



# Special Board Minutes

## The Blue Mountains Police Services Board

**Date:** May 6, 2024  
**Time:** 8:30 a.m.  
**Location:** Town Hall, Council Chambers  
32 Mill Street, PO Box 310  
**Prepared by:** Kyra Dunlop, Recording Secretary

Members Present: Gail Ardiel, Lynn Church, Andrea Matrosovs, Jim Oliver

Staff Present: Acting Director of Finance and IT Treasurer Sam Dinsmore, Recording Secretary Kyra Dunlop

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### **A. Call to Order**

Chair Oliver called the meeting to order with all members in attendance in Council Chambers.

Detachment staff in attendance were Detachment Commander Licharson, Sergeant Kevin Cornell, and Staff Sergeant Natalie Majer.

Town staff included Acting Director of Finance and Treasurer Sam Dinsmore and Recording Secretary Kyra Dunlop. CAO Everitt sent his regrets for this meeting.

#### **A.1 Traditional Territory Acknowledgement**

We would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendat-Wyandot-Wyandotte peoples.

## **A.2 Approval of Agenda**

Moved by: Gail Ardiel

Seconded by: Andrea Matrosovs

THAT The Blue Mountains Police Services Board Agenda of May 6, 2024 be approved as circulated, including any additions to the Agenda, being Item A.5 Chair's Remarks, Item E.5 Update Re CAMSafe Program, and Item E.6 Attendance at Upcoming OAPSB Conference

Yay (4): Gail Ardiel, Lynn Church, Andrea Matrosovs, and Jim Oliver

**The motion is Carried (4 to 0)**

### **A.2.1 Introduction of Council Appointee and Public Appointee to the Board**

Chair Oliver welcomed Member Church and Member Ardiel to the Board. Member Church provided a brief overview of their prior experience with policing and Board service, and Member Ardiel was welcomed back to the Board having previously served as a Public Appointee on the Board in the previous term of Council, and now joining as a Council Appointee.

Chair Oliver introduced Detachment staff and Town staff to the new Board Members.

## **A.3 Declaration of Pecuniary Interest and general nature thereof**

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2023-62, The Blue Mountains Police Services Board Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

## **A.4 Previous Minutes**

Moved by: Andrea Matrosovs

Seconded by: Gail Ardiel

THAT The Blue Mountains Police Services Board minutes of January 24, 2024 be approved as circulated, including any revisions to be made.

Yay (4): Gail Ardiel, Lynn Church, Andrea Matrosovs, and Jim Oliver

**The motion is Carried (4 to 0)**

**A.5 Appointment of Vice Chair for 2024**

Moved by: Andrea Matrosovs

Seconded by: Gail Ardiel

THAT, in accordance with the *Community Safety and Policing Act*, section 36(2), Lynn Church is appointed as the Vice-Chair of The Blue Mountains Police Services Board for a one year term ending December 31, 2024.

Yay (4): Gail Ardiel, Lynn Church, Andrea Matrosovs, and Jim Oliver

**The motion is Carried (4 to 0)**

**A.6 Board Member Oaths and Affirmations for the 2022 to 2026 term of Council**

Board Members were duly sworn and executed their Oaths of Office for the 2022 to 2026 term of Council.

**A.7 Chair's Remarks**

Note: This item was considered as Item A.5

Chair Oliver noted he looked forward to having two additional members join the Board, and that this is an important period of time as a Board and Detachment with the new Community Safety and Policing Act replacing the old legislation. Chair Oliver noted some meetings had taken place already to assist with the transition and that there were obligations of the Board regarding budgeting and procedures under the Act. Chair Oliver noted that they understood the Provincial Appointee would hopefully be appointed soon under the new Act. Chair Oliver noted that upcoming OAPSB Conference would be beneficial for attending members as well, and that the conference was taking place in the Town of The Blue Mountains this year.

Chair Oliver noted the Board had an upcoming deputation at the Bluewater District Schoolboard, noting that the Board wears two hats as The Blue Mountains is within the Grey County schoolboard district lines, that the O.P.P Detachment staff also work in both Grey County and Simcoe County.

**B. Public Meetings/Deputations/Presentations**

None

## **C. Staff Reports**

### **C.1 Detachment Commander's Report, Quarter 1 2024**

Detachment Commander Licharson provided an overview of the Detachment Commander's Report, Quarter 1 2024.

Chair Oliver noted that the School Resource and Community Safety Officer were mentioned to have attended the Committee of Youth Officers of Ontario (COYO) conference, and asked if this was annual training and if Detachment Commander Licharson could provide some more information about this conference. Detachment Commander Licharson noted that this was an annual 2-day conference and it is a very valuable opportunity for officers to attend. COYO is made up of probation officers, mental health care workers, schoolboard trustees and educators and it is a good opportunity to engage with youth and talk about best practices. Detachment Commander Licharson noted the conference includes lectures and break-out topics, and that he would speak with the individuals who attended the conference and can report back with specifics to the Board. Detachment Commander Licharson noted the 2023 COYO conference was focused on mental health supports for youth. Chair Oliver noted he would appreciate a quick summary of that conference, and asked if there was any discussion about the School Resource Officer (SRO) Project that University of Waterloo is doing, and whether a province wide review of the SRO Projects is being done in the OPP to see if it is still something they wish to do. Detachment Commander Licharson noted that while Dr. Schulenberg, U of Waterloo study head regarding the SRO Program and who had previously attended a Board Meeting, attended the conference there was nothing specifically presented through that lens.

Chair Oliver requested more specific details of the Mental Health Response Unit related grant and what the Detachment can do with that funding. Detachment Commander Licharson noted that the funding was for the previous fiscal year, and had initially requested a grant of about \$115,000 dollars, noting that this is a grant between the Detachment and the Collingwood General Marine Hospital. Detachment Commander Licharson noted that mental health crisis workers and police work together to assist the community, and take steps to reduce the stigma of police attending to those in crisis. Detachment Commander Licharson noted that previously received grants allowed for one additional staff person to support this work and increase the number of hours staff were on the road conducting wellness checks, which increased coverage. Detachment Commander Licharson noted that the grant funding was also spend on body armour, cellphones and laptops for the crisis workers. Detachment Commander Licharson noted that the hospital has been able to ensure appropriate funding to continue with the

program for now, and they do anticipate the grant funding will be approved and be in place for the next 3 years.

Member Church noted that with regard to the Auxiliary Unit the Detachment has room for a total of 18 members, but only 8 members are currently in place, and asked if there were recruitment issues. Detachment Commander Licharson noted that it was a challenge across the Province to recruit and maximize the Auxiliary Unit membership. Detachment Commander Licharson noted that auxiliary program is led and run through the OPP general headquarters, so the application process is no longer in the hands of local detachments. Detachment Commander Licharson noted that this may have found some efficiencies, but the challenge in recruiting new members is that the process is quite extensive. Detachment Commander Licharson noted the Detachment is committed to supporting our Auxiliary Unit with as many recruiting events as we can, and they had hosted 1 this year, with a goal of hosting at least 1 more in 2024. Detachment Commander Licharson noted it is also difficult to obtain the seats at headquarters for the required training. Chair Oliver noted recruitment to the Auxiliary Unit has been something this Board has been trying to increase for years and the more we can do to promote this as a community service is a good thing. Detachment Commander Licharson noted that the individuals in our program are incredible to come forward and support our community, but there is a significant number of vacancies in this program across the province.

Chair Oliver asked for clarification on what a "CNC Machine" as listed in the report being recovered from British Columbia. Sergeant Cornell noted it was a precision manufacturing machine, used in a metal fabrication shop.

Member Church asked if the O.P.P. Detachment staff have had any investigations with Non Government Organizations (NGO's) that assist with funding, and Detachment Commander Licharson confirmed they did not. Detachment Commander Licharson noted the program used to be called ILCAS or Intelligence Led Policing, and they have renewed efforts to have a coordinator but not had any efforts with NGO's in the past. Chair Oliver asked if the Support Clerk the Detachment has hired is based in Collingwood, and what the length of their contract was to support the Detachment. Detachment Commander Licharson confirmed the new Support Clerk was based out of Collingwood, and the length of contract is a 6 month contract term, but the funding is available for the next 2.5 years so staff anticipate having the funding for the next couple years to retain them.

Chair Oliver noted that there was a 46% reduction for 2024 to date regarding assaults and that this is good news. Chair Oliver asked if that is an anomaly or if this is a trend that will continue. Detachment Commander Licharson noted that they would need to

delve into each specific case to make a determination, but they hope it is a downward trend. Detachment Commander Licharson noted he would report back to the Board and O.P.P. staff would continue to monitor the number of assaults.

Moved by: Lynn Church

Seconded by: Andrea Matrosovs

THAT The Blue Mountains Police Services Board receives for information the Detachment Commander's Report, Quarter 1, 2024.

Yay (4): Gail Ardiel, Lynn Church, Andrea Matrosovs, and Jim Oliver

**The motion is Carried (4 to 0)**

## **D. Correspondence**

### **D.1 Crime Stoppers of Grey Bruce Inc. Re: Program Coordinator's Report January 1 to March 31, 2024 (Quarter 1) and Tipster Magazine, Spring Edition**

Chair Oliver noted that the 2024 Tipster Magazine included reference to a number of municipalities that participated in the Community Safety and Well-Being Planning's (CSWBP) crime prevention action table, but the Town was not mentioned, and asked if the Town attended. Sergeant Cornell confirmed both he and CAO Everitt sit on that Board, so it was an oversight of Crimestoppers Tipster Magazine to not have mentioned the Town participated in that meeting.

Moved by: Gail Ardiel

Seconded by: Lynn Church

THAT The Blue Mountains Police Services Board receives for information the correspondence of Crime Stoppers Grey Bruce Inc. Re: Program Coordinator's Report January 1 to March 31, 2024 (Quarter 1) and Tipster Magazine, Spring Edition.

Yay (4): Gail Ardiel, Lynn Church, Andrea Matrosovs, and Jim Oliver

**The motion is Carried (4 to 0)**

## **E. Other Business**

### **E.1 Update Re: Request to Meet with the Bluewater District Schoolboard (verbal)**

Chair Oliver noted that the Board will make a deputation at the Bluewater District School Board meeting on May 21 regarding the School Resource Officer Program. Chair Oliver noted that they will only have 10 minutes to speak, and that he would make

introductory comments as Board Chair before turning it over to Detachment Commander Licharson to make his report to the Schoolboard.

Mayor Matrosovs noted she had recently met with the Zone 2 School Board Superintendent, and believes the Board will have a favourable audience at the School Board meeting. Chair Oliver noted all members were welcome to attend and that he may look to Member Matrosovs to speak if questions arise that she may be able to answer as a former educator.

Town staff will ensure hard copies are printed so Board Members can bring them to the Schoolboard meeting and provide School Board Members with hard-copy materials.

Chair Oliver provided a brief summary of the reason why the Board was meeting with the School Board for the benefit of the two new Board Members. Chair Oliver noted that 1.5 years ago both the Collinwood Police Services Board and Collingwood O.P.P. Detachment were advised by School Board staff that police officers were no longer to attend schools in the Simcoe County catchment area. Chair Oliver noted that this action raised red flags in the Town of The Blue Mountains as we have such a good relationship with schools in Collingwood and in The Blue Mountains, and the Board has become proactive in wanting to liase with the School Board and work together for the betterment of students.

Sergeant Cornell also noted he is on the School Police Committee. Sergeant Cornell noted that himself and Detachment Commander Licharson attended the Committee's first meeting virtually in January 2024, and that the focus of the initial Committee meeting was in regards to the colour coded emergency response system to attend schools, similar to hospitals, and the creation of a master contact list. Sergeant Cornell advised the next meeting of the Committee is May 2024. Chair Oliver noted that the School Police Committee had not yet been formed when we initially spoke with School Board staff back in autumn 2023, and this is a new and positive development. Chair Oliver noted that our interest as a Board is fostering a positive, helpful relationship that a police officer can provide and create in a school environment, and that the Board will will communicate this in our deputation to the School Board.

Member Ardiel noted we used to have a police volunteer for the Community Advisory Committee, and it was a good conduit between the Thornbury police and the school. Member Ardiel noted that it was important to foster a positive relationship between officers and students.

Chair Oliver noted that since the initial removal of officers at Simcoe County catchment area schools, that he understood there had been a reversal of that decision to an extent. Detachment Commander Licharson noted that there had been some administration

changes at the School Board in Simcoe County and that officers are again welcome back into schools but not to provide programming at the Public or Catholic School Board levels, though they continue to maintain positive relationships at the local levels, such as with principals.

## **E.2 Update Re: Deputation to Council regarding the Auxiliary Unit (verbal)**

The Board agreed that they would bring forward a deputation in Fall 2024 to Council, with the Board Chair, Detachment Staff, and Auxiliary staff, attending.

## **E.3 Community Safety and Policing Act, 2019 and Update to the Board (verbal)**

- Ontario Association of Police Services Board (OAPSB) Mandatory Training
- OPP Detachment Board vs. Police Services Board, and Naming of Boards
- Board Budgeting (Estimates)
- Annual Reporting Requirements to the Municipality
- Meeting Schedule for 2024 and 2025

Chair Oliver noted that he wanted to commend members of the Board to complete the mandatory Ministry training. Chair Oliver noted that it was good background information to have when members needed it.

Chair Oliver noted that under the CSPA, the Board is not the same as Municipal Police Services Board. Recording Secretary Dunlop confirmed that she had spoken to OAPSB staff and that the Board was an O.P.P. Detachment Board, and not a Municipal Police Services Board. Kyra confirmed that this meant that while most of the rules under the CSPA applied to the Board, Detachment Boards had their own set of regulations under the CSPA to follow. Kyra noted that in reviewing O.Reg. 135/24 that Collingwood is listed as the Detachment with 2 Boards servicing geographical areas, being the Collingwood OPP Detachment Board and The Blue Mountains OPP Detachment Board. Kyra noted OAPSB has advised the Board has the ability to request a name change which should be approved through Council, and that in speaking with the OAPSB and Ministry staff, they have advised their suggestion would be The Blue Mountains O.P.P. Detachment Board. Kyra noted that she had not yet spoken with Town of Collingwood staff about whether their Board was contemplating a name change, and confirmed that the Board is not required to change its name. Chair Oliver noted that it might be best to first consult with Town of Collingwood staff will be doing, and if there is any other guidance that comes from the Province, in order to maintain consistency in how O.P.P. Detachment Boards are



named. Kyra noted that if the Board wishes to entertain a name change, a motion should be passed at the Board level to bring forward to Council.

Chair Oliver asked how the Town envisions budgeting for the Board. Acting Director of Finance and IT Services Sam Dinsmore noted in previous years the Board has not had a budget, and that it would be staff's recommendation that at the July 17 Board Meeting that a budget be considered and approved for 2025. Sam noted that insurance will be the most significant cost, as the Board is no longer insured through the municipalities' insurance with the changes through the CSPA, and will therefore need to acquire its own insurance. Sam confirmed Town staff is working on ensuring coverage for the Board through its own policy, and that other expense items like conferences and travel can be included in the budget. Kyra noted that the Board is required to submit annual estimates to Council under the CSPA. Kyra noted that the Board will need to focus on completing their estimates by the second quarter of each year to be considered in the Town's annual budget for Council consideration. Kyra noted that staff have met to discuss what items may need to be included in the Board's Budget going forward, and staff were discussing options for multi-year budgets for the Board. Chair Oliver noted that in previous years the budget for the Board has been buried in other departments in the Town's Budget, and he wondered if a collective insurance policy through the OAPSB would be possible. Chair Oliver noted that the Board Budget should not be a big burden for the Town, as all that will happen is that those existing expenses will now be pulled out and listed in one budget allocated to the Board. Sam confirmed that staff will reach out to the OAPSB to see if there is a larger buying pool for insurance. Member Ardiel noted that in terms of multi-year budgeting how can we be assured that we are budgeting correctly when our insurance costs may increase. Sam noted that for now the Board will stick to an annual budget, and that if the Town shifts to a multi-year budget that the Board would do the same for consistency. Sam noted that if a shift to multi-year budgets rather than annual budgets did happen, the Town would budget increases to its budget to account for those kinds of changes.

Chair Oliver noted that the Board is required to report to Council by June 30th every year, and asked if that takes effect immediately. Detachment Commander Licharson noted that he had been reaching out to Corporate Communications Strategy Bureau and regional command. Detachment Commander Licharson noted that they would continue with the current Action Plan until 2025, but in the meantime there should be a consistent reporting structure from O.P.P. Detachment Boards to Councils across Ontario. Detachment Commander Licharson noted that he sits on a Working Group for Detachment Commanders to support this process moving forward, and for now they are waiting to hear back if the June 30, 2024 deadline is a hard deadline to report to Council.

Kyra advised that in speaking with OAPSB staff, they had advised June 30, 2024 is a deadline the Board need to meet, and that if they proceed the report should be very high-level. Kyra noted that staff are planning on bringing a report to Council in June about the changes to the Board regarding the CSPA, and could include the annual report as an attachment to that. Member Matrosovs noted that this was a timely discussion as there was a lot of talk amongst municipalities about all these changes under the new legislation.

Kyra noted that staff would bring several options to a future Board Meeting regarding the 2025 Board Meeting schedule. Chair Oliver confirmed that the Board has always met the minimum amount of times as required by the legislation, which continued to be 4 times per year, and that meeting more frequently would be useful.

Moved by: Andrea Matrosovs

Seconded by: Gail Ardiel

THAT The Blue Mountains Police Services Board receives for information the correspondence of the Ontario Association of Police Services Board regarding the All Chiefs Memo Number 24-005 New Mandatory Online Learning for the Public Safety Sector and and All Chiefs Memo Number 24-0020 New Developments Concerning the Community Safety and Policing Act, 2019.

Yay (4): Gail Ardiel, Lynn Church, Andrea Matrosovs, and Jim Oliver

**The motion is Carried (4 to 0)**

**E.4 Re-Appointment of Recording Secretary and Alternate Recording Secretary under the Community Safety and Policing Act, 2019**

Moved by: Lynn Church

Seconded by: Andrea Matrosovs

WHEREAS, in accordance with the Police Services Act, at the September 28, 2022 Board Meeting, Kyra Dunlop was appointed as the Recording Secretary to The Blue Mountains Police Services Board;

AND WHEREAS, in accordance with the Police Services Act, at the April 19, 2023 Board Meeting, Corrina Giles was appointed as the Alternate Recording Secretary to The Blue Mountains Police Services Board;

AND WHEREAS, effective April 1, 2024, the *Police Services Act*, was repealed and replaced with the *Community Safety and Policing Act, 2019*;

NOW THEREFORE, in accordance with the provisions of the *Community Safety and Policing Act, 2019* enacted on April 1, 2024, the Board hereby confirms and reappoints Kyra Dunlop, Deputy Clerk, as Recording Secretary to the Board and designates Kyra Dunlop as the signing authority for the Board;

AND HEREBY confirms and reappoints Corrina Giles, Town Clerk, as Alternate Recording Secretary to the Board and designates Corrina Giles as the alternate signing authority for the Board.

Yay (4): Gail Ardiel, Lynn Church, Andrea Matrosovs, and Jim Oliver

**The motion is Carried (4 to 0)**

#### **E.5 Update Re: CAMSafe Program**

Detachment Commander Licharson advised that CAMSafe is a public program whereby residents of any municipality can register their closed circuit TV or Doorbell Cameras into a database; police officers do not have access to those cameras directly, but can look at the database to verify if a homeowner has registered only that they have a camera. Detachment Commander Licharson advised if a homeowner is registered on the CAMSafe database, officers can go to that homeowner to request video footage. Detachment Commander Licharson advised that this does not negate the need for a video canvass by officers for investigations, but the value is that it may give O.P.P. staff the opportunity to know if cameras are in a location in an emergency situation, such as a missing vulnerable person. Detachment Commander Licharson noted that in those emergency situations it can help officers more quickly approach residents who registered their cameras to ask for footage to help in an investigation. Detachment Commander Licharson advised that Belleville Police started this initiative, and that Blue Mountains Detachment staff have reached out to Belleville Police to engage with them on this program. Detachment Commander Licharson advised that getting more awareness about the CAMSafe Program within the community is important.

Staff Sergeant Natalie Majer noted that in April 2024 police received a report of a missing male in Collingwood suffering from dementia, and who had left the residence. It was not known when he left residence with his dog, and foot patrol were able to obtain video surveillance from the Town of Collingwood Town Hall building and ended up locating the man in Wasaga Beach in a commercial building. Staff Sergeant Majer noted that in investigations for missing persons that time is of the essence, especially with someone who is a senior suffering with a medical condition. Staff Sergeant Majer noted that this case was an integrated response call with O.P.P. staff to find this person, and in missing persons cases it is important to find out where that missing person was last

seen. Staff Sergeant Majer noted that the CAMSafe Program is a huge resource tool for O.P.P. staff to use.

#### **E.6 Attendance at Upcoming OAPSB Conference**

Board Members discussed the opportunity of having the newest Board Members attend the upcoming OAPSB Conference if they wished to do so.

#### **F. Closed Session**

None

#### **G. Notice of Meeting Dates**

The Blue Mountains Police Services Board Meeting, July 17, 2024  
Town Hall, Council Chambers

The Blue Mountains Police Services Board Meeting, October 16, 2024  
Town Hall, Council Chambers

#### **H. Adjournment**

Moved by: Gail Ardiel

Seconded by: Lynn Church

THAT The Blue Mountains Police Services Board Meeting does now adjourn at 10:41 a.m. to meet again July 17, 2024 or at the call of the Chair.

Yay (4): Gail Ardiel, Lynn Church, Andrea Matrosovs, and Jim Oliver

**The motion is Carried (4 to 0)**