

D.1

March 21, 2011

Mr. Steven Keast
Town of Blue Mountains OPP
26 Bridge Street,
Thornbury, Ontario
N0H 2P0

Dear Mr. Keast:

It was a pleasure speaking with you! Thank you for the opportunity to provide you with more information about the Office of the Independent Police Review Director (OIPRD).

The OIPRD began operations on October 19, 2009, and is an arms-length agency of the Ministry of the Attorney General. We provide independent civilian oversight over complaints about police services and officers in Ontario.

The independence of the OIPRD, as it carries out its role, is of great importance in ensuring the integrity of the public complaints system. Our goal is to make certain that all stakeholders can rely on the public complaints system to be fair, transparent, efficient and effective.

The OIPRD has a mandate to educate stakeholders about the public complaints system. One of the ways in which we fulfill this is by facilitating information sessions about the OIPRD. We hope that awareness about the public complaints system will help to increase confidence in the system and enhance police/community relations.

I would be pleased to make a presentation to the Board and look forward to speaking with you more about such an opportunity! Please note that there is no charge for these presentations and we cover our own travel costs. Again, I may be reached at Natalia.welniak@ontario.ca or at 416-314-4462. In the meantime, please check out our website: www.oiprd.on.ca for more information.

Kindest Regards,



Natalia Welniak
Regional Outreach and Education Advisor
Office of the Independent Police Review Director

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Business and Financial Services Bureau
Bureau des services opérationnels et financiers

777 Memorial Ave. 777, ave Memorial
Orillia, (ON) L3V 7V3 Orillia, (ON) L3V 7V3

Tel: (705) 329-6852 Fax: (705) 329-6265

File Reference 460 20
511-C-1095

D.2

March 18, 2011

CAO
Town of The Blue Mountains
PO Box # 310
26 Bridge Street East
Thornbury ON N0H 2P0

RECEIVED
APR 01 2011

Dear Sir/Madam:

Re: Year 2010 Reconciled Contract Policing Costs – Ontario Provincial Police (OPP)

Please find attached the 2010 *annual financial statements*, reconciling OPP policing costs for your municipality.

Please note that municipalities will receive an applicable credit for either the *Provincial Services Usage (PSU)*, which compensates municipalities for time officers spend away from the detachment area performing provincial duties, or a reduction of *Hours Below Minimum*, as set out in the contract, whichever is greater.

The difference between the billed amount (net of any semi-annual reconciliation credit issued) and the actual costs will be credited or billed to your municipality directly by the Ontario Shared Services (OSS) in the next few weeks. If you wish to apply a final year end reconciliation credit amount against your current balance (or a future invoice), please clearly indicate this request on your remittance (cheque stub or remittance advice) to OSS to ensure your credit is properly applied on your account.

If you have any questions regarding the attached *annual financial statements*, please contact your local Detachment Commander.

Regards,

Andrew Eamer
Bureau Commander
Business and Financial Services Bureau

/cmc

Attachments

c: Chair, Police Services Board
Detachment Commander, Collingwood Detachment

ec: Regional Commander, Central Region
Manager, Contract Policing Bureau

O.P.P. COSTING SUMMARY -
 Actual Policing Costs for the period
 January 1, 2010 to December 31, 2010
 (See Attached Notes)

THE TOWN OF THE BLUE MOUNTAINS

Salaries and Benefits

| Uniform Members | (Note 1) | <u>Positions</u> | <u>\$</u> | |
|---|----------|------------------|---------------|------------------|
| Inspector | | 0.25 | 31,920 | |
| Staff Sergeant-Detachment Commander | | - | - | |
| Staff Sergeant | | 0.25 | 26,762 | |
| Sergeant | | 2.00 | 189,128 | |
| Constables | | 14.32 | 1,152,909 | |
| Part-Time Constables | (Note 2) | 0.44 | <u>27,968</u> | |
| Total Uniform Salaries | (Note 3) | | | 1,428,687 |
| Overtime (Actual) | (Note 3) | | | 65,378 |
| Contractual Payout (Vacation & Statutory Holidays) .. | (Note 4) | | | 59,070 |
| Shift Premiums | (Note 5) | | | 4,006 |
| Benefits (23.7% of Salaries; 2% of Overtime) | (Note 6) | | | <u>338,161</u> |
| Total Uniform Salaries & Benefits | | | | 1,895,302 |
| Civilian Members | (Note 1) | <u>Positions</u> | <u>\$</u> | |
| Court Officer | | - | - | |
| Detachment Administrative Clerk | | 1.00 | 52,776 | |
| Detachment Clerk - Typist | | - | - | |
| Caretaker | | - | - | |
| Communication Operators | (Note 7) | | 28,272 | |
| Prisoner Guards / Expenses | (Note 8) | | <u>12,082</u> | |
| Total Civilian Salaries | | | | 93,130 |
| Benefits (25% of Salaries; 17.46% Part-Time) | (Note 6) | | | <u>20,262</u> |
| Total Civilian Salaries & Benefits | | | | 113,392 |
| OSS Pay and Benefit Charge | (Note 9) | | | <u>299</u> |
| Total Salaries & Benefits | | | | 2,008,993 |

Other Direct Operating Expenses

| | (Note 10) | |
|---|-----------|------------------|
| Operational Support | | 11,202 |
| RHQ Municipal Support | | 24,043 |
| Vehicle Usage | | 127,034 |
| Telephone | | 17,208 |
| Office Supplies | | 4,781 |
| Accommodation | | - |
| Uniform & Equipment | | 12,468 |
| Cleaning Contract | | - |
| Mobile Radio Equipment Maintenance | | 9,855 |
| Office Automation - Uniform | | 32,880 |
| Office Automation - Civilian | | <u>1,324</u> |
| Total Other Direct Operating Expenses | | 240,795 |
| OSS ODOE Fee | (Note 11) | <u>2,769</u> |
| Total Actual Gross Policing Cost | | 2,252,558 |
| Less: Reduction for Hours Below Minimum | (Note 12) | <u>(181,919)</u> |

| | |
|--|---------------------|
| TOTAL ACTUAL 2010 POLICING COSTS | \$ 2,070,639 |
| LESS TOTAL AMOUNT BILLED AS PER ESTIMATE | 2,211,549 |
| DIFFERENCE | \$ (140,910) |
| SEMI-ANNUAL RECONCILIATION CREDIT (if applicable) | \$ 33,145 |
| FINAL YEAR END RECONCILIATION AMOUNT | \$ (107,766) |

(Note 13)

NOTES TO STATEMENT

- 1) Uniform salaries used for the reconciliation to actual costs are the January 1, 2010 salaries negotiated with the Ontario Provincial Police Association (OPPA). Civilian salaries are the salaries negotiated with the OPPA effective January 1, 2010. The Constable enhancement with an effective start date of September 7, 2010 is prorated for the period September 7 to December 31, 2010 (116/365 days).
- 2) Part-time Constables are classified as casual part-time. They are included in the overtime and shift premium calculations. They are not entitled to the Contractual payouts. They are entitled to certain benefits which are calculated at 17.46% of their salaries. Their positions are also taken into consideration for the calculation of other direct operating expenses.
- 3) Salary & overtime reconciliation by rank and classification are detailed on the attached Schedule "A". The Constable enhancement with an effective start date of September 7, 2010 is prorated for the period September 7 to December 31, 2010 (116/365 days).
- 4) Contractual Payouts are calculated using actual costs for the detachment and the ratio of contract officers to detachment officers.
- 5) Shift Premium is calculated at \$239 per Sergeant and Constable.
- 6) The benefit rates are 23.7% of salaries for uniformed officers, 25.0% for civilian staff, 17.46% for part-time staff and 2% for overtime payments.
- 7) Communication Operator costs are calculated at \$1,638 per uniformed member.
- 8) Prisoner Guards / Expenses are calculated at \$700 per uniformed member.
- 9) Ontario Shared Services (OSS) Payroll and Benefit charge is calculated at \$394 per new hire and includes a Part time Constable (.44 FTE) that was hired in 2008 and one (1) Constable enhancement with an effective start date of September 7, 2010 prorated for the period September 7 to December 31, 2010 (116/365 days).
- 10) Other items are calculated as follows:
 - a) Operational Support is calculated at \$649 per uniformed member.
 - b) RHQ Municipal Support is calculated at \$1,393 per uniformed member.
 - c) Vehicle Usage is calculated at \$7,360 per uniformed member.
 - d) Telephone cost is calculated at \$997 per uniformed member.
 - e) Office Supplies are calculated at \$277 per uniformed member.
 - f) Accommodation is provided by the municipality.
 - g) Uniform and equipment annual costs are calculated using the full contract officers, less the one (1) Constable enhancement with effective start dates of September 7, 2010 at \$736 per uniform member. In future years the uniform and equipment annual costs will be calculated using the full contract officers.
 - h) Cleaning is provided by the municipality.
 - i) Mobile Radio Equipment Maintenance is calculated at \$571 per uniformed member.
 - j) Office Automation is calculated at \$1,905 per uniformed member and \$1,324 per civilian member.
- 11) OSS Financial Services Fee is calculated at 1.15% of Total Other Direct Operating Expenses.
- 12) The municipality receives a credit because only 23,214 hours of the 25,320 hours guaranteed under the contract were provided. This is calculated using the number of hours not provided (23,214 hours less 25,320 hours = (2,106) hours) divided by the total guaranteed number of hours multiplied by the total policing cost for the municipality exclusive of overtime.
- 13) The Final Year End Reconciliation Amount will appear on a separate credit note which will be forwarded to your municipality by Ontario Shared Services Bureau.

O.P.P. COSTING SUMMARY - THE TOWN OF THE BLUE MOUNTAINS
Actual Policing Costs for the period
January 1, 2010 to December 31, 2010

Reconciliation of Salaries

| Rank | Contract Positions | 2010 Annual Salary | Regular # of Hours Provided (Note 1) | Overtime Hours Provided (Note 2) | FTE Positions by Rank (Note 3) | Actual Salary Dollars (Note 3) | Actual Overtime Dollars (Note 2) |
|-------------------------------|---------------------------|---------------------------|--|--|--|--|--|
| Inspector | 0.25 | | | | | | |
| Inspector | | 127,678 | 588 | - | 0.25 | 31,920 | - |
| Total - Inspector | | | 588 | - | 0.25 | 31,920 | - |
| Staff Sergeants | 0.25 | | | | | | |
| Staff Sergeant 1- 23+ | | 109,643 | 389 | 62.19 | 0.17 | 18,451 | 3,267 |
| Staff Sergeant 3- 23+ | | 101,699 | 189 | - | 0.08 | 8,311 | - |
| Total - Staff Sergeant | | | 578 | 62.19 | 0.25 | 26,762 | 3,267 |
| Sergeants | 2.00 | | | | | | |
| Sergeant 1- 23+ | | 97,725 | 1,896 | 41.19 | 0.94 | 91,431 | 1,929 |
| Sergeant 1- 17-22 | | 95,341 | 720 | 24.00 | 0.36 | 33,871 | 1,096 |
| Sergeant 1- 8-16 | | 92,957 | 45 | 1.20 | 0.02 | 2,060 | 53 |
| Sergeant 2- 23+ | | 91,368 | 540 | 5.10 | 0.27 | 24,356 | 223 |
| Sergeant 2- 17-22 | | 88,985 | 852 | 48.00 | 0.42 | 37,411 | 2,046 |
| Total - Sergeants | | | 4,052 | 119.49 | 2.00 | 189,128 | 5,348 |
| Constables: | 14.32 | | | | | | |
| 1st Class 1- 23+ | | 87,396 | 4,971 | 327.25 | 4.13 | 361,079 | 13,703 |
| 1st Class 1- 17-22 | | 85,012 | 4,053 | 350.87 | 3.37 | 286,382 | 14,291 |
| 1st Class 1- 8-16 | | 82,628 | 2,891 | 346.25 | 2.40 | 198,513 | 13,708 |
| 1st Class 1- 0-8 | | 79,450 | 1,202 | 137.00 | 1.00 | 79,343 | 5,215 |
| 2nd Class | | 70,715 | 2,523 | 214.75 | 2.10 | 148,307 | 7,276 |
| 3rd Class | | 63,564 | 878 | 66.00 | 0.73 | 46,360 | 2,010 |
| 4th Class | | 55,616 | 712 | 21.00 | 0.59 | 32,925 | 560 |
| Part-Time Constables | 0.44 | 63,564 | 768 | - | 0.44 | 27,968 | - |
| Total - Constables | | | 17,996 | 1,463.12 | 14.76 | 1,180,878 | 56,763 |
| Total - All Ranks | | | 23,214 | 1,644.80 | 17.26 | 1,428,687 | 65,378 |

| | |
|---|---------|
| Total Hours Worked in Contract | 23,214 |
| Minimum Hours Required in Contract | 25,320 |
| Hours Provided to Municipality Below Required Minimum | (2,106) |

Notes:

- 1) The number of hours provided includes regular hours only and does not include overtime hours.
- 2) The overtime hours are accumulated by rank and classification and are charged at the appropriate hourly rate.
- 3) The full time equivalent (FTE) number of officers (Staff Sergeant Detachment Commander, Staff Sergeant, Sergeant and Constable) were obtained by dividing the number of regular officer hours provided in each classification by the total number of regular officer hours. That percentage is multiplied by the number of positions in the contract. Actual salary dollars are then obtained by multiplying the FTE number by the annual salary for each classification. Overtime is the actual overtime for the period and is not prorated.

Ministry of Community Safety
and Correctional Services

Ministère de la Sécurité communautaire
et des Services correctionnels



Public Safety Division

Division de la sécurité publique

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3
Tel.: 416 314-3000
Fax: 416 314-4037

25, rue Grosvenor
12^e étage
Toronto ON M7A 2H3
Tél.: 416 314-3000
Télec.: 416 314-4037

D.3

RECEIVED

APR 04 2011

Mr. Stephen Keast
Secretary
Town of The Blue Mountains Police Services Board
26 Bridge Street
Thornbury ON, N0H 2P0

Dear Mr. Keast:

It is my pleasure to enclose a cheque in the amount of **\$9,224.00** to cover the overtime or paid duty costs incurred by the **OPP The Blue Mountains** for the Reduce Impaired Driving Everywhere (R.I.D.E.) Grant program for the 2010-2011 fiscal year.

The ministry is pleased to provide funding that assists municipalities/First Nations and their police services across Ontario in enhancing enforcement capability with respect to drinking and driving. I am encouraged that 176 participants received grants for the 2010-2011 fiscal year.

Safe communities continue to be high priorities for our ministry. Since October 2003, the ministry has allocated \$13.2 million in funding to assist police services in addressing the serious concern of drinking and driving. I commend you for your past achievements and participation in this valuable initiative, and I am confident you will continue that exemplary work into the future.

If you have any questions about the R.I.D.E. program, please contact Ms. Sandra Williams, Community Safety Analyst, at (416) 212-1888 or Ms. Amanda Martikainen, Grants Officer, at (416) 212-3557.

Sincerely,

Oscar Mosquera, Manager
Program Development Section
External Relations Branch

Enclosure

c: OPP The Blue Mountains

Ministry of Community Safety
and Correctional Services

Ministère de la Sécurité communautaire
et des Services correctionnels

Public Safety Division

Division de la sécurité publique

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3

25 rue Grosvenor
12^e étage
Toronto ON M7A 2H3

Telephone: (416) 314-3000
Facsimile: (416) 314-4037

Téléphone: (416) 314-3000
Télécopieur: (416) 314-4037



D.4

MEMORANDUM TO: All Chiefs of Police and
Commissioner Chris D. Lewis

FROM: Glenn Murray
Assistant Deputy Minister
Public Safety Division

SUBJECT: Police Week Theme - May 15 - 21, 2011

| | |
|------------------------|-----------------------|
| DATE OF ISSUE: | April 14, 2011 |
| CLASSIFICATION: | General |
| RETENTION: | Indefinite |
| INDEX NO.: | 11-0032 |
| PRIORITY: | HIGH |

Police Week in Ontario is an annual event dedicated to promoting crime prevention, recognition, and awareness of policing services in the community.

Since 1970, Police Week has been observed in May to coincide with Peace Officers Memorial Day, recognized internationally on May 15th. **Police Week** has always been scheduled for the full week containing May 15th, beginning with a Sunday and ending on a Saturday. This year, May 15 - 21, 2011 will be designated **Police Week** in Ontario.

This year's theme is: "**Working Together for a Safer Community.**"

Police services are encouraged to commemorate this special week by engaging the public in a variety of activities that will help them to recognize the outstanding and meaningful work undertaken by police to promote community safety and inspiration for the future.

To assist you in planning for local events, a Media Relations Plan will be made available for downloading through the Ontario Association of Chiefs of Police (OACP) website located at: www.oacp.ca.

I would like to thank the OACP for their support in providing valuable input in the selection of this year's theme, and for posting the **Police Week** information on their website. The ministry enjoys working with the OACP on an ongoing basis to ensure that Ontario residents are safe in their communities.

Police services are encouraged to promote this year's **Police Week** theme throughout the year. The open houses, activities and information sessions held during **Police Week**, will result in greater awareness of the collaborative work police services undertake to enhance safety in our communities.

The Public Safety Division (PSD) of the Ministry of Community Safety and Correctional Services (MCSCS) is looking for opportunities to communicate in a manner that aligns with the ministry's green initiative strategies. The ministry is hoping to increasingly execute these communications electronically whenever possible. The ministry will provide an electronic file of a **Police Week** poster which police services may use to print hard copies if they wish to use them. This approach is consistent with the OACP's e-initiatives. In addition, a web banner will also be provided for display by police services on their websites to promote police week.

The promotional materials will be distributed by April 30, 2011. Products circulated during last year's **Police** and **Crime Prevention Weeks** will also be available to those services that require them. There continues to be a large volume of requests for these products. If you would like to request any of these materials or have any questions, please call Sandra Williams, Community Safety Analyst, at (416) 212-1888.



Glenn Murray
Assistant Deputy Minister
Public Safety Division

Public Safety Division

Division de la sécurité publique

25 Grosvenor St.
12th Floor
Toronto ON M7A 2H3
Tel.: 416 314-3000
Fax: 416 314-4037

25, rue Grosvenor
12^e étage
Toronto ON M7A 2H3
Tél.: 416 314-3000
Télééc.: 416 314-4037

D.5

MEMORANDUM TO: All Chiefs of Police and
Commissioner Chris D. Lewis

FROM: Glenn Murray
Assistant Deputy Minister
Public Safety Division

SUBJECT: **2011-2012 Proceeds of Crime (POC) Front-Line Policing
Grant Program – Prevention and Enforcement of Online
Crimes**

| | |
|------------------------|-----------------------|
| DATE OF ISSUE: | April 18, 2011 |
| CLASSIFICATION: | General |
| RETENTION: | May 14, 2011 |
| INDEX NO.: | 11-0034 |
| PRIORITY: | High |

The Ministry of Community Safety and Correctional Services is pleased to invite Municipal, First Nations and Ontario Provincial Police Services to apply for projects targeting the ***Prevention and Enforcement of Internet Crimes*** under the Proceeds of Crime (POC) Grant for the 2011-12 fiscal year. The projects should have a particular focus on online crimes commonly committed against **children, youth and senior citizens**.

An early application process will provide additional time for review, evaluation, and completion of approved projects within 2011-12 and will be subject to funding availability. The enclosed grant application package outlines the grant process, strict eligibility criteria and guidelines for assistance that should be followed thoroughly.

You may submit a maximum of two applications per police service. Should you apply for one project, you can apply for a maximum of \$200,000. Should you wish to submit two applications, the maximum amount of funding you may request is still \$200,000 and these funds must be allocated between the two proposals. Each police service will be eligible for funding up to a maximum of \$200,000.

What is not eligible:

- You may not apply for funding that requests offsetting current policing operating budgets.
- You may not apply for funding to request funds to hold a conference.

What projects are eligible:

Proposals should include strategies to address prevention and enforcement of online crimes against children, youth and senior citizens, such as:

- √ Establishment or enhancement of specialist units focused on the prevention and enforcement of online criminal activity;
- √ Acquisition of new, innovative technologies to support efforts aimed at the prevention and enforcement of online criminal activity;
- √ Establishment of new methods or opportunities for the public to report, and for the police to receive and respond to, incidents of alleged online criminal activity;
- √ Development and/or enhancement of partnerships with schools, seniors organizations/community groups, and the private sector for the purpose of promoting online safety;
- √ Development and/or enhancement of partnerships with victim services to provide support for victims of Internet crimes;
- √ Enhanced inter-jurisdictional coordination of online crime-related prevention and enforcement activities, in order to improve intelligence-sharing and investigative capacity;
- √ Delivery/funding of training for law enforcement focused on the prevention and enforcement of Internet crime; and
- √ Partnering with local agencies and organizations to deliver public information programs in order to raise awareness about Internet safety and provide essential information to the public how to stay safe online.
- √ Overtime, contractual work and/or seconded positions.

Proposals may focus on some or all of the various online crime categories, including fraud, identity theft, cyber bullying, cyber stalking and harassment, child/youth sexual abuse and exploitation, and hate crimes.

Please submit your application and all requested supporting information by **5:00PM, May 13, 2011** to Silvana Aleksovski or Ram Thanabalasingam, Community Safety Analyst's, Program Development Section via e-mail to Silvana.Aleksovski@Ontario.ca or Ramanan.Thanabalasingam@Ontario.ca.

If you have questions regarding the application process, you may contact either **Silvana or Ram at 416-326-9355 or 416-314-0158.**



Glenn Murray
Assistant Deputy Minister
Public Safety Division

Attachments:
Grant Application Guidelines
Application form