

# MINUTES

## Huron County OPP Detachment Board Meeting

1:00 PM – Wednesday, October 30, 2024

OPP Meeting Room – 325 Albert St., Clinton, ON

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**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 Appointee Jasmine Clark.

**STAFF:** Administrator Central Huron CAO Steve Doherty, Central Huron Executive Assistant Irelyn St. Onge, and Huron OPP Detachment Commander Jason Younan

**REGRETS:**                    Huron East Councillor John Steffler and Municipal Appointee Jennette Walker

### 1. CALL TO ORDER

- 1.1 Chair Dietrich called the meeting to order at 1:00 pm  
Provincial Appointee, Jared Petteplace swore his Oath of Office.

**I solemnly swear that I will uphold the Constitution of Canada, which recognizes and affirms Aboriginal and treaty rights of Indigenous peoples, and that I will, to the best of my ability, discharge my duties as a member of the Huron County OPP Detachment Board, faithfully, impartially and according to the Community Safety and Policing Act, 2019, any other Act, and any regulation, rule or by-law.**

**So help me God.**

### 2. CONFIRMATION OF THE AGENDA

- 2.1. Administrator Doherty advised the Board that the Agenda was updated after being sent to include a number of motions for the items being discussed and a draft copy of the 2024 budget.

**RES: 7-2024**

**Moved by Member Bazinet, seconded by Member Frayne**

**That the agenda as prepared for the October 30, 2024 Huron OPP Detachment Board be adopted as amended.**

*Carried*

### 3. DECLARATION OF PECUNIARY INTEREST – NONE

4. ADDITIONS TO OR DELEGATIONS FROM THE AGENDA – NONE
5. MINUTES OF THE PREVIOUS MEETING

5.1 **RES: 8-2024**

**Moved by Member Clark, seconded by Member van Hittersum**

**That the Minutes of the October 2, 2024 Huron OPP Detachment Board be adopted as circulated.**

***Carried***

6. DEPUTATIONS – NONE

7. REPORTS

7.1. HOPPDB DRAFT Abuse Violence and Harassment Policy

Member Petteplace inquired about how the policy came about to which Administrator Doherty responded that the policy is a requirement for insurance coverage. Doherty noted that the Board met previously to discuss insurance options and the Board went with the insurance provider Medallion (ultimately ended up being Definity Insurance). That said, the insurer required the Board to have an abuse policy to frame that if anyone on the Board were to claim abuse or harassment, that it would be dealt with via the policy. Administrator Doherty indicated that he reached out to a group of clerks throughout the County and neighboring counties that have created an abuse policy. He further expressed that he tried to reach out to the Ministry of Solicitor General (SOLGEN) to create a standardized abuse policy given that all OPP detachments should operate under the same umbrella, but they did not do so.

Member Lamport asked for clarity regarding if each member was required to sign a copy of the policy to which Administrator Doherty responded expressing that it would be a requirement that each individual either sign, e-sign, print it off electronically and scan it and send it to him.

Member Anderson followed up asking if everyone on the Board has a file (i.e. a place where any required training or documents signed by members are kept or if there is just one file that has everyone's documentation in it). Administrator Doherty indicated that this circles back down to the Remuneration Policy discussion that would be touched on later on in discussion as it is recommended in the Remuneration Policy that the members be assigned to the administrator's municipality (Central Huron) and would have a file that has all information regarding payroll and training related items for members.

Administrator Doherty identified that he has received copies of training certificates from most people and asked the Board members to do their best to send him something that indicates completion of training. He further communicated that he will reach out to anyone whose records he does not have so that he may receive proof of completion.

**RES: 9-2024**

**Moved by Member Lamport, seconded by Member Petteplace**

**That the HOPPDB Abuse Violence and Harassment Policy be adopted as amended.**

*Carried*

7.2. HOPPDB DRAFT Remuneration Policy

Chair Dietrich expressed that he thinks everyone needs to attend OAPSB meetings for at least their first year as members of the Board because he believes that it is a valuable learning experience, to which Member Petteplace agreed and expressed that the more you know as a member, the better the Board will function.

Member Frayne concurred indicating that it is an opportunity to get to know the faces to the names, to which Member Anderson further indicated that the meetings are especially valuable because usually at every one of the meetings, a training session is provided for the members with different items that are suspected of change.

Member Clark inquired asking how often the meetings take place and location(s) to which Chair Dietrich responded indicating four times a year, but there are two via Zoom. The meetings take place in rather local areas such as Waterloo or Guelph.

Administrator Doherty indicated that it is important to prioritize getting the 2024 budget passed, which is reliant on the Board adopting the Remuneration Policy. He further indicated that he took direction at an earlier meeting where it was the decision of the Board to compensate everyone the same. Therefore, the Remuneration Policy presented currently speaks to everyone equally. Chair Dietrich expressed that he thinks the Board needs to compensate everyone equally. Administrator Doherty explained that the current Remuneration Policy is based on compensation averages collected by Treasurers across Huron County.

Member Lamport suggested that the Board walk through the proposed Remuneration Policy to which is explained below.

## Remuneration Policy Breakdown

### **1.1 Meeting Attendance**

Administrator Doherty suggested that to simplify things, attendance to meetings will be tracked to dictate compensation. Board members engaged in conversation discussing that members would be compensated for the meeting time and mileage. Chair Dietrich acknowledged the motion on the floor and was supported by Member Bazinet and Member Anderson. However, Member Lamport did acknowledge the motion on the floor but was wondering whether the Board should consider travel time as a separate item to be discussed to which the Board agreed upon.

**RES: 10-2024**

**Moved by Member Bazinet, seconded by Member Anderson**

**That the Board consider item 1.1 in the Remuneration Policy as amended to note travel time is not included in the Board meeting time.**

*Carried*

### **1.2 Training**

Member van Hittersum indicated she was concerned with the training hours outlined in the Remuneration Policy as she expressed that it took her well beyond the estimated time to complete the training modules, to which Chair Dietrich agreed.

Administrator Doherty indicated that his purpose of providing these estimated times was to outline what SOLGEN suggested as being expected for budget purposes.

Chair Dietrich clarified that the motion is to be paid \$36.50 an hour for training and members are required to individually submit the actual time spent on the training.

**RES: 11-2024**

**Moved by Member Lamport, seconded by Member van Hittersum**

**That Board members will be compensated for the time required to complete any mandatory training at the rate of \$36.50/hr.**

*Carried*

### **1.3 Conferences, Seminars, Association Meetings etc.**

Member Lamport put a motion on the table that members be reimbursed for meals per diem rate of \$40 for half a day and \$80 for a full day.

**RES: 12-2024**

**Moved by Member Lamport, seconded by Member Clark**

**That meals will be covered at a per diem rate of a maximum of \$40 for a half day and \$80 for a full day.**

***Carried***

**RES: 13-2024**

**Moved by Member Lamport, seconded by Member van Hittersum**

**That the Board approve the HOPPDB Remuneration Policy as amended and;**

**That Administrator Doherty be instructed to share the HOPPDB Remuneration Policy with the Councils of all lower tiers of Huron County for their adoption via By-law.**

***Carried***

**7.3. Budget Discussion/Cost-Sharing**

Administrator Doherty shared that in previous discussions prior to the community's safety and well-being act implementation, it was discussed that the municipalities who had elected official representation would each pay 1/7 of the annual costs and the remaining 1/7 would be split between the three lower tiers with no elected official representation on the Board.

Chair Dietrich suggested that to make it fair for everyone, that the Board go the same route as what the OPP and OAPSB costs, which is per property, to which Member(s) Frayne and Lamport agreed.

**RES: 14-2024**

**Moved by Member Petteplace, seconded by Member Anderson**

**That the annual Detachment Board costs be split across all municipalities in Huron County as per the property count in the OPP service contract.**

***Carried***

Administrator Doherty noted that the Agenda included an estimated 2024 budget of \$15,665 but, in recognition of the Board's intent to have more attendance at OAPSB's meetings – the 2024 budget should be

increased to \$20,000. After some discussion, CAO Doherty proposed budget is \$20,000 for 2024 and \$40,000 for 2025.

Member Anderson indicated that she noticed something missing from the 2024 budget, that being the website and shared that during training prior to April 1, it was said that the new Boards were to have their own websites so that they could post their meetings, their minutes, etc., on that website. Administrator Doherty expressed that he does not have anything in the 2024 budget for website development but that he can get estimates for 2025 which will increase that budget.

**RES: 15-2024**

**Moved by Member Frayne, seconded by Member Anderson**

**That the Board approve the HOPPDB 2024 Budget as amended and;**

**That Administrator Doherty be instructed to share the HOPPDB 2024 Budget with the Councils of all lower tiers of Huron County as information.**

***Carried***

7.4. OPP – Discussion re: Action Plan

Huron OPP Detachment Commander Younan indicated that moving forward for the Boards next meetings, he is interested with respect to the frequency of the meetings, the times of the meetings, and where the Board would want the meetings. He further expressed that he did not know how the Board wanted to consider issues that might spark up in various municipalities.

Administrator Doherty noted that the draft Procedural By-law notes an intention to meet four times per year – the minimum required by the Act. Chair Dietrich noted that six meetings might be better until the Board is well established. Doherty noted that more meetings would impact the budget. It was agreed that this item could be discussed at the next meeting when the Procedural By-law is being considered.

The Board collectively agreed that it would be fitting for the OPP to notify the Chair if Police matters relevant to municipalities and then the Chair would notify the Board Members. From there, the Board members should advise their Mayor/Reeve.

**RES: 16-2024**

**Moved by Member Petteplace, seconded by Member Anderson**

**That the OPP notify Chair Dietrich of issues that may arise in each municipality, to which Chair Dietrich will then notify the Board members.**

***Carried***

Huron OPP Detachment Commander Younan shared with the Board that the formal report that the OPP will provide at a meeting will be a county-wide Board, so it may not have the detail that the Board may want to see from a municipal perspective and added that it can be a work in progress, depending on what each municipal Board representative wants to see. He further expressed that finances will not be overly discussed but if the Board has concerns about billing, it is suggested that the Board go right to the OPP Municipal Policing Bureau.

Huron OPP Detachment Commander Younan directed the Board to consider the naming of the Board and to create a by-law confirming the name and to provide him with a copy once completed which he will send to the OPP.

8. UNFINISHED BUSINESS

- 8.1. Member Frayne reminded the Board that Huron OPP Detachment Commander Younan requested a by-law to be created to confirm the name of the Board, that being, Huron OPP Detachment Board.

**RES: 17-2024**

**Moved by Member Frayne, seconded by Member Petteplace.**

**That the Board prepare a by-law to confirm the naming of the Huron OPP Detachment Board.**

8.2 ***Carried***

Member Frayne directed Administrator Doherty to share the contact information of all Board members with Jo-Anne Fields, OAPSB Zone 5 Secretary/Treasurer.

9. NEW BUSINESS – NONE

10. NEXT MEETING

- 10.1. December 17, 2024 at 9:00 am – OPP Meeting Room – 325 Albert St. Clinton, ON

11. ADJOURNMENT

11.1. RES: 18-2024

**Moved by Member Bazinet, seconded by Member van Hittersum**

**That this meeting adjourn at 3:10 PM.**

***Carried***