

MINUTES

Huron OPP Detachment Board Meeting

1:00 PM – Tuesday, December 17, 2024

Central Huron Fire Hall Training Room – 401 Beech St., Clinton, ON

PRESENT: **COMMITTEE MEMBERS:** Chair South Huron Deputy Mayor Jim Dietrich, Deputy-Chair Central Huron Deputy Mayor Marg Anderson, Goderich Mayor Trevor Bazinet, Bluewater Councillor Greg Lamport, North Huron Councillor Anita van Hittersum, Provincial Appointees Dave Frayne and Jared Petteplace, and Municipal Appointees Jasmine Clark and Jennette Walker.

STAFF: Administrator Central Huron CAO Steve Doherty, Central Huron Executive Assistant Irelyn St. Onge, Huron OPP Detachment Commander Jason Younan, Huron OPP Operations Manager Andrew Macisaac, Huron OPP Operations Manager Ryan Olmstead, South Huron CAO Rebekah Msuya-Collison, South Huron Clerk Alex Wolfe, Community Relations Manager Stacey Jeffery and OAPSB Executive Director Lisa Darling

REGRETS: Huron East Councillor John Steffler

1. CALL TO ORDER
 - 1.1 Chair Dietrich called the meeting to order at 1:00 pm

2. CONFIRMATION OF THE AGENDA
 - 2.1. **RES: 19-2024**

Moved by Member van Hittersum, seconded by Member Petteplace

That the agenda as prepared for the December 17, 2024 Huron OPP Detachment Board be adopted as amended.

Carried

3. DECLARATION OF PECUNIARY INTEREST – NONE
4. ADDITIONS TO OR DELEGATIONS FROM THE AGENDA
 - 4.1. Change of Administration

Administrator Doherty explained that a few years ago when the Board moved from the Policing Act to the Community Safety and Well-being Act, municipalities were aware that there were going to be some changes to Police Service Board administration. A Working Group was created and elected officials were invited to sit on the meetings and through consultation with County representatives of all the lower tiers, the Board came up with how it was going to be formed in terms of

numbers of members, which lower tiers wanted representation and which of those did not. From there, the Board moved forward and Administrator Doherty was asked to be the first administrator to the new Board.

Administrator Doherty outlined the accomplishments of the Board thus far including but not limited to, the drafting of the Board's Procedural By-law, developing a Remuneration Policy, an Abuse Policy, securing insurance, having all members sworn in including provincial appointees, and the approval and passing of a 2024 budget. Administrator Doherty noted that the 2024 budget may be slightly over the estimate as there were meetings that the Board did not anticipate.

Administrator Doherty expressed that he has participated in conversation with South Huron CAO Rebekah Msuya-Collison and shared that South Huron has offered to take over the administrative function on behalf of the lower tiers and that the transition is anticipated to occur in the New Year if the Board approves.

Member Anderson identified that if the Board is interested in discussing the transfer of the administration, there would have to be a motion from the Board, Member Anderson questioned if it was the appropriate time for the motion to be put on the floor, to which Chair Dietrich suggested discussing the matter under New Business on the agenda.

5. MINUTES OF THE PREVIOUS MEETING

5.1. RES: 20-2024

Moved by Member Frayne, seconded by Member Petteplace

That the Minutes of the October 30, 2024 Huron OPP Detachment Board be adopted as circulated.

Carried

6. DEPUTATIONS – NONE

7. REPORTS

7.1. [Lisa Darling - OAPSB Verbal Discussion/Slides](#)

OAPSB Executive Director Darling indicated that she had noticed that the naming of the Huron OPP Detachment Board was included on the agenda and communicated that once the naming of the Board is passed to send the information to OAPSB@OAPSB.ca and OPP.strategy.management@OPP.ca. OAPSB Executive Director Darling explained that OAPSB and the OPP are working together to

create logos for all OPP Detachment Boards and have to ensure that the names submitted align with what the Ministry has outlined as proper naming. OAPSB Executive Director Darling further explained that the logo created would be the same logo that Huron OPP Detachment Commander Younan would use on all of the reports as well.

OAPSB Executive Director Darling further proceeded sharing helpful tips to ensure continued success of the Board to which are briefly included below. For more detailed information, please refer to OAPSB Executive Director Darling's shared slides.

Terms of Reference vs. Procedural By-laws

OAPSB Executive Director Darling indicated that she recognized that the Board would be passing a Procedural By-law and that a lot of what is in the Procedural By-law is also what could be put in a Terms of Reference document. She identified that some of the key questions could be who is managing the Boards administration and that anything to do with the finances of the Board be done through whoever is the administrator so that the financial policies align as closely as possible to that municipalities financial polices to keep it consistent. In addition, she indicated that the Board could include a policy that explains exactly what the Board has decided in terms of what each municipality will be charged to cover expenses, etc., so that everyone is aware in writing of the decisions of the Board.

Subcommittees and Policies

OAPSB Executive Director Darling shared that Boards have the freedom to create subcommittees (e.g., for the budget) with fewer members than quorum, involving municipal experts if needed. She indicated that policies should be created and implemented to cover areas like naming conventions, finances, media relations, accessibility, community engagement, and donations.

She suggested that once the Boards naming convention is passed and the transition of administration is confirmed, to create policies so there is clear direction for coming years. She further suggested creating a policy to outline how the Board is going to approach the local Action Plan as Huron OPP Detachment Commander Younan will ask the Board for input and to review. Therefore, outlining how this process will look and how the Board wants to proceed is important.

OAPSB Executive Director Darling expressed that it is important for the Board to consider and outline in a policy who has the right to speak on the behalf of the Board and what type of communication the Board wants to be putting out to the community regarding media relations and communication. In addition, she identified that accessibility of Board meetings is equally important to consider when creating policies as well

as any donations or sponsorships. She shared that some boards have in their budgets the ability to provide money to community groups within their detachment boundaries. For example, less than \$500 you can submit a written request and over \$500 you have to do a delegation to the Board.

Hiring

OAPSB Executive Director Darling indicated that a policy should be in place in an instance if there is a Detachment Commander change to outline what the process would look like for the Board and how an individual would be selected to sit on the Board.

OAPSB Executive Director Darling further suggested that a policy should be put in place to outline how often the Board would like to meet with the Detachment Commander, whether it may be in a camera meeting once at the beginning of the year to set the years expectations, once mid-year or at the end of the year. However the Board decides, it should be documented.

Complaints Process

OAPSB Executive Director Darling suggested that a policy be created to clarify how complaints are managed, even though the process is outlined in the Act. Similarly, a policy is recommended for handling Freedom of Information requests, although detachment boards are not currently bound by FIPPA.

Information Sharing

It was further suggested that the Board consider how often and what information will be shared with municipalities, including verbal or written reports to municipal councils.

Community Safety and Well-being

OAPSB Executive Director Darling expressed that Boards can decide if they will participate in local steering committees for community safety and well-being planning. What this may look like is encouraged to be outlined in a policy.

OAPSB Executive Director Darling recognized that the information she shared can seem overwhelming and indicated that there are drop-in sessions at noon hour for board members to ask any questions every third Thursday of the month. There is also a drop-in session for administrators every third Tuesday of the month. These sessions are recorded and be accessed at a later date.

Member Anderson asked if the provincial appointees fall under the same rules and regulations as the municipal appointees and community appointees, to which OAPSB Executive Director Darling responded, yes. They may go through a different appointment process, but once an individual is on the Board, all Board members fall under the same responsibilities.

OAPSB Executive Director Darling shared that OAPSB is currently undergoing a few large projects as they are trying to improve the knowledge level of all boards across Ontario, whether they are municipal or detachment. To do this, they are offering more education sessions and indicated that this is something to keep in mind when budgeting for 2025. One project being in joint partnership with the Canadian Association of Police Governance to offer a webinar each month for 18 months.

Member Anderson asked in mention of the budget, that if one of the municipalities disagrees with how the Board has decided to split the associated costs, what the protocol is. OAPSB Executive Director Darling identified that the legislation says if the Municipality/Board cannot come to an agreement which is in fact fairer than the legislation itself, the legislation says it has to be divided equally among all.

7.2. HOPPDB Procedural By-law

Administrator Doherty indicated that he had started with a Terms of Reference document and then worked in consultation with a group of clerks from Bruce County. Doherty expressed that as he was trying to align with the Bruce County Clerks' Procedural By-law with the Terms of Reference document that there was a lot of overlap. After reviewing with the Clerk group, Doherty recommends going forward with a Procedural By-law as opposed to having both documents because the Procedural By-law is more comprehensive and one document avoids duplication and confusion.

Chair Dietrich asked if anyone had any comments on the Procedural By-Law to which members responded addressing a few concerns.

4.4 Election of Chair and Vice-Chair

Member Anderson expressed that being as the Board is just starting she felt that the verbiage suggested that the Board would have to elect a new Chair now and expressed that this does not seem fair to the Chair as there is not enough time in the year given only 4 meetings to adequately adjust to the role and complete what needs to be done. Member Anderson further suggested changing the verbiage to say every two (2) years.

Member Clark pointed out that the verbiage does not necessarily say that the Chair has to change and questioned that could an individual not stand for Chair again and be reelected each year, to which the Board collectively agreed. With that, it was agreed to leave item 4.4 as worded.

Member Bazinet acknowledged Chair Dietrich's great success as Chair.

4.5 Training

OAPSB Executive Director Darling expressed that she wanted to ensure that it was clear that the Roles and Responsibility Training mandatory through the Ministry is to be completed prior to assuming a seat on the Board as a voting member. Members then have six (6) months after the appointment to the Board to complete the Thematic Training. If it is not completed within that six (6) months, the member is suspended from the Board until it is completed. Doherty note the above changes would be made to 4.5.1.

Various members of the Board expressed frustrations regarding the quality of the online training as they experienced technical errors. OAPSB Executive Director Darling indicated that there is a help desk number that can be contacted and if challenges persist, to contact her and OAPSB will follow up.

6.2 Location of Meetings

Member Anderson expressed concern about the verbiage regarding having the meetings at the OPP station or at the administrator's municipality as she thought that the Board had discussed at the first meeting that the Board was going to keep the meetings at the OPP station because it was central for everybody.

Chair Dietrich agreed with Member Anderson and indicated that under the Board's approval, the location can be changed if needed.

Chair Dietrich and Member Anderson suggested that mention of the administrator's municipality be taken out of the verbiage and changed to say, "the OPP Detachment Board shall meet quarterly, with dates set out by the OPP Detachment Board. Meetings shall be held in the Meeting Room at the Huron OPP Detachment, 325 Albert Street, Clinton, Ontario, or as otherwise determined by the Chair" to which the Board collectively agreed.

6.4.1 Timing of Notice

Member Anderson acknowledged how the Procedural By-law indicates that the Board must post notice of a meeting seven (7) days prior to the meeting. However, she addressed that the Board does not have a

website to post the required notices on and that this should be priority in the New Year.

OAPSB Executive Director Darling expressed that what some boards are doing is having one municipality agree to host the boards webpage and then that link is shared with all municipalities.

6.6 Board Agenda

Chair Dietrich addressed how the current agenda does not match what the Procedural By-law outlines to which Administrator Doherty indicated that the Board can switch the order to South Hurons agenda order or what is outlined in the Procedural By-law. Whatever is chosen as a template needs to be updated in the Procedural By-law to ensure consistency.

Member Lamport addressed the inconsistency of the naming of the Board within the Procedural By-law to which Administrator Doherty advised that the Procedural By-law will be amended to ensure consistency. Doherty subsequently notes – some sections of the Bylaw refer to Detachment Boards in general and that wording will not be changed.

RES: 21-2024

Moved by Member Lamport, seconded by Member Frayne

That the Huron OPP Detachment Board Adopt By-law 1-2024 being a Procedural By-law as amended.

Carried

7.3. [Huron OPP Detachment Board Report](#)

Huron OPP Detachment Commander Younan explained that he tried to align the OPP's corporate initiatives with the Detachment Action Plan, while also linking them to the Community Safety and Well-being Plan in the report.

He acknowledged that he is aware that there are individuals on the panel from the Board that are heavily invested in the Community Safety Well-being Plan. However, he emphasized that understanding the current status of legislation, specifically the CSPA, as well as the OPP's strategic plan and its impact on the local level, is crucial for the Board. He believes this understanding will be important when the OPP releases its new strategic plan. Commander Younan also requested that the Board provide input when necessary.

Huron OPP Detachment Commander Younan further proceeded sharing the report prepared for the Board to which the main points are provided below. For more detailed information, please refer to Huron OPP Detachment Commander Younan's shared report.

Traffic Enforcement

Huron OPP Detachment Commander Younan emphasized that traffic policing involves more than just issuing tickets. He indicated that officers are proactively engaged in enforcement to maintain traffic flow and ensure community safety and expressed further that analytics are being used to deploy resources effectively, especially in areas identified as high-risk for collisions.

Crime Statistics

Huron OPP Detachment Commander Younan identified that there was an error regarding the homicide data and corrected the count to one (1) homicide for the year, following a significant case in 2024.

Huron OPP Detachment Commander Younan explained that the increase in sexual offenses was likely due to improved training and victim support, which encouraged more disclosures, rather than an actual rise in incidents.

He further shared that property crimes and drug-related offenses are on the rise, with the street crimes unit focusing on drug issues, particularly opioids and fentanyl and that efforts to combat crime and drug trafficking continue.

Opioid Overdoses

Huron OPP Detachment Commander Younan further reported that there were no opioid-related fatalities in 2024, which is a significant improvement compared to previous years and indicated that the street crimes unit has targeted drug dealers, which has contributed to this decrease.

Mental Health and Addictions

Huron OPP Detachment Commander Younan shared that the Crisis Response Team, a partnership between police and mental health professionals, is actively working to address mental health crises and connect individuals to resources. He further shared however, that the partnerships effectiveness has been impacted by a lack of funding for additional social workers and that when social worker support was higher, incidents decreased significantly.

He indicated that ongoing collaboration with public health and other community partners persist to address substance misuse and mental health issues, including follow-up after non-fatal overdoses to connect individuals with support services.

OPP Billing and Service Trends

Huron OPP Detachment Commander Younan indicated that there is a trend toward decreasing costs for the OPP's services, signaling a positive trend for municipal billing.

Member Frayne expressed that years ago, the County had experienced frequent theft regarding the theft of pumping gas and not paying. He questioned if this trend still persists to which Huron OPP Detachment Commander Younan indicated that the trend is most likely similar. However, some places have taken steps to require prior payment.

Member Petteplace asked in terms of resources, if the Huron OPP have enough to sustain to which Huron OPP Detachment Commander Younan responded that the Huron OPP do have enough resources but always want more which municipalities can do through enhancements. He expressed further that most detachments will always have some running vacancies, but there is strong commitment from Huron OPP.

Member Walker expressed that the health unit is looking for traffic data, more specifically possibly a dangerous roads study and wondered how easy or difficult it would be to produce that for them. Huron OPP Detachment Commander Younan indicated that it would be an easy task to complete.

Member Lamport expressed that it is impressive to see that property crimes have decreased. However, he questioned why fraud has increased from 2022-2024 to which Huron OPP Detachment Commander Younan responded by indicating that the majority of frauds on the up-rise are cyber-related frauds that target the vulnerable.

RES: 22-2024

Moved by Member Anderson, seconded by Member Petteplace

That the Huron OPP Detachment Board receive the report from Huron OPP Detachment Commander Jason Younan entitled "Huron OPP Detachment Board Report" as circulated.

Carried

8. UNFINISHED BUSINESS

8.1. **RES: 23-2024**

Moved by Member van Hittersum, seconded by Member Lamport

That the Huron OPP Detachment Board Adopt By-law 2-2024 Being a By-law to Name the Huron OPP Detachment Board.

Carried

9. NEW BUSINESS

9.1. Change of Administration

Administrator Doherty noted that Central Huron is looking to have the administrative function transferred to South Huron.

In term of the 2024 budget, Administrator Doherty that Central Huron sees an advantage to treating some annual expenses on a cash-basis as opposed to accrual so there does not have to be so much accounting work when the Admin function moves from one lower tier to another. For example, Doherty noted the OASB billing came in October and that would normally be accrued as a 3-month expense in 2024 and 9 months in 2025.

However, Member Anderson identified that the Board should not have been currently billed for a 2024 OASPB membership as it was billed earlier in the year. Lisa Darling expressed that the bill received and paid in October was for the 2025 membership to which Administrator Doherty responded that Central Huron will bill South Huron as the bill was already paid. Administrator Doherty further expressed that in regards to the payment of insurance, it will be billed out as part of the 2024 budget.

Member Lamport asked that if the transfer of administration occurs, if members will be required to fill out payroll information again to which Administrator Doherty indicated as likely.

Chair Dietrich directed Administrator Doherty to be in contact with South Huron to help a smooth transition and asked to be informed on the progress.

RES: 24-2024

Moved by Member Anderson, Seconded by Member Clark

That the Board approves the transfer of the administration services for this Board from Central Huron to South Huron.

Carried

Name Tags

9.2.

Member Frayne indicated that at the OAPSB Zone Five meeting attendees had name tags which made it helpful when communicating with others. He expressed that it would be nice if the Board had name tags or a lanyard to have for meetings.

RES: 25-2024

Moved by Member Frayne, Seconded by Member Petteplace

That the Board considers the cost of having lanyards made with member names and Huron OPP Detachment on them in the 2025 budget.

Carried

9.3. 2024 Budget – Remuneration By-law

Administrator Doherty expressed that in the Remuneration By-law that was passed, the wording spoke to meetings under three hours and meetings over three hours. Since then, members of the Board attended an OAPSB meeting that was three (3) hours exactly which technically, the by-law does not speak to. After a brief discussion the following was passed.

RES: 26-2024

Moved by Member Petteplace, Seconded by Member Lamport

That the rate in item 1.1 in the Board’s Remuneration Policy be changed to, “less than three hours, \$110, three hours and more, \$195”

Carried

10. NEXT MEETING

10.1. January 27, 2025 at 9:00 am – OPP Meeting Room – 325 Albert St. Clinton, ON

11. ADJOURNMENT

11.1. **RES: 27-2024**

Moved by Member Petteplace, seconded by Member van Hittersum

That this meeting adjourn at 2:43 PM.

Carried