



## **POLICE SERVICES BOARD AGENDA**

Tuesday, February 8<sup>th</sup>, 2022 – 2:00 p.m.  
Municipal Office – Council Chambers – 217 Harper Road

**NOTE:** Members of the Public who plan to attend the meeting must pre-register at least 24 hours prior to the meeting by contacting the Township at 613-267-5353 ext. 123 or [deputyclerk@tayvalleytwp.ca](mailto:deputyclerk@tayvalleytwp.ca).

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**Chair, Neil Fennell (Municipal Appointee)**

- 1. CALL TO ORDER**
- 2. ELECTION OF CHAIR & VICE-CHAIR**

*Suggested Motion:*

*“THAT, as per Section 28(1) of the Police Services Act, R.S.O. 1990, C. P.15  
\_\_\_\_\_ be elected as Chair of the Tay Valley Police Services  
Board for 2022.”*

*Suggested Motion:*

*“THAT, as per Section 28(2) of the Police Services Act, R.S.O. 1990, C. P.15  
\_\_\_\_\_ be elected as Vice-Chair of the Tay Valley Police Services  
Board for 2022.”*

- 3. APPROVAL OF AGENDA**

*Suggested Motion:*

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

- 4. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

- 5. APPROVAL OF MINUTES**

- i) Minutes – December 14<sup>th</sup>, 2021 – *attached, page 4.***

*Suggested Motion:*

*“THAT, the minutes of the Police Services Board Meeting held on December 14<sup>th</sup>, 2021 be approved as circulated.”*

**6. DELEGATIONS & PRESENTATIONS**

None.

**7. CORRESPONDENCE**

None.

**8. BUSINESS**

- i) **Policing Contract.**  
Acting Detachment Commander.
  - a) Lanark County OPP – 4<sup>th</sup> Quarter Report – *attached, page 10.*
- ii) **Speed Sign Options (Fix or Purchase New).**
- iii) **DRAFT Speeding Complaint Policy – *attached, page 21.***
- iv) **Detachment Commander Evaluation for the Year 2021.**
- v) **Lanark County Association of Police Service Boards Update.**
- vi) **OAPSB Zone 2 Update.**

**9. NEW/OTHER BUSINESS**

None.

**10. PSB MEETING SCHEDULE**

<b>Date</b>	<b>Time</b>	<b>Meeting or Event</b>	<b>Location</b>
May 26-27, 2022		OAPSB Spring Conference	Virtual
June 17, 2022	9:30 a.m.	OAPSB Zone 2	Greater Napanee
September 16, 2022	9:30 a.m.	OAPSB Zone 2	Quinte West

**11. DEFERRED ITEMS**

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

- *2022 Electronic Speed Sign Deployment*
- *2021 Annual Police Services Board Report*

**12. ADJOURNMENT**

# MINUTES

# POLICE SERVICES BOARD MINUTES

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Tuesday, December 14<sup>th</sup>, 2021

2:00 p.m.

Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario

Council Chambers

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## ATTENDANCE:

### Members Present:

Chair, Neil Fennell, Municipal Appointee  
Brian Campbell, Reeve, Council Appointee

### Staff Present:

Amanda Mabo, Acting CAO/Clerk/Secretary  
Sean Ervin, Public Works Manager (left at 3:00 p.m.)

### Others Present:

Jacqueline Entwistle, OPP, Staff Sergeant  
Kerlous Tawdrous, OPP, Acting Operations  
Manager/Sargeant

### Members & Staff Absent:

Vacant, Provincial Appointee  
Karuna Padiachi, OPP, Acting Detachment Commander

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## 1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.  
A quorum was present.

## 2. APPROVAL OF AGENDA

i) Addition under New/Other Business: RIDE Christmas Update

The agenda was adopted as amended.

## 3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None at this time.

#### 4. APPROVAL OF MINUTES

i) **Minutes – May 25th, 2021.**

The minutes of the Police Services Board Meeting held on May 25<sup>th</sup>, 2021 were approved as circulated.

#### 5. DELEGATIONS & PRESENTATIONS

None.

#### 6. CORRESPONDENCE

None.

#### 7. BUSINESS

i) **Policing Contract.**

Acting Detachment Commander.

a) Lanark County OPP – 2<sup>nd</sup> Quarter Report

b) Lanark County OPP – 3<sup>rd</sup> Quarter Report

The Board reviewed and discussed the reports.

The Commissioner is pushing the importance of traffic enforcement so the reporting data reflects this.

ii) **2021 Electronic Speed Sign Deployment.**

The Board reviewed the results from the 2021 Speed Sign Deployment.

iv) **Determine 2022 Electronic Speed Sign Deployment Locations.**

The Board indicated that Glen Tay Road and the County Road in Maberly should be on the list of deployment locations for 2022. Otherwise, locations were left up to the Public Works Manager.

v) **Speed Sign Options (Fix or Purchase New).**

The Board identified that the new sign should capture data, be pole mounted and able to be installed by one person.

The OPP are currently using the Black Cat device.

A couple of other municipalities are also interested in purchasing a new speed sign.

Staff were directed to proceed determining the best fit for the municipality and proceed with the purchase. Prior to the purchase the preferred option will be circulated to the Board for comments and questions.

vi) **DRAFT Speeding Complaint Policy.**

The OPP suggested some revisions on sections 5.4.2, 6.2.1 and 6.2.2 as well as the definition of Speeding Concern.

The Board agreed with the change from 7 km/hr to 8 km/hr in the Speeding Concern definition. However, after a lengthy discussion about the changes in the remaining sections the Board directed the Secretary to speak with the Detachment Commander directly to come up with wording that would satisfy both parties and bring back to the Board for final review. In the meantime, the intent of this policy will be followed by the Township when a speeding complaint is received.

Public Works Manager left at 3:00 p.m.

vii) **Policing Resources in the Event of a Major Incident.**

Reeve Brian Campbell.

This item and the next were brought up at a recent Tay Valley Township Council meeting. The Board has asked the Detachment Commander to provide a response, which he committed to doing so in early June.

- a) Has the Township ever been without police in the Township?
- b) What is the back-up if officers are called away in the Township but then there is an incident in the Township?

The Township has never been without policing in the Township. There is always a police response. However, the response may depend on the incident and therefore the timing. There is also borderless policing so the closest car will respond and that may not necessarily be from the Lanark Detachment.

viii) **Alert System for Dangerous Events.**

Reeve Brian Campbell.

See previous item.

- a) Is there a communication plan in place if people had to shelter in place?

Depending on the situation the OPP have access to issue an alert similar to an Amber Alert if needed.

ix) **Detachment Commander Evaluation.**

This will occur after the Lanark County Association of Police Service Boards Meeting in January where the Detachment Commander will be providing an update on policing within the County.

x) **Joint Police Services Board Meeting Update.**

Next meeting is January 13<sup>th</sup>, 2022.

xi) **OAPSB Zone 2 Update.**

The Board reviewed the minutes that were attached to the agenda for the September meeting but are still waiting on the November minutes to be circulated.

Were able to meet twice in person in the Fall. Each of the host Boards, Prince Edward County and Ottawa were congratulated for providing a safe environment in which to meet. Also, the Ministry Policing Adviser was very helpful in opening doors which then allowed for a virtual visit from the Inspector General of Policing.

First up next year is an in person get together Friday, June 17<sup>th</sup>, 2022 hosted by Greater Napanee PSB/Municipality. The keynote speaker will be OPP Deputy Commissioner Chuck Cox. He oversees OPP Investigations and Organized Crime Command. Among the subjects he will discuss are Cyber Crime & Community Street Level Crime. The meeting is expected to take place in the Strathcona Paper Center in Napanee. That will be followed by another in-person gathering in mid September. The keynote speaker expected to attend the September get together is the Provincial Ombudsman Paul Dube'.

Zone 2 Elections will take place in Napanee and the 3 Executive positions and the Zone Director's position is up for election. The current Zone Executive and Director have been in place now for several years and the time is right to put in place fresh voices who will lead the Zone forward into the changes expected under the new legislation, due sometime in 2022.

**8. NEW/OTHER BUSINESS**

**13. RIDE Christmas Update**

The RIDE is managed by one location and one Township at a time for four to six hours with four officers.

**9. PSB MEETING SCHEDULE**

<b>Date</b>	<b>Time</b>	<b>Meeting or Event</b>	<b>Location</b>
January 13, 2022	10:00 a.m.	Lanark County Association of Police Services Boards Meeting	Carleton Place Arena
February 8, 2022	2:00 p.m.	Police Services Board Meeting	Council Chambers

**10. DEFERRED ITEMS**

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

- *None at this time.*

**11. ADJOURNMENT**

The Board adjourned at 3:30 p.m.



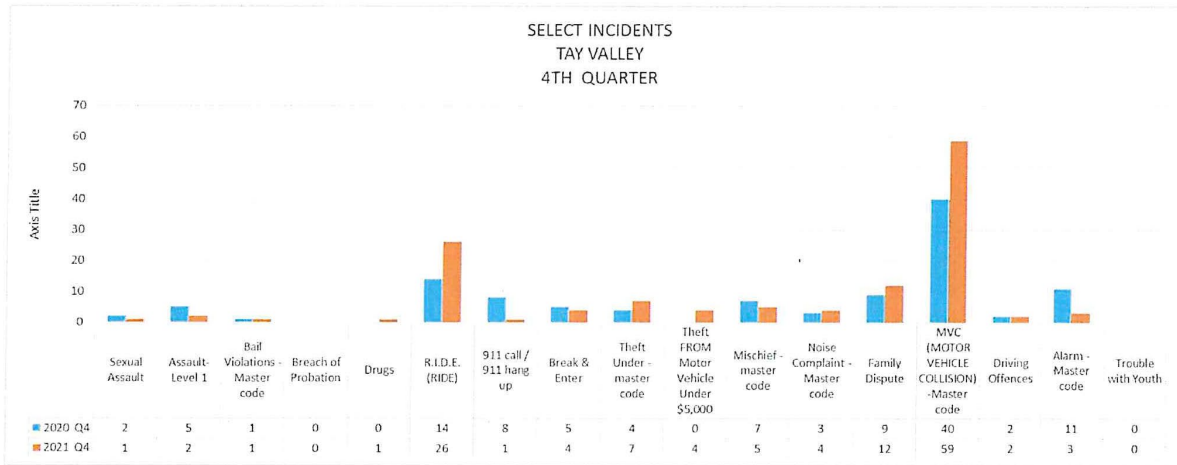
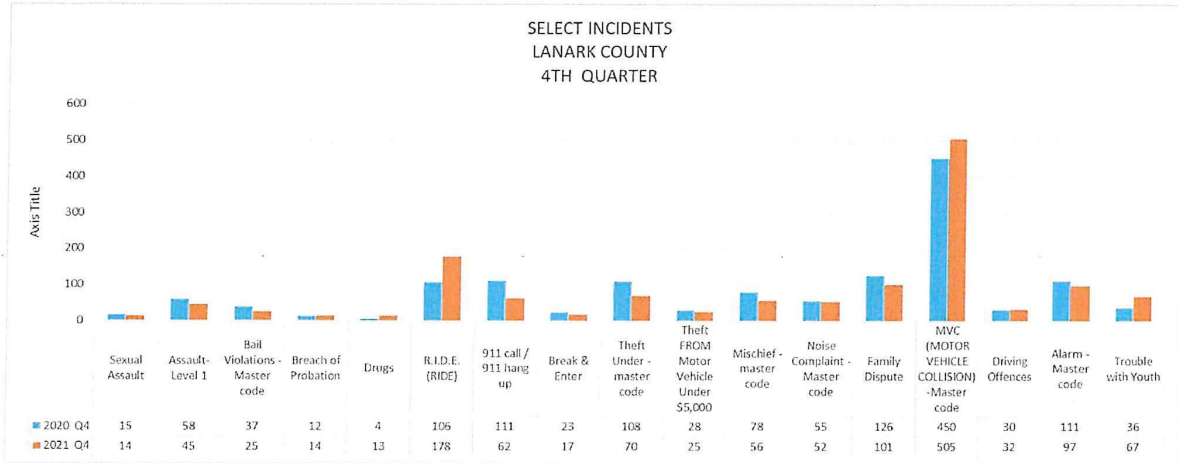
# **BUSINESS**



2021 4<sup>th</sup> Quarter Report Lanark County OPP

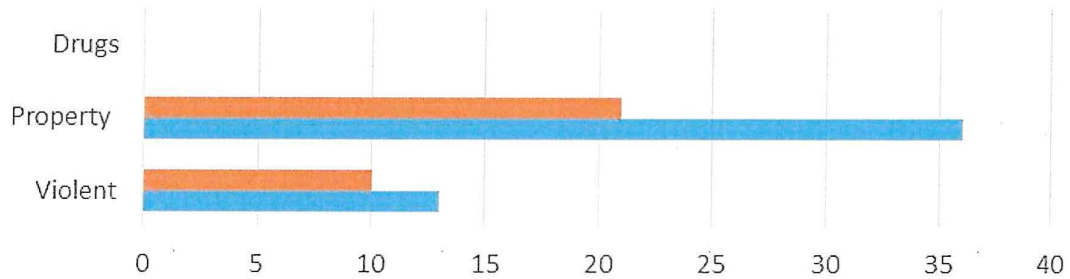
Report to TAY VALLEY

RMS (RECORDS MANAGEMENT SYSTEM) INCIDENTS



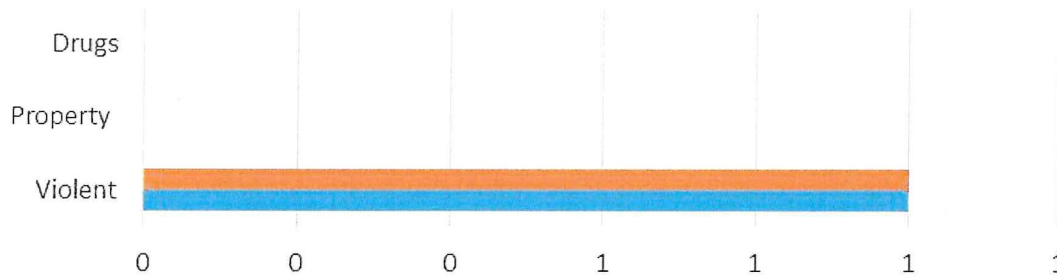


### UNFOUNDED LANARK COUNTY 4TH QUARTER



	Violent	Property	Drugs
2021 Q4	10	21	0
2020 Q4	13	36	0

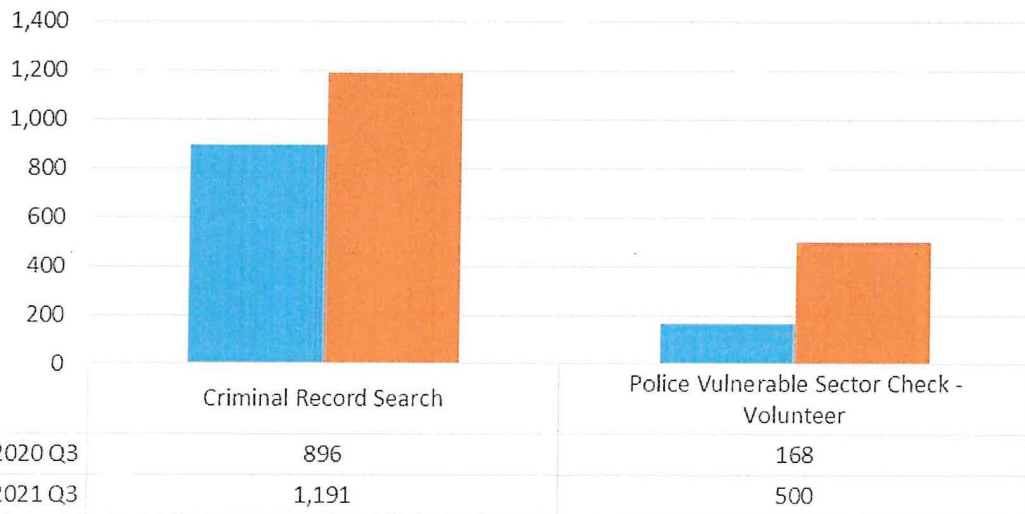
### UNFOUNDED TAY VALLEY 4TH QUARTER



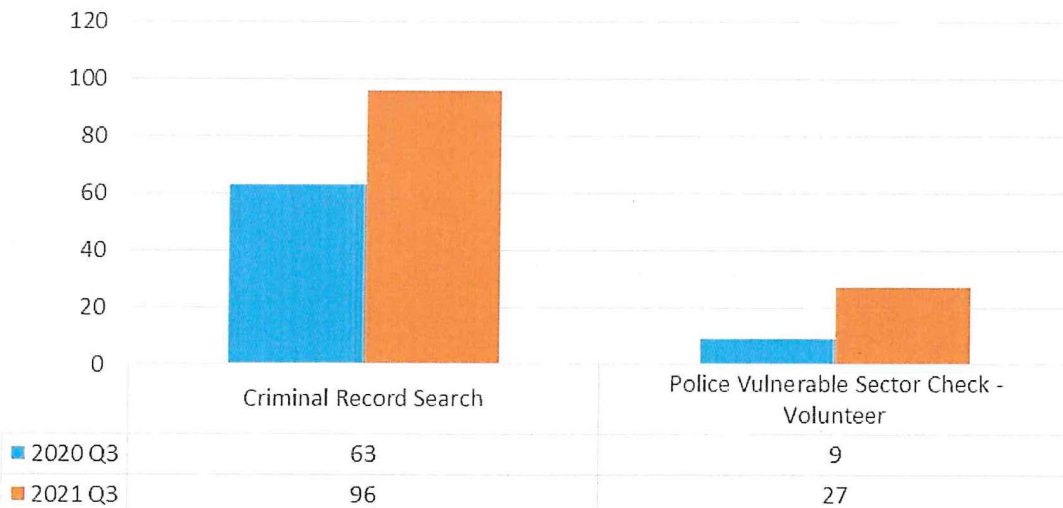
	Violent	Property	Drugs
2021 Q4	1	0	0
2020 Q4	1	0	0



### CRIMINAL RECORD CHECKS LANARK COUNTY 4TH QUARTER

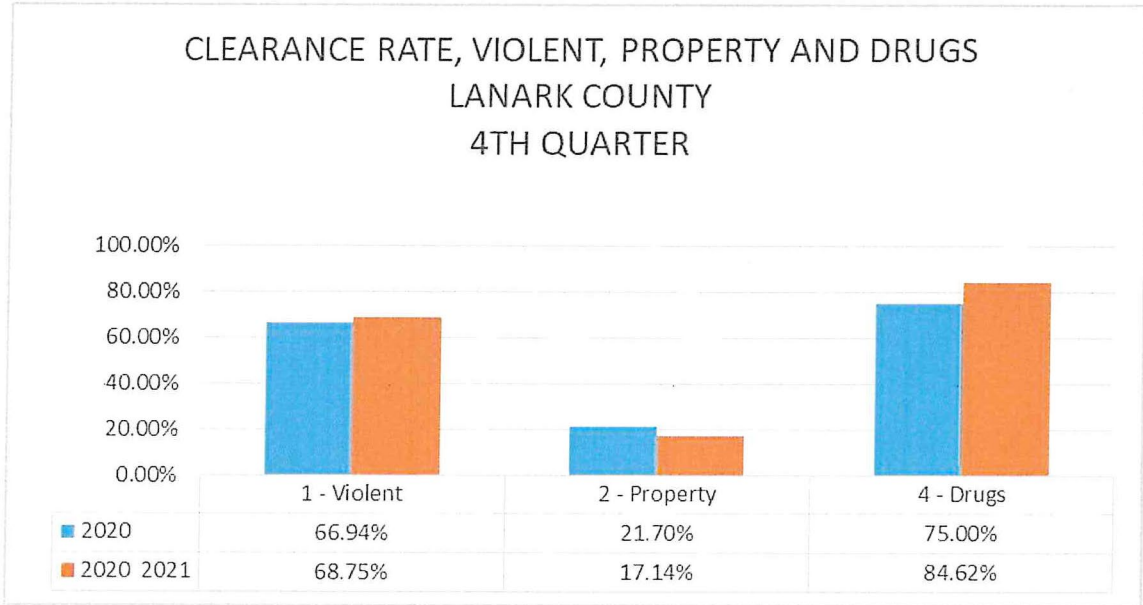


### CRIMINAL RECORD CHECKS TAY VALLEY 4TH QUARTER

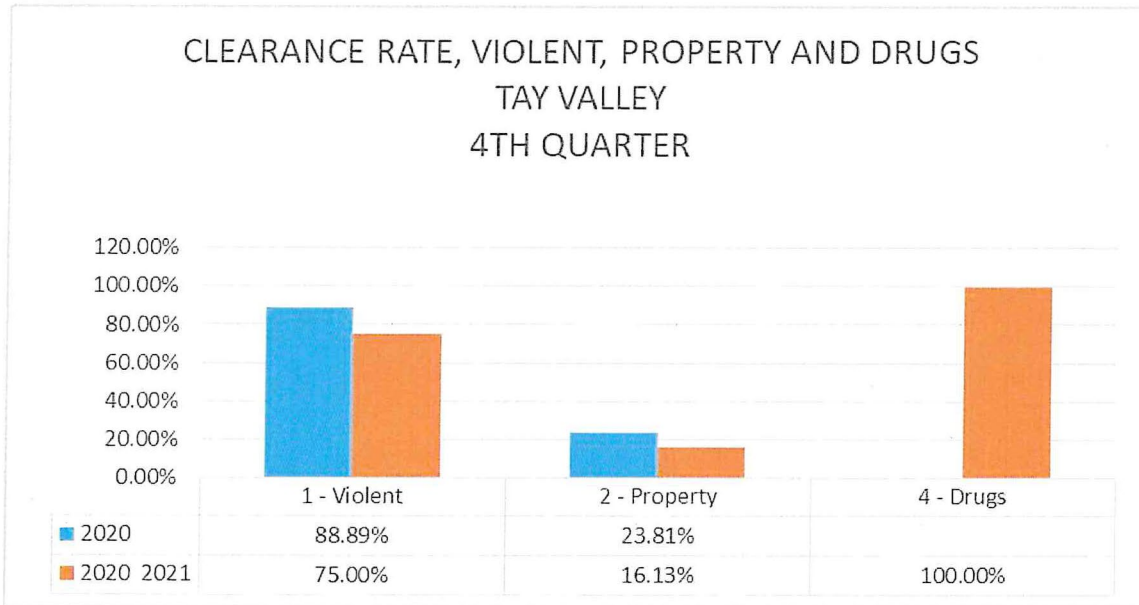


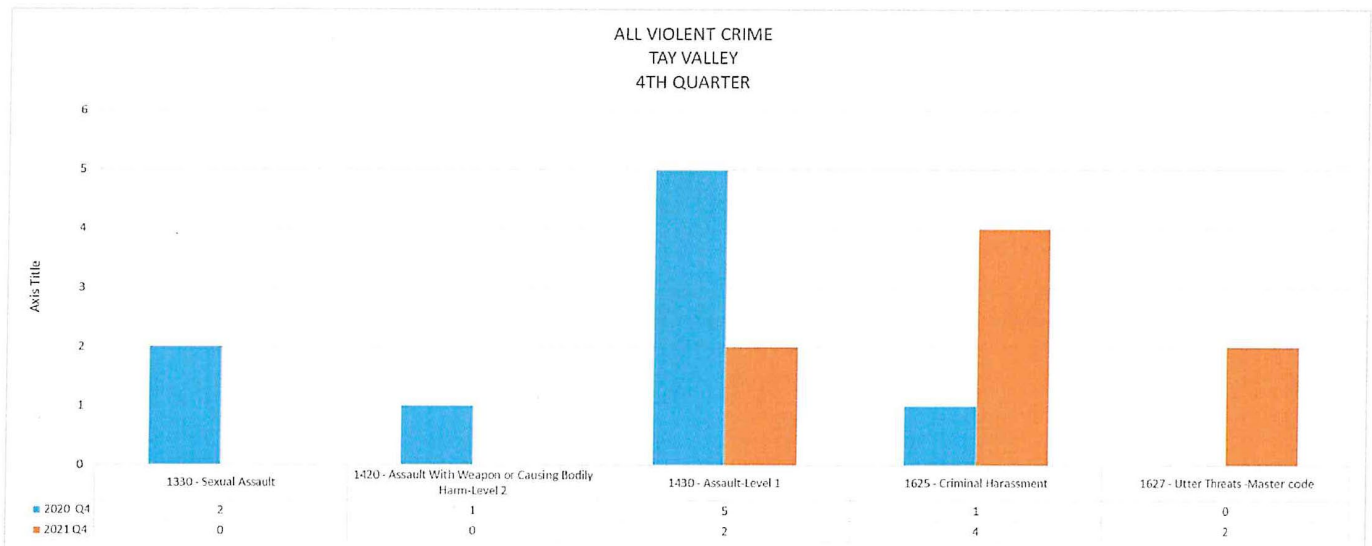
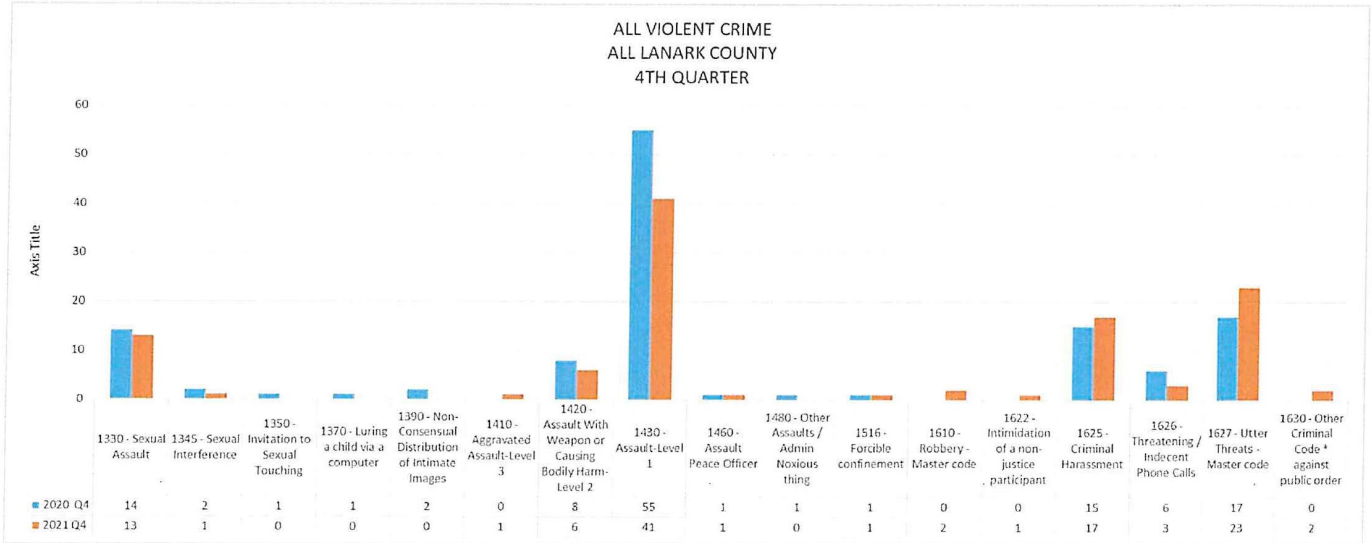


CLEARANCE RATE, VIOLENT, PROPERTY AND DRUGS  
LANARK COUNTY  
4TH QUARTER



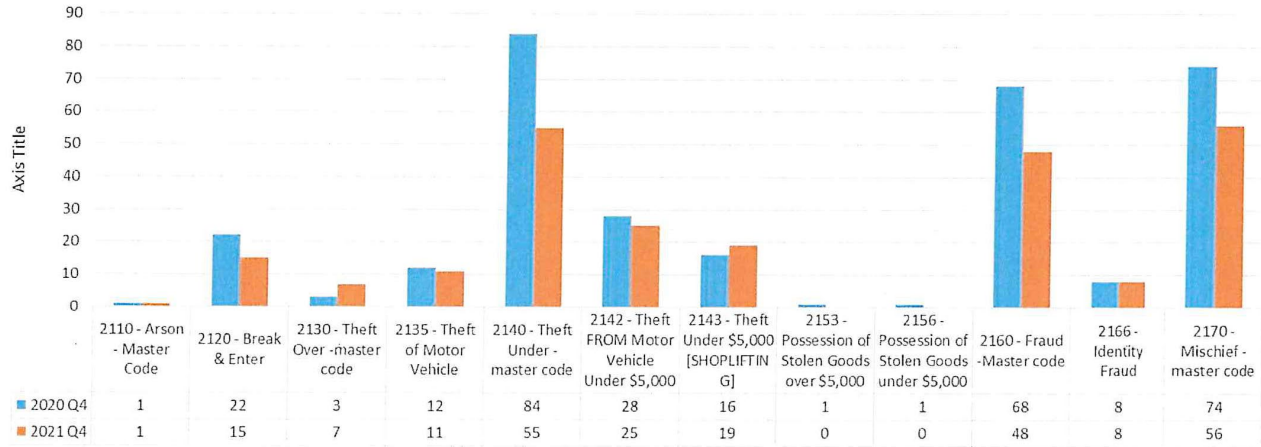
CLEARANCE RATE, VIOLENT, PROPERTY AND DRUGS  
TAY VALLEY  
4TH QUARTER



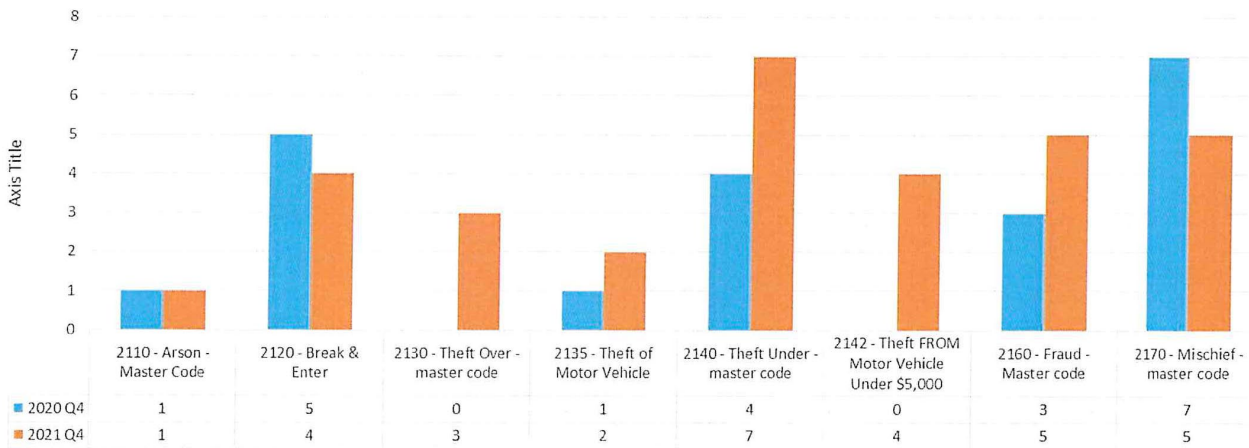


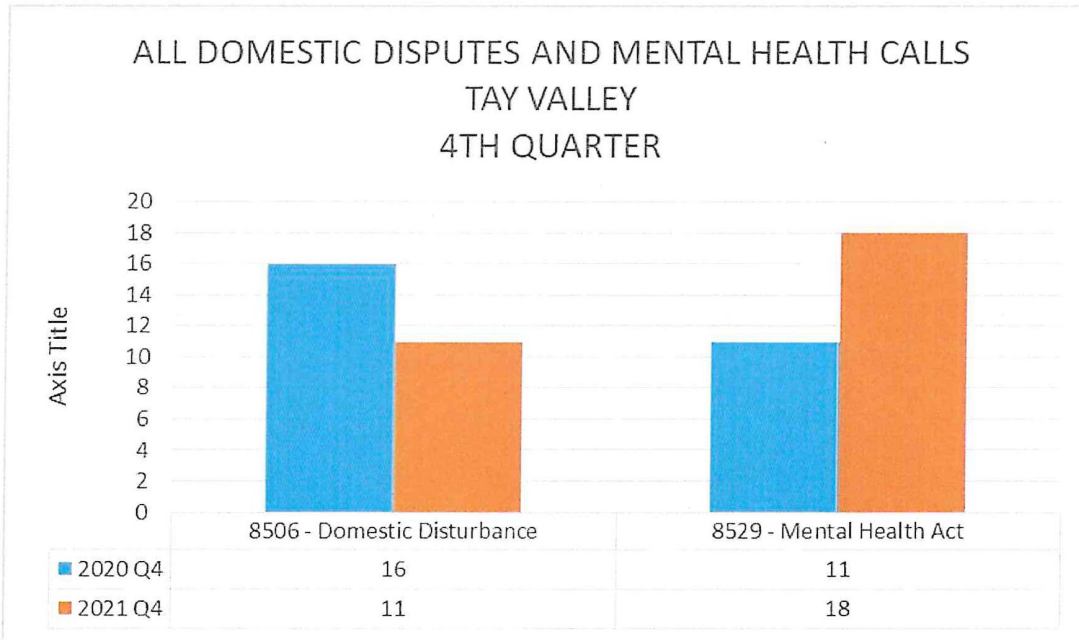
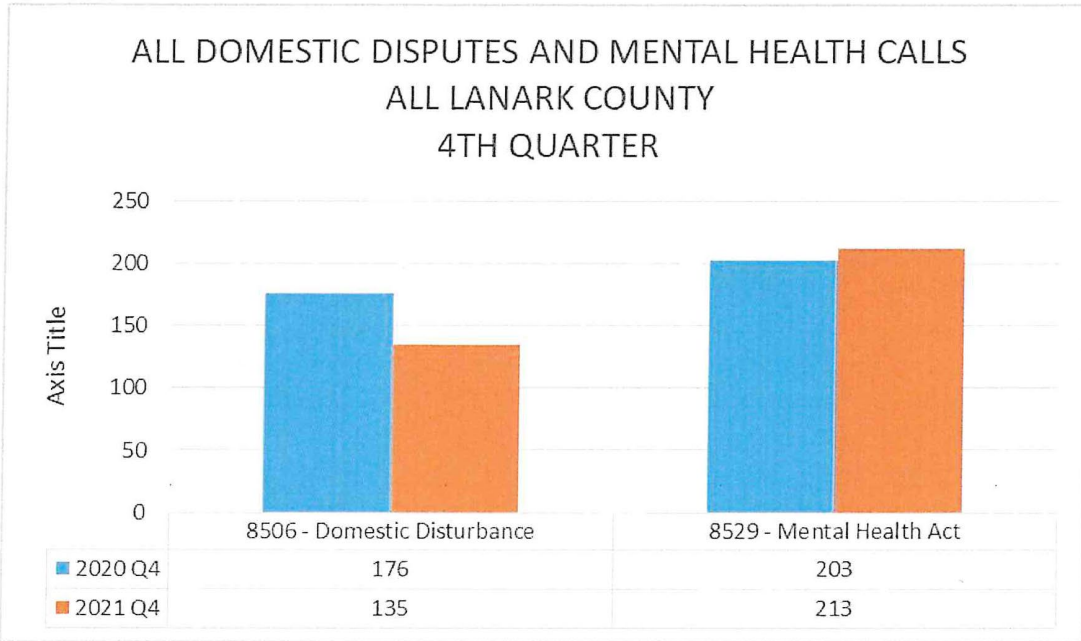


ALL PROPERTY CRIME  
ALL LANARK COUNTY  
4TH QUARTER

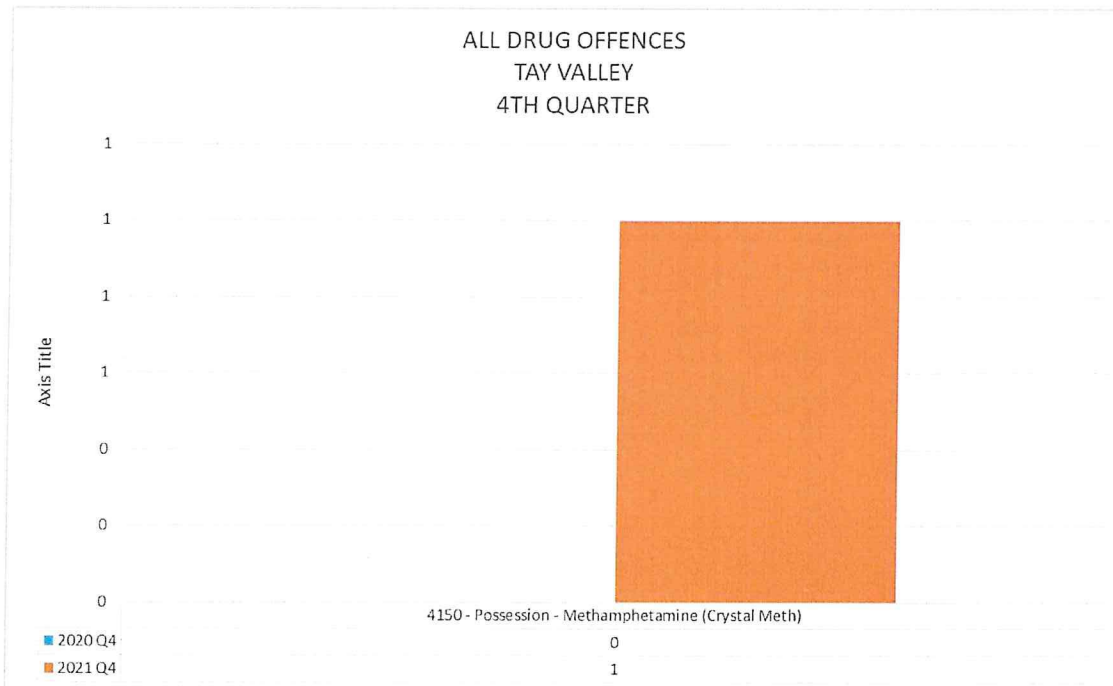
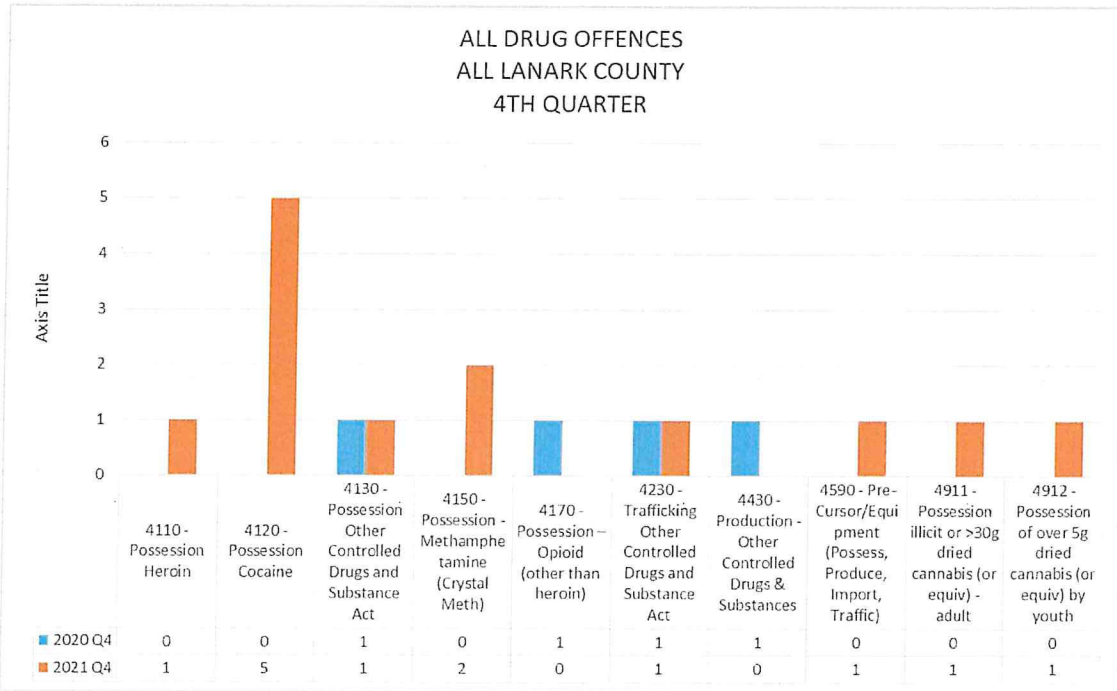


ALL PROPERTY CRIME  
TAY VALLEY  
4TH QUARTER





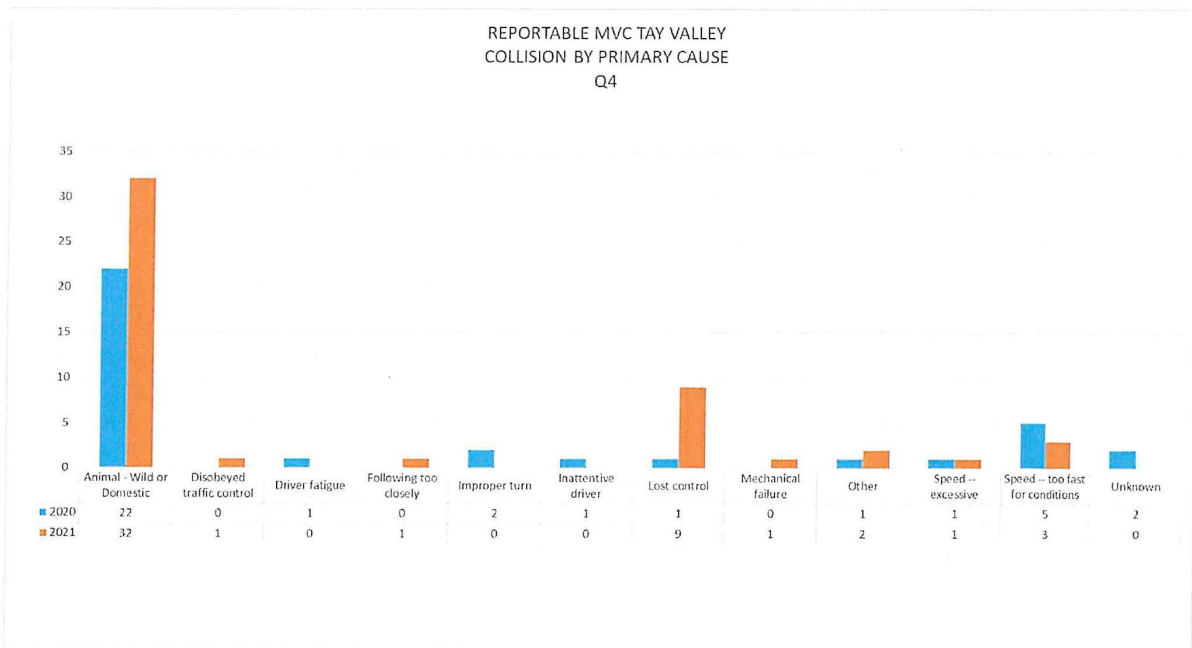
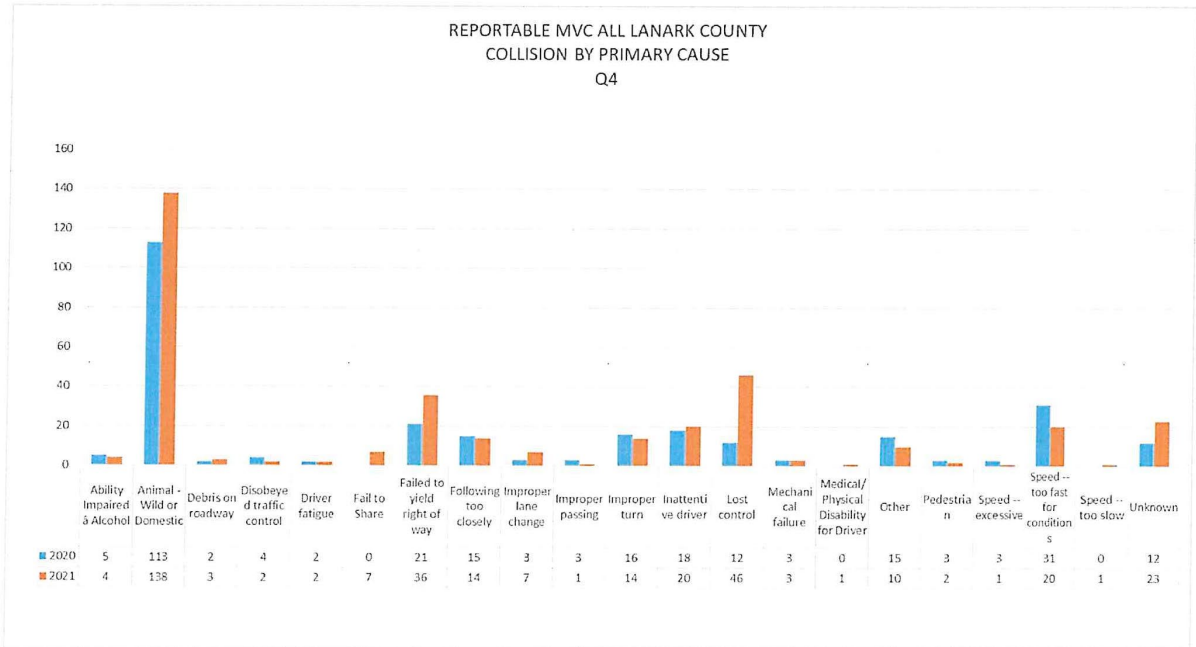






### CRS (Collision Reporting Service)

#### Traffic Control Registry





<b>ALL COLLISION TYPES ALL LANARK COUNTY 4TH QUARTER</b>		
<b>TYPE</b>	<b>2020 4TH Q</b>	<b>2021 4TH Q</b>
<b>Motor Vehicle</b>	<b>280</b>	<b>354</b>
Fatal Injury	2	1
Non-Fatal Injury	36	31
Other		1
Property Damage Only	242	321
<b>Off-Road Vehicle</b>	<b>1</b>	<b>1</b>
Non-Fatal Injury	1	1
<b>Grand Total</b>	<b>281</b>	<b>355</b>

<b>ALL COLLISION TYPES TAY VALLEY 4TH QUARTER</b>		
<b>TYPE</b>	<b>2020 4TH Q</b>	<b>2021 4TH Q</b>
<b>Motor Vehicle</b>	<b>36</b>	<b>49</b>
Non-Fatal Injury	4	3
Property Damage Only	32	46
<b>Off-Road Vehicle</b>		<b>1</b>
Non-Fatal Injury		1
<b>Grand Total</b>	<b>36</b>	<b>50</b>



DAR (Daily Activity Report)

PATROL ALL LANARK COUNTY		
Patrol Type	2020 Q 4	2021 Q 4
160 - Patrol-Cruiser	2,451.75	2,760.00
162 - Patrol-Motorcycle	0.00	2.00
163 - Patrol-Marine	0.00	22.00
164 - Patrol-ATV	0.00	56.25
166 - Patrol-Bicycle	6.00	6.00
167 - Patrol-Foot	178.25	111.50
168 - Patrol-School	52.50	18.75
Patrol	2,688.50	2,976.50

PATROL TAY VALLEY		
Patrol Type	2020 Q 4	2021 Q 4
160 - Patrol-Cruiser	153.75	176.75
163 - Patrol-Marine	0.00	8.00
Patrol	153.75	184.75

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**SUBJECT:            SPEEDING COMPLAINT POLICY**

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**1.0    PURPOSE**

This policy provides a consistent and uniform process to respond to speeding complaints.

**2.0    LEGISLATIVE AUTHORITY**

Section 11(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

**3.0    SCOPE**

3.1    This policy applies to speeding complaints on Township Roads.

3.2    This policy does not apply to speeding complaints pertaining to specific drivers and vehicles.

**4.0    DEFINITIONS**

**“85<sup>th</sup> Percentile Speed”** – shall mean the speed at which 85% of traffic travels at or below on a given Township Road.

**“Complainant”** – the person who is dissatisfied and filing the complaint.

**“Monitoring Device”** – shall include, but not be limited to, traffic counters and an electronic speed sign.

**“Municipality”** – shall mean the Corporation of Tay Valley Township.

**“Speeding Concern”** – shall mean that if the 85<sup>th</sup> Percentile Speed on a Township Road posted/unposted as 80 km/h is above 10 km/h of the posted or unposted speed limit it shall be deemed a Speeding Concern. If the 85<sup>th</sup> Percentile Speed on a Township Road posted/unposted as less than 80 km/h is above 8 km/h of the posted or unposted speed limit it shall be deemed a Speeding Concern.

**“Township Road (Municipal Road)”** – shall mean a road within the Municipality that has been designated as a Township Road in the current Road Naming By-Law.

## **5.0 INITIAL SPEEDING COMPLAINT**

### **5.1 Receipt of Compliant**

5.1.1 All speeding complaints received by the Township will be reported using the Complaint Form on the Municipal Website.

5.1.2 The following information is required to process the complaint:

- Name, address and contact information of the Complainant
- Date and time of received complaint
- Location of perceived speeding issue
- Approximate frequency of perceived speeding incidents as determined by the Complainant (i.e. daily occurrence, only weekends, summer months).

### **5.2 Acknowledgement**

Complaints shall be submitted to the Clerk's Office. Upon receipt, the complaint will be given a tracking number and will be acknowledged in writing within 7 (seven) calendar days.

### **5.3 Traffic Monitoring and Reporting**

5.3.1 Upon receipt of a complaint, the Clerk's Office shall coordinate with the Public Works Department to schedule a time to monitor the Township Road with a Monitoring Device.

5.3.2 The Township Road that is the subject of the speeding complaint shall be monitored for a minimum of seven (7) days.

5.3.3 The following information shall be collected and recorded:

- Location of Monitoring Device (longitude, latitude);
- Beginning and end date of monitoring; and
- Traffic counts and speeds.

5.3.4 Traffic reports shall be created using the appropriate software and may include:

- Speed Data Analysis Report
- Police Graphs Report
- Tabular Report
- Data Summary Report
- Enforcement Evaluation Report

## **5.4 Communication of Findings**

5.4.1 The results of the monitoring will determine the next steps to be taken. Scenario 1 and 2 below define the possible outcomes of the monitoring:

### Scenario 1:

If a Speeding Concern is not identified, no further action will be taken.

### Scenario 2:

If a Speeding Concern is identified, all traffic monitoring reports shall be sent to the OPP for review and enforcement-based considerations. Members of the Tay Valley Police Services Board will also be copied on the communication to the OPP.

5.4.2 For areas identified as a Speeding Concern, the OPP will report the outcome of enforcement initiatives to the Municipality.

5.4.3 Under both scenarios, the Complainant will be notified and offered copies of the traffic monitoring reports generated. The notification shall contain a summary of the measures taken and the decisions that have been made as a result of the complaint. The complaint will then be considered closed.

5.4.4 The traffic monitoring reports shall be valid for a six (6) month period.

5.4.5 Additional Complaints for the same section of road within the six (6) month period shall be forwarded the notification and traffic monitoring reports generated by the original Complaint.

## **6.0 SUBSEQUENT SPEEDING COMPLAINT**

### **6.1 Receipt of Complaint**

6.1.1 If a second speeding complaint is received after the expiry of the six (6) month period, the Monitoring Device will be deployed again subject to Sections 5.3.2, 5.3.3 and 5.3.4.

### **6.2 Communication of Findings**

6.2.1 The results of the monitoring will determine the next steps to be taken. Scenario 1 and 2 below define the possible outcomes of the monitoring:

#### Scenario 1:

If a Speeding Concern is not identified, no further action will be taken.

### Scenario 2:

If a Speeding Concern is identified, a resource-based approach will be utilized with such measures as:

- the deployment of the Monitoring Device as a mitigation measure for a minimum of two (2) weeks and a maximum of four (4) weeks; and
- review by the OPP of all information and reports related to the Speeding Concern to determine additional enforcement-based considerations; and
- other measures as they become available may also be considered by the Public Works Department.

6.2.2 For areas identified as a Speeding Concern, once additional enforcement initiatives have been undertaken the OPP will report the outcome to the Municipality.

6.2.3 Under both scenarios, the Complainant will be notified and offered copies of the traffic monitoring reports generated. The notification shall contain a summary of the measures taken and the decisions that have been made as a result of the complaint. The complaint will then be considered closed.

6.2.4 The traffic monitoring reports shall be valid for a six (6) month period.

6.2.5 Additional Complaints for the same section of road within the six (6) month period shall be forwarded the notification and traffic monitoring reports generated by the original Complaint.

## **7.0 THIRD SPEEDING COMPLAINT**

### **7.1 Receipt of Complaint**

7.1.1 If a third speeding complaint is received after the expiry of the second six (6) month period, the Monitoring Device will be deployed again subject to Sections 5.3.2, 5.3.3 and 5.3.4.

### **7.2 Communication of Findings**

7.2.1 The results of the monitoring will determine the next steps to be taken. Scenario 1 and 2 below define the possible outcomes of the monitoring:



Scenario 1:

If a Speeding Concern is not identified, no further action will be taken.

Scenario 2:

If a Speeding Concern is identified, The Public Works Manager shall consider various traffic calming measures for Council consideration (i.e. speed limit reduction, signage, physical traffic calming equipment, design related mitigations, or other engineering or legislative options available to Council). In consultation with the Police Services Board, the Public Works Manager shall prepare a report to Council with a recommendation on the next steps to be taken.

- 7.2.2 Under both scenarios, the Complainant will be notified and offered copies of the traffic monitoring reports generated. The notification shall contain a summary of the measures taken and the decisions that have been made as a result of the complaint. The complaint will then be considered closed.

## **8.0 RECORDS MANAGEMENT AND PRIVACY**

All records relating to the complaint shall be maintained in accordance with the Municipality's record retention schedule.

During the complaints process, all Municipal employees shall adhere to all applicable legislation regarding privacy in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Complainants should be aware that certain circumstances may indirectly identify them during an investigation.

## **9.0 ACCOUNTABILITY FRAMEWORK**

The Clerk is responsible for ensuring compliance with this policy.

## **10.0 POLICY REVIEW**

This policy shall be reviewed as required.

## **11.0 REFERENCES**

**Forms**

Complaint Form

**Policies and Procedures/Documents**

Complaint Policy