



**POLICE SERVICES BOARD  
MINUTES**

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Tuesday, October 25<sup>th</sup>, 2011

2:30 p.m.

Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario  
Fall River Room

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**ATTENDANCE:**

**Members Present:** Chair, Maureen Towaj, Provincial Appointee  
John Wilson, Vice Chair, Municipal Appointee

**Staff Present:** Amanda Mabo, Clerk/Secretary

**Others Present:** Gerry Salisbury, Detachment Commander

**Members & Staff Absent:** Keith Kerr, Reeve, Council Appointee

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**1. CALL TO ORDER**

The meeting was called to order at 2:30 p.m.  
A quorum was present.

**2. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

None at this time.

**3. APPROVAL OF THE AGENDA**

**RESOLUTION #PSB-2011-05**

**MOVED BY:** John Wilson  
**SECONDED BY:** Maureen Towaj

“**THAT**, the agenda be adopted as presented.”

**ADOPTED**

#### 4. APPROVAL OF MINUTES

- i) **Police Services Board Meeting – August 18<sup>th</sup>, 2011.**
- ii) **Police Service Board Special Meeting – September 14<sup>th</sup>, 2011.**

##### Amendments

- in both sets of minutes change the Provincial Appointee to M. Towaij, the Municipal Appointee to J. Wilson and the Council Appointee to the Reeve.

##### **RESOLUTION #PSB-2011-06**

**MOVED BY:** John Wilson

**SECONDED BY:** Maureen Towaij

**“THAT**, the minutes of the Police Services Board Meeting held on August 18<sup>th</sup>, 2011 be approved as amended;

**AND THAT**, the minutes of the “Special” Police Services Board meeting held on September 14<sup>th</sup>, 2011 be approved as amended.”

**ADOPTED**

#### 5. DELEGATIONS & PRESENTATIONS

None.

#### 6. COMMUNICATIONS

- i) **Email from Mel Dillon - Tay Valley Outdoor Ice Rink.**

M. Dillon addressed the Board regarding a proposal to have an officer, while on duty, lace up a pair of skates and play hockey with the youth at the outdoor ice rink at Glen Tay School.

The Detachment Commander informed the Board that an officer would not be covered by WSIB if they were to participate while on duty. He suggested that an officer could drop by every so often, but not skate or play hockey while on duty.

The Board agreed with the Detachment Commander’s suggestion.

The Detachment Commander will also encourage the officers, while off duty, to go out and play hockey.

## 7. BUSINESS

### i) Policing Contract.

- a) OPP Contract Stats – July.
- b) OPP Contract Stats – August.
- c) OPP Contract Stats – Trend Analysis – *attached, page 8.*

J. Wilson reviewed the Trend Analysis.

- d) OPP Contract – Semi-Annual Costs – *attached, page 11.*
- e) OPP DC Report – 3<sup>rd</sup> Quarter – *attached, page 15.*
- f) OPP Statistical Report – 3<sup>rd</sup> Quarter.
- g) OPP Domestic Violence Report – 3<sup>rd</sup> Quarter.
- h) Traffic Incident Report – July to September 2011.

### ii) Electronic Speed Sign Results – *deferred to the next meeting.*

### iii) 2011 PSB Budget – Update Ending October 31, 2011 – *attached, page 18.*

#### RESOLUTION #PSB-2011-07

**MOVED BY:** John Wilson  
**SECONDED BY:** Maureen Towaij

“**THAT**, the 2011 – Update Ending October 31<sup>st</sup>, 2011 be received as information.”

**ADOPTED**

### iv) \$750 Contribution to OAPSB Annual General Meeting & Conference.

#### RESOLUTION #PSB-2011-08

**MOVED BY:** Maureen Towij  
**SECONDED BY:** John Wilson

“**THAT**, the \$750 Contribution to the OAPSB Annual General Meeting & Conference be funded from the 2011 Budget under the training & seminars line item.”

**ADOPTED**

### v) 2012 Conference Attendance.

M. Towaij and J. Wilson will be attending and will not require accommodations.

### vi) Discussion - Parking By-Law.

The Board reviewed the by-law.

The Secretary informed the Board that the set fine schedule is awaiting approval from the Ministry of the Attorney General.

The Detachment Commander indicated that the OPP do not foresee an increase in calls due to this by-law.

vii) **Discussion – Draft False Alarm By-Law.**

The Secretary provided an overview of the major changes to the by-law:

- changed Township name from Bathurst Burgess Sherbrooke to Tay Valley
- updated legislative references and authority to enact by-law
- added additional definitions
- the payment of the fees will now be made to the Fire Service for false fire alarms and to the Township for false security alarms, instead of payment being made only to the Township for both types of alarms
- the Fire Service will now track false fire alarms and the Township will continue to track false security alarms, instead of the Township tracking both
- there are now separate procedures and requirements for false security alarms versus false fire alarms (for example, see Section 4.3 of the revised by-law)
- false alarms will now be measured “within the same 12 month period” instead of “within the same calendar year”
- if cancellation of an alarm occurs prior to the Police Service and/or Fire Service deployment, the alarm shall not be recorded as a false alarm and no notice or fees will be assessed
- the fees have been increased to reflect the cost to the respective service

The Board suggested that once the by-law is adopted, the Township should communicate the by-law to the community.

viii) **False Alarm Notice Update (verbal).**

2011 Stats

First Calls – 26

Second Calls - 6

Caution Notices – 4

Warning Notices – 2

Final Notices - 0

ix) **Farm Equipment Road Signs – *deferred to the next meeting.***

x) **Action Register (as at October 25, 2011).**

The Board reviewed and updated the Action Register.

xi) **2012 Meeting Schedule.**

January 26 <sup>th</sup> , 2012	3:00 p.m.
April 26 <sup>th</sup> , 2012	3:00 p.m.
August 2 <sup>nd</sup> , 2012	3:00 p.m.
October 25 <sup>th</sup> , 2012	3:00 p.m.
January 31 <sup>st</sup> , 2013	

xii) **PSB Meeting Schedule.**

Amanda Mabo, Clerk/Secretary.

- October 26<sup>th</sup> 10:00 a.m. Joint PSB Meeting (Lanark Highlands)
- December 14<sup>th</sup> 10:00 a.m. Joint PSB Meeting (Montague)
- January 26<sup>th</sup>, 2012 3:00 p.m. Board Meeting
- April 26<sup>th</sup>, 2012 3:00 p.m. Board Meeting
- August 2<sup>nd</sup>, 2012 3:00 p.m. Board Meeting
- October 25<sup>th</sup>, 2012 3:00 p.m. Board Meeting
- January 31<sup>st</sup>, 2013 Board Meeting

**8. NEW/OTHER BUSINESS**

None.

**9. DEFERRED ITEMS**

*\*The following items will be discussed at the next and/or future meeting:*

- **Letter from the Toronto Police Services Board** (referred from the June 2<sup>nd</sup>, 2011 meeting).
- **Records Management Update** (January 2012)  
Amanda Mabo, Clerk/Secretary
- **2012 Budget Discussions.**
- **Review Remuneration and Personal Expenditure Policy.**
- **Review Protocol for Reporting Major Incidents.**
- **Review Protocol for the Monitoring of the Performance of the Detachment Commander.**
- **Review Legal Indemnification By-Law** (January Meeting)
- **Review Procedural By-Law** (January Meeting)
- **Discussion - Municipal By-Law Enforcement.**

- **Discussion - Draft 2011 – 2013 PSB Business Plan (Strategic Initiative – Public Consultation).**

**10. ADJOURNMENT**

The Board adjourned at 5:01 p.m. on motion by J. Wilson.

Maureen Toway  
Chair

Amanda M. Jabo  
Secretary

# **BUSINESS**

Tay Valley Township  
 OPP Contract Policing-Contract Statistics  
 Total Net Regular Hours Worked and Total Net Calculated  
 Overtime Hours  
 2011

Rank/Level	January		February		March		April		May		June		July		August	
	Net	Net	Net	Net	Net	Net	Net	Net	Net	Net	Net	Net	Net	Net	Net	Net
	Regular	Calculated	Regular	Calculated	Regular	Calculated	Regular	Calculated	Regular	Calculated	Regular	Calculated	Regular	Calculated	Regular	Calculated
	Hours	O/T Hours	Hours	O/T Hours	Hours	O/T Hours	Hours	O/T Hours	Hours	O/T Hours	Hours	O/T Hours	Hours	O/T Hours	Hours	O/T Hours
<b>UNIFORM</b>																
Inspector	29.00	2.00	9.00	0.00	8.50	0.00	15.00	0.00	19.00	0.00	2.00	0.00	11.00	0.00	6.00	0.00
<b>Total Inspector</b>	<b>29.00</b>	<b>2.00</b>	<b>9.00</b>	<b>0.00</b>	<b>8.50</b>	<b>0.00</b>	<b>15.00</b>	<b>0.00</b>	<b>19.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>11.00</b>	<b>0.00</b>	<b>6.00</b>	<b>0.00</b>
<b>Staff Sergeant</b>																
SS02 (S/Sgt 23+ Yrs)																
SS02 (S/Sgt 17-22 Yrs)																
SS02 (S/Sgt 8-16 Yrs)	3.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SS03 (S/Sgt 17-22 Yrs)																
SS03 (S/Sgt 8-16 Yrs)																
<b>Total Staff Sergeant</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Sergeant</b>																
SG01 (Sgt 23+ Yrs)	32.50	1.50	14.50	0.00	23.25	0.00	28.75	10.50	30.75	5.25	11.00	0.00	0.00	10.50	14.25	21.00
SG01 (Sgt 17-22 Yrs)	0.00	0.00	0.00	0.00	0.00	0.00	11.25	0.00	20.50	0.00	12.25	6.00	14.25	0.00	37.25	6.00
SG01 (Sgt 8-16 Yrs)	12.25	1.50	12.75	0.00	6.75	0.00	18.25	0.00	1.00	0.00	8.00	0.00	9.50	0.00	0.00	0.00
SG01 (Sgt <8 Yrs)																
SG02 (Sgt 23+ Yrs)																
SG02 (Sgt 17-22 Yrs)																
SG02 (Sgt 8-16 Yrs)																
SG02 (Sgt <8 Yrs)																
<b>Total Sergeant</b>	<b>44.75</b>	<b>3.00</b>	<b>27.25</b>	<b>0.00</b>	<b>30.00</b>	<b>0.00</b>	<b>58.25</b>	<b>10.50</b>	<b>52.25</b>	<b>5.25</b>	<b>31.25</b>	<b>6.00</b>	<b>23.75</b>	<b>10.50</b>	<b>51.50</b>	<b>27.00</b>
<b>Constable</b>																
CS01 (Const 23+ Years)	112.75	1.50	120.50	3.00	128.75	9.00	131.25	12.00	169.50	4.50	118.75	4.50	149.25	0.00	198.50	50.25
CS01 (Const 17-22 Years)	174.25	8.25	174.00	15.00	138.00	7.50	72.50	22.50	95.00	11.25	171.50	12.75	98.25	0.00	78.50	0.00
CS01 (Const 8-16 Years)	125.00	0.00	119.00	21.75	95.75	0.00	106.00	18.00	207.75	0.00	143.25	0.00	134.25	9.00	157.00	52.50
CS01 (Const <8 Years)	72.50	0.75	20.75	1.50	71.75	17.25	85.50	6.00	109.75	6.75	135.00	27.75	129.50	41.25	113.75	52.50
CS02 (Const 24-36 months)	0.00	0.00	22.50	10.88	10.50	0.00	62.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CS03 (Const 12-24 months)	20.50	0.00	0.00	0.00	24.00	0.00	13.00	0.00	3.00	0.00	2.00	0.00	14.00	3.00	2.00	0.00
CS04 (Const 0-12 months)	5.50	0.00	9.00	11.25	10.00	0.00	13.00	0.00	6.00	0.00	27.00	0.00	49.50	0.00	42.50	12.00
CS05 (Recruit Constable-Period of Training)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Constable</b>	<b>510.50</b>	<b>10.50</b>	<b>465.75</b>	<b>63.38</b>	<b>478.75</b>	<b>33.75</b>	<b>483.25</b>	<b>61.50</b>	<b>591.00</b>	<b>22.50</b>	<b>597.50</b>	<b>45.00</b>	<b>574.75</b>	<b>53.25</b>	<b>592.25</b>	<b>167.25</b>
<b>GRAND TOTAL</b>	<b>587.25</b>	<b>15.50</b>	<b>502.00</b>	<b>63.38</b>	<b>520.25</b>	<b>33.75</b>	<b>556.50</b>	<b>72.00</b>	<b>662.25</b>	<b>27.75</b>	<b>630.75</b>	<b>51.00</b>	<b>609.50</b>	<b>63.75</b>	<b>649.75</b>	<b>194.25</b>

Note 1 - The full time equivalent (FTE) number of officers 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.  
 Note 2 - Amounts shown in red have been entered on spreadsheet to balance regular hours and overtime hours with "Year 2101 Reconciled Contract Policing Costs-Ontario Provincial Police" hours reported.

Tay Valley Township  
 OPP Contract Policing-Contract Statistics  
 Total Net Regular Hours Worked and Total Net Calculated  
 Overtime Hours  
 2011

Rank/Level	September		October		November		December		Total	
	Net Regular Hours Worked	Net Calculated O/T Hours	Net Regular Hours Worked	Net Calculated O/T Hours	Net Regular Hours Worked	Net Calculated O/T Hours	Net Regular Hours Worked	Net Calculated O/T Hours	Net Regular Hours Worked	Net Calculated O/T Hours
	<b>UNIFORM</b>									
Inspector	12.44	0.25	12.44	0.25	12.44	0.25	12.44	0.25	149.25	3.00
<b>Total Inspector</b>	<b>12.44</b>	<b>0.25</b>	<b>12.44</b>	<b>0.25</b>	<b>12.44</b>	<b>0.25</b>	<b>12.44</b>	<b>0.25</b>	<b>149.25</b>	<b>3.00</b>
<b>Staff Sergeant</b>										
SS02 (S/Sgt 23+ Yrs)									0.00	0.00
SS02 (S/Sgt 17-22 Yrs)									0.00	0.00
SS02 (S/Sgt 8-16 Yrs)	0.75	0.00	0.75	0.00	0.75	0.00	0.75	0.00	9.00	0.00
SS03 (S/Sgt 17-22 Yrs)									0.00	0.00
SS03 (S/Sgt 8-16 Yrs)									0.00	0.00
<b>Total Staff Sergeant</b>	<b>0.75</b>	<b>0.00</b>	<b>0.75</b>	<b>0.00</b>	<b>0.75</b>	<b>0.00</b>	<b>0.75</b>	<b>0.00</b>	<b>9.00</b>	<b>0.00</b>
<b>Sergeant</b>										
SG01 (Sgt 23+ Yrs)	19.38	6.09	19.38	6.09	19.38	6.09	19.38	6.09	232.50	73.13
SG01 (Sgt 17-22 Yrs)	11.94	1.50	11.94	1.50	11.94	1.50	11.94	1.50	143.25	18.00
SG01 (Sgt 8-16 Yrs)	8.56	0.19	8.56	0.19	8.56	0.19	8.56	0.19	102.75	2.25
SG01 (Sgt <8 Yrs)									0.00	0.00
SG02 (Sgt 23+ Yrs)									0.00	0.00
SG02 (Sgt 17-22 Yrs)									0.00	0.00
SG02 (Sgt 8-16 Yrs)									0.00	0.00
SG02 (Sgt <8 Yrs)									0.00	0.00
<b>Total Sergeant</b>	<b>39.88</b>	<b>7.78</b>	<b>39.88</b>	<b>7.78</b>	<b>39.88</b>	<b>7.78</b>	<b>39.88</b>	<b>7.78</b>	<b>478.50</b>	<b>93.38</b>
<b>Constable</b>										
CS01 (Const 23+ Years)	141.16	10.59	141.16	10.59	141.16	10.59	141.16	10.59	1,693.88	127.13
CS01 (Const 17-22 Years)	125.25	9.66	125.25	9.66	125.25	9.66	125.25	9.66	1,503.00	115.88
CS01 (Const 8-16 Years)	136.00	12.66	136.00	12.66	136.00	12.66	136.00	12.66	1,632.00	151.88
CS01 (Const <8 Years)	92.31	19.22	92.31	19.22	92.31	19.22	92.31	19.22	1,107.75	230.63
CS02 (Const 24-36 months)	11.88	1.74	11.88	1.74	11.88	1.74	11.88	1.74	142.50	20.82
CS03 (Const 12-24 months)	9.81	0.38	9.81	0.38	9.81	0.38	9.81	0.38	117.75	4.50
CS04 (Const 0-12 months)	20.31	2.91	20.31	2.91	20.31	2.91	20.31	2.91	243.75	34.88
CS05 (Recruit Constable-Period of Training)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Constable</b>	<b>536.72</b>	<b>57.14</b>	<b>536.72</b>	<b>57.14</b>	<b>536.72</b>	<b>57.14</b>	<b>536.72</b>	<b>57.14</b>	<b>6,440.63</b>	<b>685.70</b>
<b>GRAND TOTAL</b>	<b>589.78</b>	<b>65.17</b>	<b>589.78</b>	<b>65.17</b>	<b>589.78</b>	<b>65.17</b>	<b>589.78</b>	<b>65.17</b>	<b>7,077.38</b>	<b>782.07</b>

Note 1 - The full time equivalent (FTE) number of officers we  
 That percentage is multiplied by the number of positions in t  
 Note 2 - Amounts shown in red have been entered on spread

Tay Valley Township  
 OPP Contract Policing-Contract Statistics  
 Total Net Regular Hours Worked and Total Net Calculated  
 Overtime Hours  
 2011

2087.14

Rank/Level	Budget					Annual Cost			O/T Cost	
	Annual		Annual	Annual	FTE's (Contract Cap) (Note 1)	Annual Salary Per FTE	Annual Cost	Contract Hourly Rate	Annual Cost	Budget
	Hours	Per FTE	Salary	Cost						
<b>UNIFORM</b>										
Inspector					0.060000	133,786	8,027	64.10	192	
<b>Total Inspector</b>	<b>0.06</b>	<b>1,467</b>	<b>88</b>	<b>133,786</b>	<b>0.060</b>		<b>8,027</b>		<b>192</b>	
<b>Staff Sergeant</b>										
SS02 (S/Sgt 23+ Yrs)					0.000000	111,029	0	53.20	0	
SS02 (S/Sgt 17-22 Yrs)					0.000000	108,525	0	52.00	0	
SS02 (S/Sgt 8-16 Yrs)					0.060000	106,020	6,361	50.80	0	
SS03 (S/Sgt 17-22 Yrs)					0.000000	103,521	0	49.60	0	
SS03 (S/Sgt 8-16 Yrs)					0.000000	101,016	0	48.40	0	
<b>Total Staff Sergeant</b>	<b>0.06</b>	<b>1,467</b>	<b>88</b>	<b>110,616</b>	<b>0.060</b>		<b>6,361</b>		<b>0</b>	
<b>Sergeant</b>										
SG01 (Sgt 23+ Yrs)					0.174922	101,848	17,815	48.80	3,569	
SG01 (Sgt 17-22 Yrs)					0.107774	99,344	10,707	47.60	857	
SG01 (Sgt 8-16 Yrs)					0.077304	96,839	7,486	46.40	104	
SG01 (Sgt <8 Yrs)					0.000000	94,335	0	45.20	0	
SG02 (Sgt 23+ Yrs)					0.000000	95,170	0	45.60	0	
SG02 (Sgt 17-22 Yrs)					0.000000	92,666	0	44.40	0	
SG02 (Sgt 8-16 Yrs)					0.000000	90,161	0	43.20	0	
SG02 (Sgt <8 Yrs)					0.000000	87,657	0	42.00	0	
<b>Total Sergeant</b>	<b>0.36</b>	<b>1,467</b>	<b>528</b>	<b>98,092</b>	<b>0.360</b>		<b>36,008</b>		<b>4,530</b>	
<b>Constable</b>										
CS01 (Const 23+ Years)					0.696946	90,995	63,419	43.60	5,543	
CS01 (Const 17-22 Years)					0.618410	88,491	54,724	42.40	4,913	
CS01 (Const 8-16 Years)					0.671488	85,986	57,739	41.20	6,257	
CS01 (Const <8 Years)					0.455785	83,482	38,050	40.00	9,225	
CS02 (Const 24-36 months)					0.058632	74,304	4,357	35.60	741	
CS03 (Const 12-24 months)					0.048448	66,790	3,236	32.00	144	
CS04 (Const 0-12 months)					0.100291	58,439	5,861	28.00	977	
CS05 (Recruit Constable-Period of Training)					0.000000	45,833	0	21.96	0	
<b>Total Constable</b>	<b>2.65</b>	<b>1,467</b>	<b>3,888</b>	<b>87,239</b>	<b>2.650</b>		<b>227,386</b>		<b>27,800</b>	
<b>GRAND TOTAL</b>	<b>3.13</b>	<b>1,467</b>	<b>4,592</b>	<b>281,160</b>	<b>3.130</b>		<b>277,782</b>		<b>32,522</b>	<b>31,559</b>

Note 1 - The full time equivalent (FTE) number of officers we  
 That percentage is multiplied by the number of positions in t  
 Note 2 - Amounts shown in red have been entered on spread

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



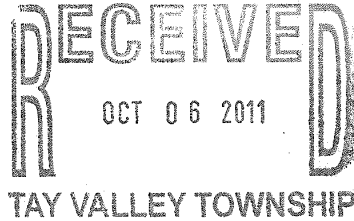
Business and Financial Services Bureau  
Bureau des services opérationnels et financiers

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-E-3049

September 22 , 2011

CAO  
Tay Valley Township  
RR #4  
217 Harper Road  
Perth ON K7H 3C6



Dear Sir/Madam:

**Re: 2011 Semi-Annual Contract Policing Costs – Ontario Provincial Police (OPP)**

Please find attached the *2011 Semi-Annual Contract Policing Cost Summary*, reconciling your municipality's OPP allocated policing costs for the period of January 1<sup>st</sup> to June 30<sup>th</sup>, 2011.

Please note that for this reconciliation municipalities will receive a conservative estimated credit for the greater of either, the Provincial Services Usage (PSU), or a reduction of Hours Below Minimum, as set out in the contract, based on rates experienced within the last three years. The actual annual PSU or Hours Below Minimum rate will be applied to the final year end reconciliation. Additional particulars on costing methodologies applied to the semi-annual costing are provided in the notes attached to the summary.

The difference between the billed and semi-annual costs will be credited to the municipality directly by the Ontario Shared Services (OSS) in the next few weeks, where applicable. If you wish to use the 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. Please note that if the calculated semi-annual costs are more than the billed amount, no invoice will be issued.

If you have any questions regarding the attached *2011 Semi-Annual Contract Policing Cost Summary*, please contact your local Detachment Commander.

Regards,

Andrew Eamer  
Bureau Commander  
Business and Financial Services Bureau

/cmc

Attachments

c: Chair, Tay Valley Police Services Board

cc: Detachment Commander, Lanark County Detachment  
Regional Commander, East Region

O.P.P. COSTING SUMMARY -  
 Actual Policing Costs for the period  
 January 1, 2011 to June 30, 2011  
 (See Attached Notes)

Tay Valley Township

**Salaries and Benefits**

Uniform Members	(Note 1)	Positions	\$	
Inspector .....		0.06	3,872	
Staff Sergeant-Detachment Commander .....		-	-	
Staff Sergeant .....		0.06	3,154	
Sergeant .....		0.36	17,885	
Constables .....		2.65	113,203	
<b>Total Uniform Salaries</b> .....	(Note 2)			138,114
Overtime (Actual) .....	(Note 2)			10,925
Contractual Payout (Vacation & Statutory Holidays) ..	(Note 3)			6,127
Shift Premium .....	(Note 4)			684
Benefits (24.7% of Salaries; 2% of Overtime) .....	(Note 5)			34,333
<b>Total Uniform Salaries &amp; Benefits</b> .....				190,181
<b>Civilian Members</b>	(Note 1)	Positions	\$	
Detachment Administrative Clerk .....		0.28	7,698	
Caretaker .....		0.18	4,192	
Communication Operators .....	(Note 6)		7,425	
Prisoner Guards .....	(Note 7)		1,861	
<b>Total Civilian Salaries</b> .....				21,176
Benefits (24.3% of Salaries; 17.46% Part-Time) .....	(Note 5)			2,889
<b>Total Civilian Salaries &amp; Benefits</b> .....				24,065
OSS Pay and Benefit Charge .....	(Note 8)			-
<b>Total Salaries &amp; Benefits</b>				<b>214,246</b>

**Other Direct Operating Expenses**

	(Note 9)	
Communication Centre .....		341
Operational Support .....		2,249
Vehicle Usage .....		15,067
Telephone .....		2,092
Office Supplies & Equipment .....		683
Accommodation .....		709
Uniforms & Equipment .....		1,866
Mobile Radio Maintenance .....		1,136
Office Automation - Uniform .....		3,885
Office Automation - Civilian .....		188
RHQ Municipal Support .....		2,572
<b>Total Other Direct Operating Expenses</b> .....		30,788
OSS Financial Services Fee .....		354
<b>2011 Semi-Annual Actual Gross Policing Cost</b> .....		<b>245,388</b>

Provincial Services Usage (Note 10) (11,042)

<b>TOTAL SEMI-ANNUAL ACTUAL 2011 POLICING COSTS</b>	<b>\$ 234,346</b>
<b>LESS: TOTAL AMOUNT BILLED PER ESTIMATE</b>	<b>\$ 240,126</b>
<b>DIFFERENCE</b> (Note 11)	<b>\$ (5,780)</b>

**O.P.P. COSTING SUMMARY**  
**Actual Policing Costs for the period**  
**January 1, 2011 to June 30, 2011**

**Tay Valley Township**

**NOTES TO STATEMENT**

- 1) Uniformed salaries used for the reconciliation to actual costs are the January 1, 2011 salaries negotiated with the Ontario Provincial Police Association (OPPA). Civilian salaries are the salaries negotiated with the OPPA effective January 1, 2011.
- 2) Salary and overtime reconciliation by rank and classification are detailed on the attached Schedule "A". Salaries (uniform and civilian) were prorated for the period January 1 to June 30, 2011 (181/365 days).
- 3) Contractual payouts are actual costs prorated for the period January 1 to June 30, 2011 (181/365 days).
- 4) Shift Premium is calculated at \$458 per Sergeant and Constable, and prorated for the period January 1 to June 30, 2011 (181/365 days).
- 5) The benefit rates are 24.7% of salaries for uniformed officers, 24.3% for civilian staff, 17.46% for part-time staff and 2% for overtime payments.
- 6) Communication Operator costs are calculated at \$4,784 per uniformed member and prorated for the period January 1 to June 30, 2011 (181/365 days).
- 7) Prisoner Guards / Expenses are calculated at \$1,199 per uniformed member and prorated for the period January 1 to June 30, 2011 (181/365 days).
- 8) Ontario Shared Services (OSS) Payroll and Benefit charge is calculated at \$394 per new FTE and prorated for the period January 1 to June 30, 2011 (181/365 days).
- 9) Other items are calculated as follows and prorated for the period January 1 to June 30, 2011 (181/365 days):
  - a) Communication Center is calculated at \$220 per uniform member.
  - b) Operational Support is calculated at \$1,449 per uniformed member.
  - c) Vehicle Usage is calculated at \$9,707 per uniformed member.
  - d) Telephone cost is calculated at \$1,348 per uniformed member.
  - e) Office Supplies are calculated at \$440 per uniformed member.
  - f) Accommodation is calculated at \$457 per uniformed member.
  - g) Uniform & Equipment is calculated at \$1,202 per uniformed member.
  - h) Mobile Radio Equipment Maintenance is calculated at \$732 per uniformed member.
  - i) Office Automation is calculated at \$2,503 per uniformed member and \$1,351 per civilian member.
  - j) RHQ Municipal Support is calculated at \$1,657 per uniformed member.
  - k) OSS Financial Services Fee is calculated at 1.15% of Total Other Direct Operating Expenses.
- 10) A Provincial Services Usage (PSU) reduction of 4.5% of the actual policing cost is given to the municipality. This PSU compensates the municipality for the deployment of officers to other areas in response to investigations or other occurrences deemed to be provincial responsibilities.
- 11) The Difference will appear on a separate credit note which will be forwarded to your municipality by Ontario Shared Services Bureau.

**O.P.P. COSTING SUMMARY**  
**Actual Policing Costs for the period**  
**January 1, 2011 to June 30, 2011**

TAY VALLEY TOWNSHIP

**SCHEDULE "A"**

**Reconciliation of Salaries**

<b>Rank</b>	<b>Contract Positions</b>	<b>2,011 Annual Salary</b>	<b>Regular # of Hours Provided</b> (Note 1)	<b>Overtime Hours Provided</b> (Note 2)	<b>FTE Positions by Rank</b> (Note 3)	<b>Actual Salary Dollars</b> (Note 3)	<b>Actual Overtime Dollars</b> (Note 2)
<b>Inspector</b> 0.06							
Inspector		130,120	83	-	0.06	3,872	-
<b>Total - Inspector</b>			83	-	0.06	3,872	-
<b>Staff Sergeants</b> 0.06							
Staff Sergeant 2- 23+		111,030	-	-	-	-	-
Staff Sergeant 2- 17-23		108,525	-	-	-	-	-
Staff Sergeant 2- 8-17		106,021	6	2.00	0.06	3,154	102
Staff Sergeant 2- 3-8		103,516	-	-	-	-	-
<b>Total - Staff Sergeant</b>			6	2.00	0.06	3,154	102
<b>Sergeants</b> 0.36							
Sergeant 1- 23+		101,850	141	17.25	0.21	10,499	842
Sergeant 1- 17-23		99,345	44	6.00	0.06	3,201	286
Sergeant 1- 8-17		96,841	59	1.50	0.09	4,185	70
Sergeant 1- 3-8		94,336	-	-	-	-	-
<b>Total - Sergeants</b>			244	24.75	0.36	17,885	1,197
<b>Constables</b> 2.65							
1st Class 1- 23+		90,997	782	34.50	0.66	29,888	1,504
1st Class 1- 17-23		88,492	825	77.25	0.70	30,692	3,275
1st Class 1- 8-17		85,988	797	39.75	0.68	28,794	1,638
1st Class 1- 3-8		83,483	495	60.00	0.42	17,376	2,400
2nd Class		74,304	95	13.88	0.08	2,967	494
3rd Class		66,790	63	-	0.05	1,754	-
4th Class		58,437	71	11.25	0.06	1,731	315
<b>Total - Constables</b>			3,127	236.63	2.65	113,203	9,626
<b>Total - All Ranks</b>			<b>3,459</b>	<b>263.38</b>	<b>3.13</b>	<b>138,114</b>	<b>10,925</b>
Total Hours Worked in Contract				3,459			
Minimum Hours Required in Contract				2,277			
Hours Provided to Municipality above Required Minimum				1,182			

**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 Constables) 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. Salaries were then prorated for the period January 1 to June 30, 2011 (181/365 days). Overtime is the actual overtime for the period and is not prorated.

## Tay valley PSB 3rd Quarter Report

Jul - Sep 2011

### General Comments

This has been a very quiet quarter for Tay Valley. We only had one major incident that occurred, very little crime and traffic issues, and our numbers for patrols continues to exceed the contract requirements.

### Crime

Break and Enters continue to be a problem in the lower part of Tay Valley, although the numbers of incidents has dropped. We have not been able to lay any charges in Tay valley specifically but have in neighbouring municipalities. We have identified suspects and our property crimes officer is continuing to liaise with other detachments.

Our Aux, nit has taken on an initiative in several municipalities including Tay Valley to run programs where they will visit targeted neighbourhoods and provide some education on Lock or Lose it programs. it has been a success so far in C place and Lanark Village.

### Drugs

We have not had any major CDSA investigations in Tay valley. Some vehicle stops by officers has been the only offences registered in TV. i expect this to increase with eradication starting.

### Major Incidents

We have only had the one major incident in Tay Valley near Maberly. An adult male accused of sexual assault killed himself on a wooded

area. resources attending included TRU, ERT and Canine as well as Insp. Salisbury attended as the CIC.

### **Traffic Issues**

Glen Tay

9 hrs Patrol, 1 charge, 2 warnings

Fallbrook

6 Hrs Patrol, 1 charge. 1 warning

Balderson

12 hrs Patrol, 3 charges, 6 warnings

Officers continue to patrol all areas of the Twp. RIDE is conducted daily in the County. The provincial RIDE grant RIDES have started and results will be reported at the next meeting.

The new ATV by law has been monitored and here has been no complaints . In fact, many officers have noticed an increase in rider safety and compliance with the by law.

### **Community Policing**

PC Bird has continues to visit Glen Tay PS to provide presentations on Bullying, School Bus Safety and Internet safety. We are still not in a position to work in the local area high schools. Insp. Salisbury's quarterly On Patrol with the detachment commander should be out in the next week.

### **Staffing**

Insp. Salisbury will discuss several staffing changes that will take place at the detachment over the next few weeks.

### **General Policing**

The County of Lanark has requested a costing from the OPP as has the town of Perth. Insp. Salisbury to discuss both with the PSB.

### **Community Survey**

The detachment has finally received the Community Survey. Insp. Salisbury will discuss results.

Tay Valley Township  
For the Ten Months Ending October 31, 2011

**PROTECTION TO PERSONS & PROPERTY**

Current Month	2011 YTD	2011 Budget	Variance - Budget-YTD	Last Year End
0.00	340,199.00	485,000.00	144,801.00	458,507.00
0.00	0.00	4,000.00	4,000.00	7,053.04
0.00	340,199.00	489,000.00	148,801.00	465,560.04

**POLICE SERVICES**

<b>ONTARIO PROVINCIAL POLICE:</b>					
1-02-32-140-00-313 POLICE SERVICES CONTRACT	0.00	340,199.00	485,000.00	144,801.00	458,507.00
1-02-32-140-00-316 RIDE PROGRAM	0.00	0.00	4,000.00	4,000.00	7,053.04
<b>Total ONTARIO PROVINCIAL POLICE</b>	<b>0.00</b>	<b>340,199.00</b>	<b>489,000.00</b>	<b>148,801.00</b>	<b>465,560.04</b>

<b>POLICE SERVICES BOARD:</b>					
1-02-32-141-00-225 HONORARIUMS	75.00	1,125.00	1,200.00	75.00	1,350.00
1-02-32-141-00-406 OFFICE SUPPLIES	0.00	43.01	200.00	156.99	121.54
1-02-32-141-00-411 FOOD SUPPLIES	0.00	79.02	300.00	220.98	584.86
1-02-32-141-00-413 MILEAGE	0.00	210.47	1,000.00	789.53	971.24
1-02-32-141-00-416 MEALS	0.00	449.52	0.00	(449.52)	0.00
1-02-32-141-00-420 MEMBERSHIP FEES	0.00	398.85	300.00	(38.85)	335.00
1-02-32-141-00-490 OTHER MATERIALS	0.00	371.28	0.00	(371.28)	0.00
1-02-32-141-00-495 MINOR CAPITAL	0.00	0.00	1,500.00	1,500.00	1,982.39
1-02-32-141-00-360 TRAINING AND SEMINARS	116.05	2,080.07	4,400.00	2,319.93	12.00
<b>Total POLICE SERVICES BOARD</b>	<b>191.05</b>	<b>4,697.22</b>	<b>8,900.00</b>	<b>4,202.78</b>	<b>5,357.03</b>

<b>TOTAL POLICE SERVICES</b>	<b>191.05</b>	<b>344,896.22</b>	<b>497,900.00</b>	<b>153,003.78</b>	<b>470,917.07</b>
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