00	0.00			-150,000.00
Communications Equipment	11,271.87	0.00	11,271.87		12,671.07	4,938.63
Identification Equipment	3,887.19	0.00	3,887.19			
All Other Equipment	1,628.16	25,333.33	-23,705.17	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			209,821.04
Communication Capital		0.00	0.00			5,586.64
Sale of Fixed Assets	-8,186.25	0.00	-8,186.25		-2,073.85	
CAPITAL TOTAL	-20,521.60	25,333.33	-45,854.93	152,000.00	74,051.83	-0.03
TOTAL DEPARTMENT 3100	1,007,782.33	1,093,585.87	-85,803.54	6,561,515.23	1,287,831.22	6,079,751.47

OWEN SOUND POLICE SERVICES
FINANCIAL REPORT - FEBRUARY 2021
DEPARTMENT 3200 POLICE CIVILIANS

	2021	PERIOD		page 2a		
	ACTUALS	BUDGET	VARIANCE	2021	2020	2019
				BUDGET	ACTUALS	ACTUALS
REVENUE - Dispatch						
CPP GRANT		0.00	0.00	0		-0.01
NG911 Recovery			0.00			
Dispatch Recovery O/MUN	30,075.00	-168,612.51	198,687.51	-1,011,675	-18,305.22	-940,850.15
Fire Paging Revenues		-39,269.16	39,269.16	-235,615	-14,634.04	-235,970.71
Owen Sound Fire Department		-18,711.17	18,711.17	-112,267	-77,694.58	-76,362.30
E911 County Revenue		-15,351.47	15,351.47	-92,109	-325.36	-92,108.80
Total REVENUE - Dispatch	30,075.00	-241,944.31	272,019.31	-1,451,666	-110,959.20	-1,345,291.97
PERSONNEL						
DISPATCH - Wages -Full time	107,945.94	118,700.92	-10,754.98	712,206	100,592.37	667,241.53
Wages - Part Time	46,879.75	77,949.88	-31,070.13	467,699	110,830.94	475,649.58
Wages - Overtime	22,544.61	833.33	21,711.28	5,000	10,771.01	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	-29,041.59	583.33	-29,624.92	3,500	-50,338.92	29,489.04
PAYROLL BENEFIT OVERHEAD	39,782.78	48,489.81	-8,707.03	290,939	45,653.69	268,935.75
Contract Services		0.00	0.00		35,002.50	
Service Agreements		0.00				
Clothing Allowance		0.00				540.32
Travel expense		0.00	0.00			746.19
Professional Development	6,818.49	5,000.00	1,818.49	30,000	4,174.83	10,123.55
Total Personnel - DISPATCH	194,929.98	251,557.27	-56,627.29	1,509,344	256,686.42	1,323,189.03
Personnel - RECORDS/DATA ENTRY						
REVENUE - POLICE REPORTS	-4,493.80	-6,666.67	2,172.87	-40,000	-7,764.75	-44,298.52
Records Management Revenue		-5,833.33	5,833.33	-35,000	675.00	-72,339.29
Accrued Payroll Expense	-2,068.61	0.00	-2,068.61		-15,673.56	7,495.45
RECORDS - Wages -Full time	43,421.52	57,207.22	-13,785.70	343,243	69,732.86	229,610.05
Wages - Part Time	12,731.70	16,076.51	-3,344.81	96,459	21,319.88	171,623.26
Wages - Overtime	379.49	250.00	129.49	1,500	1,166.53	3,971.49
Reallocated Wages		0.00	0.00	0		-7,821.24
PAYROLL BENEFIT OVERHEAD	15,232.35	20,145.72	-4,913.37	120,874	24,477.12	99,471.56
Total Personnel - RECORDS/DATA ENTRY	65,202.65	81,179.45	-15,976.80	487,077	93,933.08	387,712.76
Personnel - ADMINISTRATION						
SECRETARIAL - Wages -Full time	13,440.55	10,457.00	2,983.56	62,742	11,378.25	59,454.90
Accrued Payroll Expense	-25,887.20	0.00	-25,887.20		-2,966.67	1,020.76
Reallocated Wages		0.00	0.00	0		96,708.96
Wages - Part Time	8,155.12	8,810.72	-655.60	52,864	10,105.38	50,715.52
PAYROLL BENEFIT OVERHEAD	5,365.08	4,563.28	801.80	27,380	4,942.11	25,162.34
Total Personnel - ADMINISTRATION	1,073.55	23,830.99	-22,757.44	142,986	23,459.07	233,062.48
Personnel - IDENTIFICATION UNIT						
IDENTIFICATION - Wages -Full time	12,363.20	13,487.03	-1,123.83	80,922	16,193.24	72,468.36
Accrued Payroll Expense		0.00	0.00		-1,418.26	1,750.15
PAYROLL BENEFIT OVERHEAD	3,832.60	4,180.98	-348.38	25,086	5,019.89	21,740.61
Total Personnel - IDENTIFICATION UNIT	16,195.80	17,668.01	-1,472.21	106,008	19,794.87	95,959.12

OWEN SOUND POLICE SERVICES
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DEPARTMENT 3200 POLICE CIVILIANS

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	2021 ACTUALS	PERIOD BUDGET	VARIANCE	2021 BUDGET	2020 ACTUALS	2019 ACTUALS
Personnel - LICENCING/CPIC						
REVENUE - PERMITS/BYLAW	-504.97	-3,333.33	2,828.36	-20,000	-1,249.96	-21,695.01
LICENCE - Wages	1,790.64	2,069.08	-278.44	12,415	12,060.66	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	555.08	641.42	-86.33	3,848	3,738.79	16,810.46
Total Personnel - LICENCING/CPIC	1,840.75	-622.84	2,463.59	-3,737	13,456.31	52,969.97
Personnel - SWITCHBOARD						
WAGES - Full Time	1,892.95	19,294.19	-17,401.24	115,765	23.09	83,208.66
Wages - Part Time	12,133.90	1,666.67	10,467.23	10,000	26,173.66	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	2,374.72	6,231.20	-3,856.48	37,387	3,538.58	11,872.28
Total Personnel - SWITCHBOARD	15,776.52	27,192.06	-11,415.54	163,152.35	24,949.77	97,006.08
Personnel - Cell Block Monitoring						
Wages - Part time	13,932.74	19,466.67	-5,533.93	116,800		
Record Checks Revenue		-40,880.00	40,880.00	-245,280		
Accrued Payroll Expense	-872.20	0.00	-872.20			
Payroll Benefits Overhead	1,910.45	2,920.00	-1,009.55	17,520		
Total Personnel - Cell Block Monitoring	14,970.99	-18,493.33	33,464.32	-110,960	0.00	0
Personnel - Information Technology Services						
IT/Records Management Revenue	-26,132.50	-10,000.00	-16,132.50	-60,000		
IT Wages - Full Time	27,260.80	30,514.92	-3,254.12	183,090	35,351.23	
Wages - Overtim		0.00	0.00			
Payroll Benefits Overhead	8,450.84	9,459.63	-1,008.79	56,758	10,958.89	
Reallocated Wages	-10,785.84	-10,785.76	-0.08	-64,715	-10,785.76	
Payroll Accrual	-24,348.81	0.00	-24,348.81			
Total Personnel - Information Technology Serv	(25,555.51)	19,188.79	-44,744.30	115,133	35,524.36	0
PERSONNEL TOTAL	284,434.73	401,500.39	-117,065.66	2,409,002.33	467,803.88	2,189,899.44
ADMINISTRATION						
Pensioners Benefits	6,670.06	5,550.00	1,120.06	33,300	3,338.61	28,152.35
Telephone	21,018.79	8,083.33	12,935.46	48,500	16,330.27	92,773.94
Telephone Cost RECOVERY	-2,428.38	-1,666.67	-761.71	-10,000	-2,198.67	-49,481.52
EQUIPMENT - General						
Repairs to Equipment	1,047.87	1,166.67	-118.80	7,000	1,012.32	4,086.30
ADMINISTRATION & EQUIPMENT TOTAL	26,308.34	13,133.33	13,175.01	78,800	18,482.53	75,531.07
TOTAL DEPARTMENT 3200	340,818.07	172,689.42	168,128.65	1,036,137	375,327.21	920,138.54

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

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	2021 ACTUALS	PERIOD BUDGET	VARIANCE	2021 BUDGET	2020 ACTUALS	2019 ACTUALS
Personnel - COURT CASE MANAGERS						
Wages -Full time	14,004.48	26,619.97	-12,615.49	159,720	19,322.58	159,092.80
Wages - Contingency		0.00	0.00	0		
Wages - Overtime		166.67	-166.67	1,000		
PAYROLL BENEFIT OVERHEAD	4,341.40	8,252.19	-3,910.79	49,513	5,990.01	47,727.84
Accrued Payroll Expense	-24,348.81	250.00	-24,598.81	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		
Total Personnel - GENERAL	-6,002.93	35,288.83	-41,291.76	211,733	23,492.01	173,685.76
Personnel - SPECIAL CONSTABLES						
From Prior Reserves						
SPEC. - Wages - Part time	37,035.38	63,833.33	-26,797.95	383,000	12,635.79	416,283.53
SPEC. - Wages - Full time	10,590.40	11,307.93	-717.53	67,848	79,620.36	
Wages - Overtime	570.32	250.00	320.32	1,500	201.31	2,313.77
Retirement incentive		0.00	0.00	0		
Pension benefits	541.53	516.67	24.86	3,100	520.34	3,447.19
PAYROLL BENEFIT OVERHEAD	8,524.29	13,080.46	-4,556.17	78,483	14,562.37	57,450.80
Clothing & C. Allowance		258.33	-258.33	1,550		1,440.56
Training		833.33	-833.33	5,000		407.04
Uniforms & Equipment	34.51	416.67	-382.16	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		-70,368.79	70,368.79	-422,213		-454,519.32
Total Personnel - SPEC. CONSTABLES	54,933.16	20,127.93	34,805.23	120,768	86,047.15	35,751.89
PERSONNEL TOTAL	48,930.23	55,416.76	-6,486.53	332,501	109,539.16	209,437.65
Administration - GENERAL						
Prisoner & Escort Expenses	24.78	333.33	-308.55	2,000	1,087.90	9,068.60
Prisoner & Escort RECOVERY	5,501.40	-166.67	5,668.07	-1,000	600.31	-9,547.36
Miscellaneous Expense		83.33	-83.33	500	149.57	192.53
Telephone Lines and Leases	210.45	316.67	-106.22	1,900	247.78	1,697.24
Total Administration - GENERAL	5,736.63	566.67	5,169.96	3,400	2,085.56	1,411.01
Equipment - GENERAL						
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		
Total Equipment - GENERAL	0.00	0.00	0.00	0	0.00	35.08
ADMINISTRATION & EQUIPMENT TOTAL	5,736.63	566.67	5,169.96	3,400	2,085.56	1,446.09
CAPITAL - GENERAL						
Automobiles			0.00			
All Other Capital Items			0.00			
TOTAL DEPARTMENT 3300	54,666.86	55,983.43	-1,316.57	335,900.56	111,624.72	210,883.74

OWEN SOUND POLICE SERVICES

PAYMENT OF ACCOUNTS FOR APPROVAL

For the period February 1 - 28, 2021

Detailed list available upon request

	AMOUNT
DEPARTMENT 3000 (Board)	\$ 2,460.56
DEPARTMENT 3100 (Officers)	40,672.58
DEPARTMENT 3200 (Civilians)	13,544.33
DEPARTMENT 3300 (Court Security)	115.11
TOTAL EXPENSES	\$ 56,792.58



Report to the Board: Chief's Activities

From: Chief C. Ambrose

Date: Thursday March 18, 2021

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

- Annual Leave and Statutory Holiday Time -1 day
- Conference calls re: Covid-19 with City and partners -3 hours
- Court Security Meetings- 5 hours
- Community Drug and Alcohol Strategy -3 hours
- OACP Board of Directors and Committee Meetings- 3 hours
- Dispatch contract meetings and proposals – 17.5 hours
- Meet with City and input re Strategic Planning - 3 hours
- CSWBP meetings – 3 hours
- OACP Webinar on Evidence Based Policing – 5.5 hours
- Rogers TV Interview re Covid-19 lockdown – 1 hour
- Auxiliary Swearing in – 1 hour
- Peer support program meetings - 2 hours
- Grey Bruce Vaccine Distribution Task Force Police Rep- 8.5 hours
- MARAC Domestic Violence meeting - 2 hours
- Star Table Steering Committee Training and meeting – 10.5 hours
- Discussions with CMHA and Grey EMS re MMHART – 2 hours

Note: In February I joined the Steering Committee of the Community Drug and Alcohol Strategy as well as maintaining membership and involvement in several of the subcommittees.



Report to the Board: Digital Evidence Management

From: Inspector D. Bishop

Date: March 16th, 2021

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The issue of digital evidence management has become a significant challenge for police services. Digital evidence can take many forms in policing, including;

- Video evidence collected from businesses, residences or cellphones
- Audio recordings from Communications Centre calls
- Recordings from wiretap investigations
- Computer hard drive contents from investigations such as child pornography
- Large format photography from forensic investigation of crime scenes
- Body worn camera footage
- Technical surveillance audio and video
- Text, email and photo dumps from personal cell phones

The biggest challenges facing police services are in relation to the exponential growth of storage sizes as camera resolutions increase and computer storage moves into the terabyte range, and the proliferation of smart devices such as video Ring doorbells and affordable home video surveillance products which produce digital evidence when crimes are committed.

Dealing with the large file sizes is not easy when it involves evidence. As evidence rules require assurances of continuity and original, unaltered files, it currently rules out the possibility of compression or reduction in quality in order to reduce file sizes. Also, the simple act of digital evidence retrieval creates staffing issues on its own in terms of physically retrieving the data from many different styles and designs of source equipment, as well as editing the evidence (for example, paring down 12 hours of video received to identify and preserve the relevant 10 minutes, as well as to manage court disclosure. This issue is due to be magnified with the rollout of NG911 which will make it easier for members of the public to share photo and video

content when reporting crimes, as well as to report by text or email which will need to be preserved.

Currently, the Owen Sound Police Service houses digital evidence in both DVD and hard drive form (depending on application) within our seized evidence vault. This is problematic in that both forms of media have limited life spans, with DVD's in the range of 10-20 years and hard drives potentially as low as 3-5 years, although this is with regular use. There is also the potential of these forms of storage becoming obsolete (think floppy disks) and requiring transfer at some point to a new medium.

Retention of these files can be significant. LEARN (Law Enforcement And Records Network) guidelines for retention for most serious criminal offences are 25 years following completion of court proceedings for investigative files. Some files can have indefinite, or potentially permanent retention, such as unsolved homicides.

The net result of all of this is that police services are facing a growing problem with digital evidence storage sizes growing exponentially year over year with no likelihood that this will slow down, with more and more evidence coming in with the proliferation of digital devices and the continued uptake of digital monitoring devices.

In an effort to address some of these issues, the Ministry of the Solicitor General through their Criminal Justice Transformation Modernization Division has been working on a Criminal Justice Digital Design provincial process to create an end to end digital evidence management process which allows for the intake, storage and transfer of all digital evidence. This process involved a Request for Proposal and tendering process which selected Axon (maker of Taser product and body worn cameras) and their "Evidence.com" product and the Ministry is currently trying to have police services get on board with the product.

Despite the Ministry's desire to have everyone adopt the program, the Ministry is not funding the costs. They have arranged for a first year reduction in licence fees, but ongoing storage fees and licencing are borne by the Service. Appendix A of this report contains tables for both the licencing costs and storage costs. Unfortunately, the way the costing has been formulated, it is based on a sliding scale that relies on the number of contracted users and volume of combined storage space (across all contracted Services) to determine the costs, which make it very difficult to determine costs moving forward. Also, the Ministry only secured a five year contract with Axon, so costs beyond 5 years are unknown, but potentially carries the risk of everyone having massive volumes of data in storage with the company, which creates the issue of how it would be moved to any other company that may compete in the future, which may create the challenges that could for the most part create a monopoly or make it very difficult for competitors to be viable.

As part of the Province's work on this project, this solution is intended to integrate the disclosure process to provide for streamlined disclosure of digital evidence to Crown Counsel, which would replace current OSPS practice of disclosure by way of DVD, USB drive or hard drive. OSPS currently utilizes approximately 1500-2000 DVD's per year at a cost of approximately \$1500, and a small number of USB or hard drives (when file size exceeds DVD capacity) estimated at approximately \$500 per year. Another advantage of the Axon project is the presence of a web based portal that allows for the public to upload their digital evidence (videos, photos, etc) directly to the product to streamline the collection of evidence.

As it stands today, in order for the OSPS to adopt the provincial/Axon DEM contract, first year licence costs would be approximately \$19,400, with a first year Ministry reimbursement of \$3,606 for a total of \$15,794. The reimbursement is only for year one, subsequent years are at full price, however depending on the total number of users province wide, licencing could drop to as low as \$14,326 if users exceed 14,000.

In terms of storage costs, it is again on a sliding scale based on combined storage but starts at .20 cents per gigabyte per year. This is again a moving target which becomes very difficult to approximate as it is based on sizes of files, which will again grow exponentially year over year due to retention, and the increasing file sizes due to technology improvement in cameras and such. To put this in context, however, if a one terabyte hard drive is seized in a child pornography investigation (which can sometimes have several of these), the cost to store this evidence on Axon's Evidence.com product would be \$200 per year. Current LEARN retention guidelines stipulate a retention for child exploitation investigations of 25 years beginning with the conclusion of the court case, so over the span of the retention period, that hard drive costs more than \$5000 to store, *presuming* the unlikely scenario that the current storage costs remain static and don't increase.

Given the interest in the province in streamlining its court disclosure process, Ontario police services had hoped that the province would fully fund this program, and the partial first year licence reimbursement fell short of expectations. Anticipating costs to the Service to adopt this program are difficult, and forecasting future costs even more so, which is particularly challenging in budget based municipal costing models. All this being said, the proliferation of digital evidence is beyond the control of the Service and it is yet another driver we are facing for the increasing cost of policing.

If we do not participate in this program, we are still left with the challenges in knowing that our current digital evidence storage (DVD's and hard drives in the vault) is not sufficient and prone to failure. The alternative to participating in the Axon/provincial plan would be to create our own storage server array with backup provisions, however this would raise questions around whether the same integration with Niche and the provincial court disclosure system could be achieved. We also don't know how court disclosure will roll out locally if for example the majority of the province adopts the system. It's possible the court may eventually mandate use of the system for evidence transfer.

A further consideration would be discussions around body worn cameras. Axon for the most part owns this market, and the money in this application is not in the hardware/camera, but rather in the storage as a body worn camera records 6 to 8 gigabytes of data in a regular officer's shift. Should the province make body worn cameras mandatory at some point in the future, without funding to municipalities, the costs of storage and the staffing requirements for managing it could be very high.

APPENDIX A

Licence rates

Number of licences

Enter the number of licences required	Year 1	Full roll-out
Administrator	1	1
Power user	5	5
User	58	58
Read only	28	28
TOTAL	92	92



Your annual licence cost

Year 1		Full roll-out (scenario based on # of users province-wide)				
Total licence cost	The ministry reimburses	Tier 2 (500-1499 users)	Tier 3 (1500 to 5499)	Tier 4 (5500 to 9499)	Tier 5	Full capacity (>14000 users)
\$ 603	\$ 112	\$ 572	\$ 540	\$ 508	\$ 476	\$ 445
\$ 3,015	\$ 560	\$ 2,860	\$ 2,700	\$ 2,540	\$ 2,380	\$ 2,225
\$ 13,514	\$ 2,512	\$ 12,818	\$ 12,064	\$ 11,368	\$ 10,672	\$ 9,976
\$ 2,268	\$ 422	\$ 2,156	\$ 2,016	\$ 1,904	\$ 1,792	\$ 1,680
\$ 19,400	\$ 3,606	\$ 18,406	\$ 17,320	\$ 16,320	\$ 15,320	\$ 14,326

Your total number of the sworn officers	38
The Ministry covers cost of licences <45% of sworn officers #	17.1
Ratio	19%

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Reference Table

Tier	Administrator	Power User	User	Read only
Definition	authority to manage, configure and administrate a DEM instance	access to add/modify/delete data with enhanced functionality	access to add/modify evidentiary files and metadata	search and review digital evidence information
Tier 1 (1 to 499)	\$ 603	\$ 603	\$ 233	\$ 81
Tier 2 (500 to 1499)	\$ 572	\$ 572	\$ 221	\$ 77
Tier 3 (1500 to 5499)	\$ 540	\$ 540	\$ 208	\$ 72
Tier 4 (5500 to 9499)	\$ 508	\$ 508	\$ 196	\$ 68
Tier 5 (9500 to 13999)	\$ 476	\$ 476	\$ 184	\$ 64
At maturity (over 14000)	\$ 445	\$ 445	\$ 172	\$ 60

Storage rates

Per gigabyte storage rates will decrease with increased use of Axon storage space across all parties to the provincial contract.

GB range	Per GB cost
Up to 153,000	\$0.20
153,001 to 770,000	\$0.18
770,001 to 2,310,000	\$0.16
2,310,001 to 6,930,000	\$0.12
6,930,001 to 20,790,000	\$0.10
20,790,001 to 62,370,000	\$0.08
62,370,001 to 187,110,000	\$0.06