

**Peterborough Police Service Board
Public Meeting Agenda: November 5, 2024 - 4:00 PM**

(Held in the Hugh Waddell Boardroom and Via Teams)

1. Welcome

The Chair will call the meeting to order.

2. Land Acknowledgement

We respectfully acknowledge that we are on the treaty and traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to the First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

3. Approval of the Agenda

Moved by
Seconded by

That the agenda of the Peterborough Police Service Board's public meeting of November 5, 2024 be approved as **circulated/amended**. –

4. Declaration of Conflict of Interest

A declaration of conflict of interest **was/was not** noted.

5. Approval of the Minutes

Moved by
Seconded by

That the Minutes of the October 8, 2024 Peterborough Police Service Board public meeting be approved as **circulated/amended**.

Delegations and Presentations

6. 911 Communications

Moved by
Seconded by

That the Board receive the presentation and information from Julie Levesque,
911 Communications Manager (Acting). -

Regular Portion of the Meeting

7. Chief's Remarks

Moved by
Seconded by

That the Board receive the Chief's verbal remarks. –

8. Chair's Remarks

Moved by
Seconded by

That the Board receive the Chair's verbal remarks. –

9. Policing Advisor/Liaison Remarks – Cavan Monaghan & Lakefield

Moved by
Seconded by

a) That the Board receive the Cavan Monaghan Policing Advisor/Liaison's
verbal remarks. –

Moved by
Seconded by

b) That the Board receive the Lakefield Policing Advisor/Liaison's verbal
remarks. –

10. Correspondence

Moved by
Seconded by

That the following correspondence be received as one omnibus motion:

- a) Ministry of the Solicitor General
 - i) Letter of Introduction dated October 2, 2024 from the Associate Minister of Auto Theft and Bail Reform;
 - ii) Memo dated October 3, 2024 re: 2024-2025 Victim Support Grant – Call for Applications.

Reports to be Received for Information

11. Administrative Police Facility Update (Standing Item)

Moved by
Seconded by

That the Board receive the verbal update regarding the new administrative police facility at 1421 Lansdowne Street from Chief Betts. –

12. Third Quarter Auction Fund Report

Moved by
Seconded by

That the Board receive the 2024 Third Quarter Auction Fund Report from the Executive Assistant. –

Reports Requiring Discussion and/or Decision

Nil

Committee Reports

13. Finance & Budget Committee

Third Quarter Financial Report – Board Operating Accounts

Moved by
Seconded by

That the Board receive the 2024 Third Quarter Financial Report for the Board's operating accounts from the Executive Assistant. -

14. Finance & Budget Committee

Third Quarter Financial Report for the Service

Moved by
Seconded by

That the Board receive the Third Quarter Financial Report for the Service from Tia Nguyen, Manager of Financial Services, and Chief Betts. –

Unfinished Business

15. Public Announcement of the Auction Fund Grant – Peterborough Police Association/Bruce Sayer Memorial Golf Tournament

Moved by
Seconded by

That the Board receive the public announcement of an Auction Fund grant to the Peterborough Police Association in support of the Bruce Sayer Memorial Golf Tournament from the Executive Assistant. -

New Business

16. Ontario Association of Police Service Boards (OAPSB) – 2025 Membership Renewal

Moved by
Seconded by

That the Board receive the letter dated October 22, 2024 from the OAPSB and information from the Executive Assistant regarding 2025 OAPSB Membership Renewal. –

17. 2025 Board Meeting Schedule

Moved by
Seconded by

That the Board receive the 2025 Board Meeting Schedule from the Executive Assistant and approve that regular Board meetings will be held on the 3rd Tuesday of the month (unless a conflict arises) from 1:00 pm to approximately 5:00 pm, commencing in January 2025.

Further, that the following motion passed on September 10, 2024 be rescinded:

“that the Board approve that regular Board meetings will be held on the 2nd Tuesday of the month (unless a conflict arises) from 1:00 pm to approximately 5:00 pm, commencing in January 2025.” –

18. Approval To Go In-Camera

Moved by
Seconded by

That the Peterborough Police Service Board move into closed session for consideration of confidential matters pursuant to Section 44(a) through (l) of the *Community Safety and Policing Act, 2019*, including, but not limited to, for subject matter related to potential litigation, human resources matters and legal matters that are subject to solicitor-client privilege. –

19. Ratification and Adjournment

Moved by
Seconded by

That the Board ratify all actions of today's date and the public meeting be adjourned. –

Peterborough Police Service Board

October 8, 2024 – Public Minutes

Minutes of the public meeting of the Peterborough Police Service Board held in the Hugh Waddell Boardroom and via Teams.

Members Present: (In the Boardroom)	Mary ten Doeschate, Chair Councillor Gary Baldwin, Vice-Chair Drew Merrett Steve Girardi
Also Present: (In the Boardroom)	Stuart Betts, Chief of Police Jamie Hartnett, Deputy Chief of Police Lisa Wilson, Executive Assistant to the Board
Guest Present: (In the Boardroom)	Councillor John Boyko, Lakefield Policing Liaison
Guest Present: (Via Teams)	Mayor Matthew Graham, Cavan Monaghan Policing Liaison
Regrets:	Mayor Jeff Leal Duane Sprague, Policing Advisor, SOLGEN

1. Welcome

The Chair called the meeting to order at 4:01 pm.

2. Land Acknowledgement

We respectfully acknowledge that we are on the treaty and traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to the First Peoples for their care for, and teachings about, our earth and our relations. May we honour those teachings.

3. Approval of the Agenda

Moved by Gary Baldwin
Seconded by Steve Girardi

That the agenda of the Peterborough Police Service Board's public meeting of October 8, 2024 be approved as amended: Item 16.1 to be added - Board meeting start times. –

CARRIED

4. Declaration of Conflict of Interest

A declaration of conflict of interest was not noted.

5. Approval of the Minutes

Moved by Steve Girardi
Seconded by Drew Merrett

That the Minutes of the September 10, 2024 Peterborough Police Service Board public meeting be approved as circulated. –

CARRIED

6. Chief's Remarks

Moved by Drew Merrett
Seconded by Steve Girardi

That the Board receive the Chief's verbal remarks. –
CARRIED

7. Chair's Remarks

Moved by Gary Baldwin
Seconded by Steve Girardi

That the Board receive the Chair's verbal remarks. –
CARRIED

8. Policing Advisor/Liaison Remarks – Cavan Monaghan & Lakefield

Moved by Gary Baldwin
Seconded by Drew Merrett

a) That the Board receive the Cavan Monaghan Policing Advisor/Liaison's verbal remarks from Mayor Graham. –

CARRIED

Moved by Drew Merrett
Seconded by Steve Girardi

b) That the Board receive the Lakefield Policing Advisor/Liaison's verbal remarks from Councillor Boyko. –

CARRIED

9. Correspondence

Moved by Drew Merrett
Seconded by Gary Baldwin

That the following correspondence be received as one omnibus motion (9a & 9b):

a) Ministry of the Solicitor General

i) Memo dated September 5, 2024 re: Risk-Driven Tracking Database 2023 Annual Report;

ii) Alcohol Retail Expansion Implementation;

b) Lakefield Literary Festival

Lakefield Literary Festival 2024 Wrap-Up and letter of thanks. –

CARRIED

10. Administrative Police Facility Update (Standing Item)

Moved by Drew Merrett
Seconded by Steve Girardi

That the Board receive the verbal update regarding the new administrative police facility at 1421 Lansdowne Street from Chief Betts. –

CARRIED

11. Second Quarter Complaints Report

Moved by Gary Baldwin
Seconded by Drew Merrett

That the Board receive the 2024 Second Quarter Complaints Report from Staff Sergeant Wilson and Chief Betts. –

CARRIED

12. Second Quarter Occurrence Statistics (All Violations) Report

Moved by Gary Baldwin
Seconded by Drew Merrett

That the Board receive the 2024 Second Quarter Occurrence Statistics (All Violations) Report from Inspector Ralph and Chief Betts. –

CARRIED

13. Second Quarter Contract Policing Reports: Cavan Monaghan and Lakefield

a) Cavan Monaghan

Moved by Steve Girardi
Seconded by Drew Merrett

That the Board receive the 2024 Second Quarter Policing Report for Cavan Monaghan Township from Inspector Ralph and Chief Betts. –

CARRIED

b) Lakefield

Moved by Drew Merrett
Seconded by Gary Baldwin

That the Board receive the 2024 Second Quarter Policing Report for the Ward of Lakefield from Inspector Ralph and Chief Betts. –

CARRIED

14. Second Quarter Crime Statistics Report

Moved by Gary Baldwin
Seconded by Drew Merrett

That the Board receive the 2024 Second Quarter Crime Statistics Report from Inspector Elliott and Chief Betts. –

CARRIED

15. Section 81(1) CSPA Review of SIU Incident 24-OCI-177

Moved by Drew Merrett
Seconded by Gary Baldwin

That the Board receive the report regarding a Review of SIU Incident 24-OCI-177 pursuant to Section 81(1) of the CSPA from Chief Betts. –

CARRIED

16. Finance & Budget Committee

Proposed 2025 Operating and Capital Budget

Moved by Drew Merrett
Seconded by Steve Girardi

That the Board receive the report regarding the Proposed 2025 Operating and Capital Budget from Tia Nguyen, Manager of Financial Services, and Chief Betts.

Further, that the Board approve that the 2025 Operating Budget be submitted to City Council at the Silver Level as proposed, and the 2025 Capital Budget be submitted to City Council as proposed. –

CARRIED

16.1 Board Meeting Start Times

Moved by Gary Baldwin
Seconded by Steve Girardi

That the Board authorize the Executive Assistant to explore alternative meeting dates for 2025 and return a draft schedule to the next meeting. –

CARRIED

17. Approval To Go In-Camera

Moved by Drew Merrett
Seconded by Steve Girardi

That the Peterborough Police Service Board move into closed session for consideration of confidential matters pursuant to Section 44(a) through (l) of the *Community Safety and Policing Act, 2019*, including, but not limited to, for subject matter related to potential litigation, human resources matters and legal matters that are subject to solicitor-client privilege. –

CARRIED

The Chair recessed the public meeting at 4:46 pm.

The Chair reconvened the public meeting at 7:50 pm.

18. Ratification and Adjournment

Moved by Gary Baldwin
Seconded by Steve Girardi

That the Board ratify all actions of today's date and the public meeting be adjourned at 7:51 pm. –

Read and approved this 5th day of November, 2024.

Lisa Wilson, Executive Assistant

Mary ten Doeschate, Chair

Ministry of the Solicitor General

Office of the Associate Minister of Auto Theft and Bail Reform

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 326-5000
Toll Free: 1 866 517-0571
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Ministère du Solliciteur général

Bureau du ministre associé de la Lutte contre le vol d'automobiles et de la Réforme relative aux mises en liberté sous caution

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132-2024-3435
By mail

October 2, 2024

RECEIVED

OCT 11 2024

Police Services Board

Mary ten Doeschate
Chair
Peterborough Peel Police Service Board
500 Water Street, PO Box 2050
Peterborough ON K9H 3M4

Dear Chair ten Doeschate:

My name is Graham McGregor, and I am writing to share some exciting news with you. I have recently been appointed as the Associate Minister of Auto Theft and Bail Reform. After serving as Parliamentary Assistant to the Solicitor General earlier this year, I am honoured to take on this new role in strengthening public safety across Ontario.

The rise in auto theft and violent carjackings has become a significant concern, threatening the safety and security of our communities. Our government is committed to tackling these crimes head-on. Equally important is our focus on bail reform—ensuring that violent and repeat offenders remain behind bars and face the full consequences of their actions.

As I take on this new role, I want to express my gratitude and thanks for your service and dedication to public safety. I look forward to collaborating with you to address these pressing issues. It is an honour to serve as a bridge and advocate for our first responders, ensuring that their voices are heard, and their needs addressed.

If we have not yet had the opportunity to meet, I hope to do so soon. Please stay in touch through Manvir Hundal at manvir.hundal@ontario.ca. I am eager to hear your insights and discuss how we can work together to enhance public safety.

Thank you once again for your dedication and service.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Graham McGregor', written over a white background.

Graham McGregor
Associate Minister of Auto Theft and Bail Reform

Ministry of the Solicitor General

Ministère du Solliciteur général



Public Safety Division

Division de la sécurité publique

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MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Service Boards

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: 2024-2025 Victim Support Grant – Call for Applications

DATE OF ISSUE:	October 3, 2024
CLASSIFICATION:	For Action
RETENTION:	November 7, 2024
INDEX NO.:	24-0059
PRIORITY:	Normal

I am pleased to advise you that the Ministry of the Solicitor General is now accepting applications for the **Victim Support Grant (VSG) program for the 2024-2025 grant cycle.**

This grant will operate on a one-year period and will provide funding to police services in collaboration with local organizations and/or Indigenous communities to enhance capacity to support and improve services for victims and survivors. The grant will provide police services with the flexibility needed to adapt to their own community's needs and fill gaps in responding to the unique needs of all victims and survivors.

Funding under this grant is available to police services in Ontario, including municipal and First Nations police services, as well as municipalities policed by the Ontario Provincial Police (OPP) for projects that focus on supporting victims and survivors of all crimes. This will allow more victims and survivors to be reached and for them to feel safe and supported. Some examples of areas of focus for projects may include intimate partner violence/domestic violence, gender-based violence, human trafficking and child abuse, violent crimes, hate crimes, and elder abuse.

Applicants are required to collaborate with a minimum of one other relevant agency/organization. Some examples include violence against women services, Victim Crisis Assistance Ontario agencies, sexual assault centers, Indigenous victim services, Indigenous Healing and Wellness Strategy agencies, Indigenous communities and organizations, anti-human trafficking service providers, and community-based agencies, etc.

Eligible applicants (Municipal and First Nations police services, as well as municipalities policed by the OPP) can submit as many applications as they would like. There is no limit on the number of applications per eligible applicant. The maximum funding request for each project is **\$200,000.00** over one year.

The application forms are accessible on Transfer Payment Ontario (TPON). **All applications must be submitted through TPON, as well as by email to Ramanan.Thanabalasingam@Ontario.ca and Silvana.Burke@Ontario.ca, by 4:00 p.m. Eastern Standard Time on November 7, 2024.**

Late submissions will not be considered for funding. More details on the application process, including accessing the application and applying through TPON, are outlined in the attached Grant Application Instructions and Guidelines.

Please direct all inquiries regarding the Victim Support Grant and/or the application process to the email addresses above.

Sincerely,



Ken Weatherill
Assistant Deputy Minister
Public Safety Division

Attachment

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety



Ministry of the Solicitor General

Application Instructions and Guidelines

Grant Program: **Victim Support Grant (VSG)**

Grant Term: **2024-2025 (one year)**

Area of Focus: Support for victims and survivors of all crimes.

- ❖ The VSG will provide local police services with the flexibility needed to adapt to their own community's needs and fill gaps in responding to the unique needs of all victims and survivors.

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INTRODUCTION

Please note:

- ❖ This document is to assist you in completing the Victim Support Grant (VSG) application form and provides information and guidance that should be reviewed prior to filling out the application form.
- ❖ These application guidelines and instructions outline the grant process and contain information on eligibility criteria, outline outcomes and performance indicators, the application review process, selection criteria, and more.
- ❖ If you have any questions or concerns or require assistance with this document, please contact ministry staff.

Victim Support Grant 2024-2025

The Ministry of the Solicitor General (ministry) is pleased to present the 2024-2025 VSG program.

The VSG program will provide funding to police services to enhance capacity to support victims and survivors of all crimes through increased collaboration with local organizations and communities.

Supporting victims of crimes is crucial for:

- Emotional recovery of the victim and assisting with mental health concerns as a result of the crime committed against them.
- Restoring victims' confidence in the justice system and ensuring they feel heard.
- Improving the chances for police to solve crime and hold offenders accountable through victim cooperation.
- Enhancing public safety by victims feeling safe to report crime.

Funding under this grant program is available to police services in Ontario, including municipal and First Nations police services, as well as municipalities policed by the Ontario Provincial Police (OPP) for projects that focus on supporting victims and survivors of all crimes. This will allow more victims and survivors to be reached and for them to feel safe and supported.

AREAS OF FOCUS

The VSG program will have a wide area of focus to support victims and survivors of all crimes, some examples include:

- Intimate partner violence/domestic violence
- Gender-based violence
- Human trafficking and child abuse
- Sexual assault
- Hate crimes
- Elder abuse
- Cybercrime/online fraud
- Violent Crimes
- Assault

However, police services can choose the area of focus based on local community needs.

- More than one focus can be selected (i.e., hate crimes and property crimes, gender-based violence and domestic violence).

Funding Objective: To support victims and survivors of all crimes who may come into contact with police, through enhanced collaboration and coordination between police and broader sectors and communities.

- Broader sectors may include justice, housing, education, health/mental health, community and social services, and children and youth services.

Examples of key activities that may be funded as part of a proposed project:

- Development of multisectoral teams or resources to support specialized interventions (e.g., situation tables, referral protocols).
- Collaborative community initiatives to support regional capacity building in supporting victims and survivors (e.g., community events, community of practice).
- Investments in collaborative resources that assist police in responding to the unique needs of victims and survivors (e.g., “soft” interview rooms in a community agency, victim navigation supports, language interpretation services for victims, peer support services).
- Training and education for police on how to handle cases sensitively and implementing a victim centred approach.
- Working with advocacy groups to support victims and raise awareness.
- Restorative and justice initiatives to engage victims and offenders, when appropriate to promote healing and accountability.
- Developing mentoring and intervention programs for at-risk youth to prevent them from becoming victims.
- Provide outreach to victims working with social services, legal advisors, and healthcare to investigate crimes and provide resources for protection and recovery.
- Immediate trauma informed counselling for traumatic events.

ELIGIBILITY CRITERIA

Who is Eligible?

Funding is available to:

- Municipal and First Nations Police Services.
- Municipalities policed by the Ontario Provincial Police (OPP).
- **Proposals must be in collaboration with at least one other community-based agency and/or Indigenous community, etc.**

Municipal and First Nations polices services, as well as municipalities policed by the OPP, can submit as many applications as they would like. There is no limit on the number of applications per eligible applicant.

NEW: For all **OPP-policed municipalities**, applications must be reviewed by the OPP's Grant Support Team at OPP.Grant.Support.Team@OPP.ca prior to submission in Transfer Payment Ontario (TPON). In addition, applications **must be submitted through the municipality's TPON account.**

More details on the application process, including accessing the application and applying through TPON, are outlined in **Appendix B** below.

APPLICATION REQUIREMENTS

a) MULTI-SECTORAL COLLABORATION AND PARTNERSHIPS

Applicants are required to work with a minimum of one (1) other relevant agency/organization from a different sector that has proven expertise in supporting victims and survivors. Some examples include: Violence Against Women (VAW) services, Victim Crisis Assistance Ontario (VCAO) agencies, Sexual Assault Centres (SAC), Indigenous Victim Services, Indigenous Healing and Wellness Strategy agencies, Indigenous communities and organizations, anti-human trafficking service providers, survivor-led human trafficking organizations, community-based agencies, etc.

Applications should clearly identify how the collaboration/partnership will result in a more effective and coordinated approach to supporting victims and survivors of crime. Applications should demonstrate how the project is evidence-based, victim/survivor-centered, and where appropriate, includes consultation and collaboration with people with lived experiences.

The application should also clearly outline key roles and responsibilities between the police service and all partners/organizations/Indigenous communities in planning and implementing

the project, as well as any accountability towards project performance and the use of project funding.

Note: The application should be submitted by the police service and must include a letter of support from all partners/organizations/Indigenous communities involved with the project (see (b) LETTER OF SUPPORT, below).

b) LETTER OF SUPPORT

Applicants are required to provide a letter of support that confirms the involvement of any partners/organizations/Indigenous communities. These letters should detail the nature of the collaboration and what role the organization/community will play in the development and/or delivery of your project. This must be an official letter signed by the respective organization/Indigenous community.

c) PERFORMANCE MEASUREMENT

Applicants must track and collect data on **MANDATORY** ministry-identified outcomes, as well as identify individual local performance measures (see Outcomes and Performance Indicators section).

d) RESULTS-ORIENTED

Projects should be developed in such a way that the objectives are clearly articulated, tangible and have measurable indicators associated with them. It should be clearly stated how each sub-component of a proposal is intended to meet the objective(s) it is in service of.

Please see the Assessment Criteria that provides important details about all the components that must be addressed in your application.

FUNDING & TIMELINES

Funding

The ministry will provide funding over one-year for time-limited projects that improve services for victims and survivors. Applications are eligible for a maximum budget of up to **\$200,000 for one year (2024-2025)**.

All complete and eligible applications submitted by the deadline will be reviewed and scored by an inter-ministerial Review Committee.

Timelines

The ministry must receive completed applications through both TPON and by email by **4:00 p.m. EST on November 7, 2024**. See Application Submission section.

Projects approved for funding under this grant must be completed no later than March 31, 2025. Any expenses incurred after this date are not permissible and will not be funded by the ministry. Please take this into consideration when developing project activities and budgets, given the timing of the call-for-applications.

OUTCOMES & PERFORMANCE INDICATORS

Successful VSG recipients will be required to report back on ministry and local indicators that your project will be focused on (i.e., intimate partner violence/domestic violence, gender-based violence, human trafficking and child abuse, sexual assault, hate crimes, elder abuse, etc.). The ministry's overall goal of this grant funding is to increase public safety by working with policing and community partners to provide the resources and tools they need to keep Ontario's communities safe and resilient.

This funding will assist and/or contribute towards the ministry's overall goal by providing police services and community organizations with additional resources (training and education, outreach, equipment, collaboration, etc.) to implement projects under the 2024-2025 VSG cycle.

Please follow the steps below to fill out the Performance Measures section of the document. **There will be two separate charts to complete:**

- 1) Chart for Ministry Key Performance Indicators (KPI's) - ALL MINISTRY MEASURES ARE MANDATORY**
- 2) Chart for Local Specific Indicators – IT IS MANDATORY THAT AT LEAST TWO LOCAL INDICATORS BE PROVIDED FOR THIS CHART**

Chart One Instructions - Ministry KPI's

STEP ONE: Indicate your target goal that you wish to achieve by end of this project term (by March 31, 2025) for each of the indicators listed below.

A. Project/Program Coverage - # of services/activities delivered

1. **Indicator 1:** # of calls for service attended to support victims of crime.
2. **Indicator 2:** # of FTEs dedicated to supporting victims of crime.

B. Project/Program Administration Costs

1. **Indicator 1:** Total amount spent on administration of the program (\$).
2. **Indicator 2:** Total initiative allocation (\$).

C. Project/Program Impact – Increasing Support for Victims of Crime

1. **Indicator 1:** # of victims who are referred to community organizations.
2. **Indicator 2:** # of victims who felt supported through the investigation of crime.
3. **Indicator 3:** # of victims who are referred to community organizations but did not want support.

D. Reduction in the Incidence of Violent Crime

1. **Indicator 1:** # of individuals arrested for the indicated offense.
2. **Indicator 2:** # of individuals charged for the indicated offense.

E. Increasing Support to Front-Line Officers

1. **Indicator 1:** # of officers who received training.
2. **Indicator 2:** # of training sessions/hours provided.
3. **Indicator 3:** % of officers who indicated that the training provided them additional information.

F. Ensuring People Feel Safe and Secure

1. **Indicator 1:** # of community outreach events held.
2. **Indicator 2:** # of community members who attended the community outreach events.
3. **Indicator 3:** % of community members who indicated that the events increased their knowledge of the issue (survey of individuals who attend the outreach event).

STEP THREE: Input your target/goals from April 1 to March 31.

STEP FOUR: Input where your data is being provided from (this will be a dropdown menu). This will explain if the data is provided through project-based data, unit-based data, police service wide data, or other.

STEP FIVE: Use this section only if you selected "other" under step four. For other, please explain in the "data captured based on other" column where data was gathered from (i.e., partner agency).

Example Ministry KPI's Chart (Chart One)

Police Service Name:		GRANT PROGRAM: VICTIM SUPPORT GRANT (VSG) GRANT CYCLE: 2024-25				
Project Title:		Ministry Key Performance Indicator (KPI)	Indicator to be Measured for Ministry KPI	Goal/Target (Project Term - 2024 to 2025)	Data Captured Based on	Data Captured Based on Other
PRIORITY/FOCUS					(Example, project based, unit based, police service based)	(Please explain where data was captured from if other)
human trafficking	Increasing Support for Victims of Crime	# of victims who are referred to community organizations	50	project-based data		
human trafficking	Increasing Support for Victims of Crime	# of victims who felt supported through the investigation of crime	50	other	victim services agency	
domestic violence	Increasing Support to Front-line Officers	# of officers who received training	100	police service wide data		
domestic violence	Increasing Support to Front-line Officers	# of training sessions/hours provided	5	project-based data		

Chart Two Instructions - Local Specific Indicators

STEP ONE: Input a minimum of (2) local indicator(s) you would like to provide to the ministry that you feel are relevant to your project.

Some examples of local indicators may include but are not limited to:

- Survivors receive services that are culturally responsive to address their diverse needs.
- The total number of annual educations programs provided to youth.
- Percentage of victims of experience repeat victimization.
- Survivors have increased knowledge of services.
- Survivors experience increased economic security and financial independence.
- Perpetrators have increased awareness of and skills to stop the cycle of violence.
- Reduced recidivism for perpetrators.

STEP TWO: Input your target/goals from April 1 to March 31.

STEP THREE: Input where your data is being provided from (this will be a dropdown menu). This will explain if the data is provided through project-based data, unit-based data, police service wide data, or other.

STEP FOUR: Use this section only if you selected “other” under step four. For other, please explain in the "data captured based on other" column where data was gathered from (i.e., partner agency).

GRANT PROGRAM: VICTIM SUPPORT GRANT (VSG) GRANT CYCLE: 2024-25				
Police Service Name:				
Project Title:				
PRIORITY/FOCUS	Local Indicator Measured	Goal/Target <small>(Project Term - 2024 to 2025)</small>	Data Captured Based on <small>(Example, project based, unit based, police service based, other)</small>	Data Captured Based on Other <small>(please explain where data was captured from if other)</small>
hate crimes	Survivors receive services that are culturally responsive to address their diverse needs	10	project-based data	
Violent Crime	The total number of annual educations programs provided to youth	5	unit-based data	

REVIEW PROCESS

All applications submitted by the deadline will be reviewed and assessed by a formal Review Committee, comprised of representatives and subject matter experts from within and outside the ministry. The Review Committee's primary mandate will be to review and evaluate applications, to ensure that eligibility criteria are met, and to confirm that applications have clear objectives, specific activities to achieve those objectives, an evaluation strategy, and performance measures that track the successes of the project.

Should the application meet the eligibility criteria, your proposal will be assessed based on the following set of criteria:

- ✓ Demonstrated Need
- ✓ Work Plan and Activities
- ✓ Multi-sectoral Collaboration and Partnerships
- ✓ Outcomes and Performance Indicators
- ✓ Budget

Successful projects are subject to the Solicitor General's approval.

Note: All applicants will receive written notification of the final decision whether their application is approved or declined.

ASSESSMENT CRITERIA

Please review the assessment criteria outlined below. It provides important details about the components that must be addressed in your application.

DEMONSTRATED NEED (6 points)

1) Indicate the need for funding under this grant.

- ✓ Provide a brief summary and overview of the project you are seeking funding for.
- ✓ Provide an explanation outlining the need for your project and identifying gap areas.
- ✓ Evidence should be provided to demonstrate the need (e.g., high rates of victimization, demographic needs, gaps in services/programs, feedback from people with lived experience etc.).
- ✓ Include current and reliable statistical data to support your rationale, including from your own jurisdiction. Statistics/evidence may originate from police reports, academia, journal/scholarly articles and publications (e.g., from Statistics Canada, police reported data) or through local findings as a result of community consultations, a gap analysis, an environmental scan, traditional knowledge, surveys etc.

Note: It is important that projects build on the existing support service systems and do not duplicate services already available locally. Consideration should be given to aligning with and leveraging local community safety and well-being (CSWB) planning efforts and supporting initiatives that address priorities identified through the local CSWB plan.

WORK PLAN and ACTIVITIES (4 points)

2) Provide a comprehensive outline of the activities and work plan that will be implemented as part of the project. Explain what work will be done, the activities associated with the work, who will execute the work plan and who will benefit from these activities and how.

- ✓ Describe in detail the work plan and key activities that will be implemented during the project.
- ✓ Identify how the work plan and each of the activities relate to the priority(ies) you choose to implement (domestic violence, human trafficking, hate crimes, gender-based violence, cyber crime, etc.). What work will be done?
- ✓ Provide an explanation of the activities that will be implemented and who will benefit from the activities and how.
- ✓ Explain how the proposal is responsive to any unique community needs.

MULTI-SECTORAL COLLABORATION AND PARTNERSHIPS (3 points)

3) List the agencies/organizations/Indigenous communities that will be involved in the project. In the table provided in the application (see below for reference), please provide applicable information to describe the organizations you will be collaborating with.

Note: Applicants are required to collaborate with at least one (1) agency/organization from a different sector. All partners/organizations/Indigenous communities must provide a letter of commitment that confirms the nature of the collaboration and what role they will have in the development and/or delivery of your project.

Partner/Organization/Community	Sector	Role	Value	Contact Info

- ✓ **Partner/Organization/Community:** Indicate the name of the agency/organization(s) and/or Indigenous community that will be involved with the delivery of the project.
- ✓ **Sector:** Based on the following list of six (6) sectors, identify the sector(s) to which the partner/organization/Indigenous community has expertise in: justice, housing, education, health/mental health, community and social services, and children and youth services.
- ✓ **Role:** Outline each partner/organization/community’s role in carrying out the project, including what activities they will implement (e.g., providing referrals, assisting in organizing community events).

- ✓ **Value:** Explain the value that each partner/organization/community brings to the project (e.g., expertise/resources/skills/etc.) and how they will each enhance the ability to carry out the project (e.g., why they are best positioned to fulfill their specified role).
- ✓ **Contact Information:** Provide the primary contact information for each partner/organization/community.

OUTCOMES AND PERFORMANCE INDICATORS (4 points)

- Complete the chart outlined in the application. Please refer to the Outcomes and Performance Measures section of these Guidelines for more details.

BUDGET (3 points)

4) Using the budget sheet provided, clearly itemize all expenditures associated with the project (this may include budget items to support project partners, if applicable). Eligible costs are budget items directly related to the project. All costs funded by the ministry should be reasonable and necessary for the project's successful completion and implementation.

- ✓ Clearly describe the need/use for the items that require ministry funding in **detail**.
- ✓ Budget items without an associated explanation may not be funded.
- ✓ Only 10 per cent of the funding requested from the ministry may be used to pay external consultants (see Eligible Budget Items below).
- ✓ Should you require funding for personnel, a description of the duties and responsibilities for the position is required.

Eligible Budget Items:

**When developing the project budget, financial support for project partners, community agencies and Indigenous communities should be integrated into the budget and clearly outlined where appropriate.*

- Project staff and contractual work, including overtime (capped at **40 per cent** of overall ministry requested amount): funding for project staff, overtime and contractual work for the project and for the duration of the contract term only.
 - **Note:** The above does not apply towards consultants which is capped at **10 per cent** of overall ministry requested amount.
- Education/training: training of law enforcement, support personnel, and community members. Examples may include costs associated with providing a trainer, meals, transportation and other travel costs, etc.
 - **Note:** This includes providing compensation for participants for their involvement with the delivery of training (e.g., providing an honorarium for facilitators and guest speakers with lived experiences).
- Equipment and other operating project costs: equipment costs may include laptop/printer/desktop, rental costs, etc.

- Administration and other: administration/other costs may include cell/monthly costs, internet, office expenses, supplies, etc.

What is NOT Eligible (i.e., the grant will not cover expenses related to the items outlined below):

- Police officer's salaries and benefits.
- Funding that requests offsetting current policing operating budgets, for example officer equipment and supplies that are not related to the project.
- Out of province travel. **However, the ministry may consider covering the cost of the course/training itself (i.e., registration) but not the costs associated with the travel (i.e., transportation and food).**
- Facial recognition technology.
- Body-worn cameras.

CONTRACTUAL AGREEMENT

As a requirement of providing funding, the ministry will enter into a Transfer Payment Agreement (TPA) with the respective police service board or municipality. Once the TPA is signed, the funds will be disbursed based on the reporting/payment schedule outlined in the TPA. The project funds must be used for the purposes described in the application and according to the terms of the TPA.

Standard government procedures regarding grants (as outlined in the Treasury Board Transfer Payment Accountability Directive) will be followed. The TPA will outline:

- Purpose for which the grant will be used;
- Commitments to be undertaken or specific activities to support the proposal;
- Interim and final reporting requirements and dates;
- Performance measures and evaluation component; and
- Funding disbursement schedule.

APPLICATION SUBMISSION

All applications must be submitted through TPON as well as to the ministry contacts by email at Ramanan.Thanabalasingam@Ontario.ca and Silvana.Burke@Ontario.ca **by 4:00 p.m. Eastern Standard Time on November 7, 2024**. Submissions that are late will not be considered for funding.

Ministry staff will acknowledge the receipt of your submission, either through an email response or an automatic reply message within five business days. **Please follow up if you do not receive the confirmation.**

For OPP-policed municipalities:

- **OPP-policed municipalities submitting applications per OPP detachment must do so through the municipality's account on TPON.**
- **For all OPP-policed municipalities, applications must be reviewed by the OPP's Grant Support Team via OPP.Grant.Support.Team@OPP.ca prior to submission in TPON.**

More details on the application process, including accessing the application and applying through TPON, are outlined in Appendix B.

MINISTRY CONTACT

If you have any questions regarding the VSG or these guidelines, please contact Ram Thanabalasingam at (647) 532-8128 or by email at Ramanan.Thanabalasingam@Ontario.ca or Silvana Burke at (647) 532-8246 or by email at Silvana.Burke@Ontario.ca.

APPENDIX A: Glossary of Terms

This section includes a list of words used in the VSG guidelines or words that may be helpful when planning your project. The purpose of the definitions in this section is to provide clarity in the context of the VSG guidelines only and is not meant to be all-encompassing or definitive definitions. Additional resources are provided as supplementary information.

Agency

Community organizations (e.g., service provider, non-profit, charitable organization, social services organization) that provide a particular service or program that include servicing victims and survivors of intimate partner violence or human trafficking.

Collaboration

Collaboration is a process where police services and agencies, communities, groups and individuals work together and share a common purpose. These relationships are mutually beneficial and involve co-development of an initiative, including design, delivery and implementation.

Collaborators generally need to gain something from the process. The intent is that through collaboration each entity will be stronger, more resilient and efficient, including:

- have a unified voice to influence policy and bring change
- have access to creative, financial, technical and human resources
- limit duplication
- share knowledge
- be able to accomplish more
- be mutually beneficial

Intimate Partner Violence

The use of physical or sexual force, actual or threatened, in an intimate relationship at any time in a relationship, including after the relationship has ended and regardless of whether the partners live together or whether they are sexual intimate with one another. These acts of violence are often committed in a context where there is a pattern of assaultive and controlling behaviour. This violence may include physical assault, and emotional, psychological and sexual abuse. It can include threats to harm children, other family members, pets and property. The violence is used to intimidate, humiliate or frighten victims, or to make them powerless. Intimate partner abuse may include a single act of abuse. It may also include a number of acts which may appear minor or trivial when viewed in isolation, but collectively form a pattern that amounts to abuse.

Intimate relationships include those in heterosexual or 2SLGBTQQIA relationships (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex and Asexual persons). These relationships vary in duration and legal formality, and include current and former dating, common-law and married couples. See definition of 2SLGBTQQIA.

Additional resource: <https://www150.statcan.gc.ca/n1/en/pub/85-002-x/2021001/article/00003-eng.pdf?st=vBRdsmNa>

Domestic Violence

Domestic violence is a pattern of behaviour used by one person to gain power and control over another person with whom they have or previously had an intimate relationship and can include:

- physical violence with the use of hands, objects, or weapons
- sexual violence, including threats, intimidation, physical force, or using a position of power for sexual purposes
- emotional abuse, verbal abuse, or psychological intimidation, including threatening to kill a partner, a child, a pet, or livestock
- spiritual abuse, including using to religion to threaten or intimidate, forcing someone to comply with religious beliefs against their will, or preventing someone from practicing their beliefs
- financial abuse, including stealing, controlling finances, forcing a partner to work, or prohibiting a partner from working
- harassment and stalking, including monitoring a partner's activities online, using electronic devices to watch or control them, following them, or consistently invading their privacy
- cyber-violence, including image and video sharing without consent, taking pictures or video without a person's consent, online bullying, harassment, unwanted sexting, and hate speech

Human Trafficking

Human trafficking, also referred to as trafficking in persons, can include recruiting, harbouring, or controlling a person's movements using force, physical or psychological coercion, or deception. Human trafficking takes various forms, and is often for the purposes of forced, labour or sexual services.

Human Trafficking is conduct described in sections 279.01, 279.011, 279.02 and 279.03 of the *Criminal Code* (Canada), without regard to the interpretive rules set out in section 279.04 of that Act, and not requiring a charge or conviction under any of those sections.

Child Exploitation

Child exploitation refers to any situation in which a child is being used, manipulated, or taken advantage of for the benefit of another person or group. It can take many different forms, including sexual exploitation, forced labor or slavery, trafficking, and participation in armed conflict or other dangerous activities.

Gender-based Violence (GBV)

GBV is not limited to physical violence and can include any word, action, or attempt to degrade, control, humiliate, intimidate, coerce, deprive, threaten, or harm another person. GBV can take many forms including cyber, physical, sexual, societal, psychological, emotional, and economic. Neglect, discrimination, and harassment can also be forms of GBV.

Partner(ship)

For the purposes of the guidelines, "Partner" is not intended to refer to Intimate Partner Violence.

"Partners" are police services, communities and agencies that work regularly together, and have a mutually beneficial and strong working relationship. See definition of Collaboration.

Partnership involves a respectful and mutually beneficial relationship between police services, local organizations, agencies, Indigenous-led organizations and/or Indigenous communities. A partnership should be negotiated and agreed upon with respect to every new initiative and changes that occur in any context.

Sector

A distinct group of entities that provide similar services, programs, supports or have a similar mandate of serving a particular population. Six sectors identified for the purposes of the VSG, include: justice, housing, education, health/mental health, community and social services and children and youth services.

Situation Tables

A Situation Table consists of a regular meeting of frontline workers, from a variety of human services agencies and sectors, who work together to identify individuals, families, groups or locations that are at an acutely elevated risk of harm (as recognized across a broad range of

service providers) and customize multi-disciplinary interventions which mitigate those risks. It is a type of multi-sectoral risk intervention model that consists of human service providers and workers from different sectors working together to provide an immediate, coordinated and integrated response to address complex situations facing individuals and/or families.

In Ontario, Situation Tables are locally driven initiatives that adapt to the needs and assets of their own catchment area, as well as the policies, practices and preferences of its partnering agencies/organizations.

Survivor

An individual who has experienced, is experiencing, or at risk of experiencing intimate partner violence, human trafficking, or other forms of violence, and may have started a healing journey to recover and rebuild their lives. This term can refer to an individual who may wish to be referred to as a “person with lived experience” or “someone who has experienced violence”.

“Survivor” may be preferred to “victim” as it reflects the reality that many individuals who experience violence are able to live beyond the violence, they experienced rather than permanently being defined by traumatic events in the past. The term “survivor” refers to those who have experienced violence, recognizing that using the term survivors is not a demand on people to “hurry up and heal”. This assumes that the healing journey is a linear and one-way process rather than capturing the complexity of the healing process.

It is important to recognize that:

- exiting may not be a linear process and may instead take multiple attempts;
- survivorship and victimization are not mutually exclusive terms or experiences;
- individuals who have experienced abuse, violence, and/or exploitation may prefer one term over another to describe their experiences;
- not all victims and survivors enter or are engaged in the legal system.

Please note: The experience of abuse, violence, and/or exploitation does not define an individual’s identity and for some, avoiding labels such as “victim” or “survivor” is important to their healing. One term may not work for everyone. See definition of Victim.

Trauma-informed

A trauma-informed framework or approach recognizes the widespread impact of trauma and understands potential paths for recovery. This can include: an awareness of the prevalence of violence and trauma; an understanding of trauma’s impact on physical, emotional and mental health; an understanding that current programs, policies or service delivery systems can retraumatize individuals and seeks to reduce the risk of re-traumatization. It recognizes that experiences of violence can also be systemic and that for many marginalized populations, discrimination and systemic violence are everyday experiences. As such, it essential that a trauma-informed approach or framework address: racism, colonialism and homo/transphobia.

Trauma-informed policies and practices recognize the connections between violence, trauma, negative health outcomes and behaviours. These approaches increase safety, control and resilience for people who are seeking services in relation to experiences of violence and/or have a history of experiencing violence.

The goal of a trauma-informed approach is to support healing in a manner that is welcoming and appropriate to the needs of those affected by trauma.

Victim

An individual who has suffered or is suffering physical or emotional harm, property damage, or economic loss because of intimate partner violence, human trafficking, or other forms of violence.

A victim can be an individual who is still in a human trafficking or intimate partner violence situation, or an individual who has exited an intimate partner violence or human trafficking situation.

It is important to recognize that:

- exiting may not be a linear process and may instead take multiple attempts;
- survivorship and victimization are not mutually exclusive terms or experiences;
- individuals who have experienced abuse, violence, and/or exploitation may prefer one term over another to describe their experiences;
- not all victims and survivors enter or are engaged in the legal system.

The term “victim” is defined in certain legislation, such as the *Criminal Code*, the *Victims’ Bill of Rights (Ontario)* and *Canadian Victims Bill of Rights* and is used in relation to that legislation.

Please note: The experience of abuse, violence, and/or exploitation does not define their identity and for some, avoiding labels such as “victim” or “survivor” is important to their healing. One term may not work for everyone. See definition of Survivor.

Violence Against Women (VAW)

In addition to acts of physical violence, this term can also be used to refer to the intentional and systematic use of tactics to establish and maintain power and control over a woman’s thoughts, emotions beliefs and behaviours.

The United Nations (UN) defines violence against women as “any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivations of liberty, whether occurring in public or private life.”

Examples of VAW agencies may include shelters, counselling and family services, sexual assault centres and service providers for survivors of domestic violence/human trafficking.

APPENDIX B: Registering your Organization in Transfer Payment Ontario

Transfer Payment Ontario is the Government of Ontario's online transfer payment management system. It provides one window access to information about available funding, how to submit for Transfer Payment (TP) funding and how to track the TP status of your submission.

Getting Started

- **NOTE:**
 - Effective April 17, 2023: TPON changed the way you access Transfer Payment Ontario. You will need to Create a My Ontario Account for the first time if you have not done so already.
 - For more information: See the Creating a My Ontario Account [guide](#) and [video](#).
- All organizations must be registered with Transfer Payment Ontario to submit the intake form to request funding for this TP program.
 - The form must be submitted online through Transfer Payment Ontario.
- **For both existing and new users to TPON:** please use the link below to gain access to the Government of Ontario's online transfer payment management system.
 - [**Transfer Payment Ontario**](#)

NOTE: Google Chrome web browser and Adobe Acrobat Reader DC are required to access funding opportunities and download required forms from TP Ontario. For more information and resources visit the [Get Help](#) section of our website.

Technical Support

Transfer Payment Ontario Client Care support for external users is available from Monday to Friday 8:30 a.m. to 5:00 p.m., except for government and statutory holidays, at:

- Toll-free: 1-855-216-3090
- TTY: 416-325-3408
- Toll-free TTY: 1-800-268-7095
- Email: TPONCC@ontario.ca

NOTE: ALL APPLICATIONS MUST BE SUBMITTED ONLINE AND A COPY OF THE APPLICATION MUST ALSO BE EMAILED TO THE MINISTRY CONTACTS LISTED IN THESE GUIDELINES.

Ministry staff will acknowledge the receipt of your submission, either through an email response or an automatic reply message within five business days. Please follow up if you do not receive the confirmation.



Peterborough Police Service Board Board Report

(Public Session)

To: Chair and Members of the Peterborough Police Service Board
From: Lisa Wilson, Executive Assistant to the Board
Report Date: October 21, 2024
Meeting Date: November 5, 2024
Subject: 2024 Third Quarter Report on the Auction Fund Account

Purpose

To provide the Board with a 2024 third quarter accounting of the Board's Auction Fund Account.

Recommendation

That the Board approve the recommendation outlined in this report, as follows:

That the Board receive the 2024 Third Quarter Auction Fund Report from the Executive Assistant for information.

Strength Impact

N/A

Budget and Financial Implications

None. The Auction Fund account falls under Sections 258 and 259 of the *Community Safety and Policing Act, 2019* and is completely separate from the Board and Service budgets.

Background

This report is required under the Board's Financial Policy:

15.8 The Board Executive Assistant will report to the Board quarterly on all deposits and expenditures as well as the account balance.

Auction funds are held both in a TD Canada Trust chequing account and a 100-day auto-renewing cashable GIC.

The GIC auto-renewed (principal and interest) on September 21st at 3.75%. Interest earned from June 13 to September 21 was \$666.27. The next renewal date is January 1, 2025. The Board will review its investment options in April of 2025.

The chequing account balance was \$21,048.61 as of September 30, 2024.

The GIC had a value of \$64,850.37 as of September 30, 2024.

Activity in the Third Quarter:

Grants:

One grant was paid out in the third quarter to MADD Canada in the amount of \$360.47. There are no outstanding pre-committed grants for the remainder of 2024 and currently one outstanding request.

Pursuant to the Board’s Financial Policy, Section 15.5 a), “expenditures approved by the Board in any calendar year shall not normally exceed the revenue received in the immediately preceding year.” 2023 revenue was \$21,995.88, leaving a guideline amount of \$11,085.41 available for grants in 2024.

2024 grant activity to date:

2024 Grants	
Approved Grants (Disbursed):	
Fleming College Board Award (Feb '24)	\$1,000.00
Lakefield Literary Festival (Apr '24)	\$1,000.00
Peterborough Bicycle Advisory Committee (Apr '24)	\$5,000.00
Lakefield Youth Unlimited (May '24)	\$2,500.00
PPS Dragon Boat Team - 2024 Dragon Boat Festival(May '24)	\$800.00
MADD Canada - Message Yearbook (Aug '24)	\$360.47
PPA - Bruce Sayer Memorial Golf Tournament (Oct '24)	\$250.00
Total:	\$10,910.47

Revenue:

Revenue received in the third quarter was \$1,011.99 from auction sales.

2024 auction fund revenue to date from all sources:

2024 Revenue	
Auctions:	
Apr '24	\$1,125.15
Jul '24	\$529.62
Aug '24	\$482.37
Oct '24	\$2,036.65
Seized/Unclaimed/Found Money:	
Mar '24	\$2,400.96
Total:	\$6,574.75

Summary

2024 Auction Fund Chequing Account		
Balance on January 1st:		\$37,170.98
Expenditures:		
Approved Grants: (pre-committed grants - not disbursed yet)		
Approved Grants	\$10,910.47	
Transfer to GIC (Jun 13 '24)	\$10,000.00	
Total Expenditures:	\$20,910.47	
Subtotal:		\$16,260.51
Revenue:		
Auctions, Seized/Unclaimed/Found Money		\$6,574.75
		\$22,835.26

2024 Auction Fund Investments	
GIC - auto-renew, cashable (Principal as of Sep 21 '24)	\$64,850.37
Total GICs:	\$64,850.37

The current balance in the Board's Auction Fund, including the chequing account and investment account, is **\$87,685.63**.

Prepared and submitted by: Lisa Wilson, Executive Assistant



Peterborough Police Service Board - Board Report

(Public Session)

To: Chair and Members of the Peterborough Police Service Board
From: Lisa Wilson, Executive Assistant
Report Date: October 24, 2024
Meeting Date: November 5, 2024
Subject: Third Quarter Financial Report – Board Operating Accounts

Purpose

A report to inform the Members and the public of the status of the Board accounts up to September 30, 2024.

Recommendation

That the Board approve the recommendation outlined in this report, as follows:

That the Board receive for information the 2024 Third Quarter Financial Report for the Board's operating accounts from the Executive Assistant.

Strength Impact

N/A

Budget and Financial Implications

The Board's operating accounts are on or under budget at the end of the third quarter of 2024, with the exception of the incidentals account. It should be noted that some accounts, such as memberships and contributions to reserve accounts, are fully expended in the first quarter; while these accounts are over their annual budget currently, they will be on or under budget by year-end.

Background

Budget for 2024:	\$401,492
Spent as of September 30, 2024:	<u>\$292,513</u> (73%)
Remaining:	\$108,979 (27%)

Account Highlights:

Legal

Legal spending is the most volatile of the Board's accounts and difficult to predict. This account is used to pay all legal costs, including legal indemnification for members and general legal matters, for both the Service and the Board. This account is currently under budget.

Photocopies

Photocopy charges are under budget and will remain so as the Board has moved to electronic agendas.

Memberships:

The Board is a member of organizations including the Ontario Association of Police Service Boards and the Canadian Association of Police Governance. This account is fully expended in the first quarter when annual Board memberships are paid.

Incidentals:

This account is primarily used to recognize staff bereavements or births and is currently over budget.

Food:

This account is currently under budget and is expected to remain so up to year end.

Conferences:

Board members and staff attended the combined PAO labour conference and CSPA Summit in the first quarter. There are no other significant conference expenditures anticipated in 2024 and so it is expected that this account will be on budget by year end.

Reserve Account Balances as of September 30th:

Legal Fees Reserve	\$237,682 (no contribution for 2024)
Recruitment/Consulting Reserve	\$33,808
Business Plan Reserve	\$48,570

Summary

2024 Board Budget Third Quarter Expenditures Account	Approved	Spent		Remaining	
	2024	\$	%	\$	%
Operating Accounts	\$157,742	\$119,742	76%	\$38,000	24%
Legal	\$220,000	\$149,021	68%	\$70,979	32%
Total Operating Budget:	\$377,742	\$268,763	71%	\$108,979	29%
Reserve Accounts:					
Business Plan	\$13,750	\$13,750	100%	\$0	0%
Recruitment/Consulting	\$10,000	\$10,000	100%	\$0	0%
Legal Fees	\$0	\$0	0%	\$0	0%
Total:	\$401,492	\$292,513	73%	\$108,979	27%
Surplus/Deficit:					

Prepared/submitted by:
Lisa Wilson, Executive Assistant

Reviewed by:
Drew Merrett, Chair of the Finance/Budget Committee
Mary ten Doeschate, Member of the Finance/Budget Committee



Peterborough Police Service Board - **Board Report**

Public Session

To: Members of the Peterborough Police Service Board
From: Tia Nguyen, Manager of Financial Services

Report Date: October 19, 2024
Meeting Date: November 5, 2024
Subject: 2024 Third Quarter Financial Report

Purpose

This report is submitted to inform the Board of the financial position of the Peterborough Police Service for the third quarter of 2024.

Recommendation

It is recommended that the Board reviews this report for informational purposes.

Strength Impact

Not applicable.

Budget and Financial Implications

Not applicable.

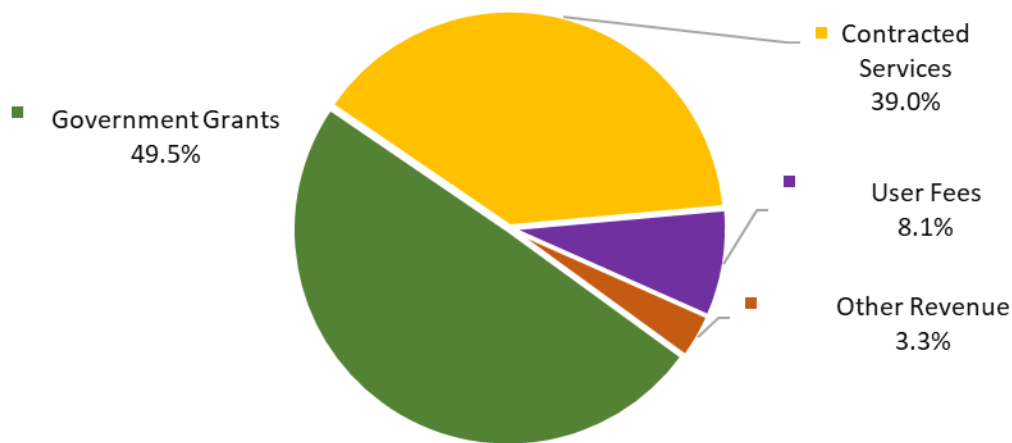
Background

The financial report for the third quarter indicates a net expenditure of \$25,943,316, comprising 73.9% of the fiscal budget. Year-to-date expenditures reflect a favourable variance, mainly due to savings in personnel services.

The following table and pie chart detail the sources of revenue for the third quarter of 2024.

Revenue Highlights

Revenue by Source	Actual to Date	Budget to Date	Variance	%
Government Grants	\$2,095,028	\$2,134,232	-\$39,203	-1.8%
Contracted Services	\$1,651,966	\$1,651,967	\$0	0.0%
User Fees	\$342,099	\$222,000	\$120,099	54.1%
Other Revenue	\$141,726	\$28,500	\$113,226	397.3%
Total Revenue	\$4,230,820	\$4,036,698	\$194,122	4.8%



The total revenue generated for this reporting period is \$4,230,820. This consists of provincial grants totaling \$2,095,028, contracted services at \$1,651,966, user fees of \$342,099, and other revenue amounting to \$141,726.

The favourable budget variance in total revenue results from several factors. Notably, there was a surplus fiscal allocation of \$78,097 for Court Security and Prisoner Transportation program, alongside an unexpected \$19,229 contribution for the NG-911 project. These contributed significantly to the positive outcome. Increased user fees for record checks, totaling \$94,112, further enhanced performance.

Additionally, unexpected income amounting to \$11,736 was recognized from taxi and limousine licenses. This was unanticipated, as the administration of these fees was expected to transition to the city by January 1, 2024. The transition to the city administration was completed on August 31, 2024.

Fees and Charges Overview

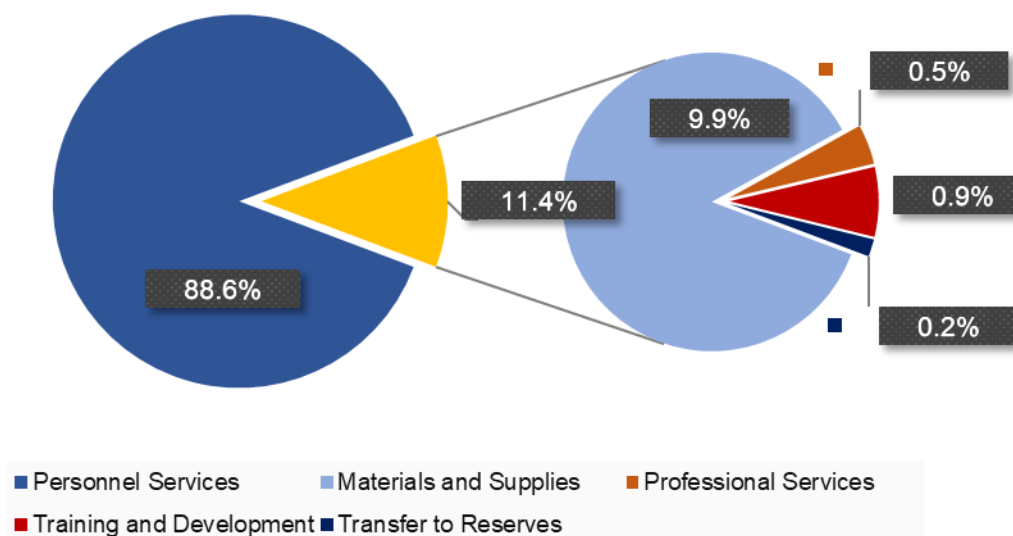
Total user fees amounted to \$342,099, collected from various services. Specifically, taxi/limousine fees and licenses generated \$11,736, record checks contributed \$281,612, and alarm calls brought in \$30,065. Additionally, MVC reports generated \$1,490, towing fees added \$13,086, while confirmation letters and FOI requests yielded \$870 and \$3,240, respectively.

Expenditures Highlights

The table and accompanying pie chart provide a detailed analysis of police operating expenditures by category.

Expenditures by Category	Actual to Date	Budget to Date	Variance	%
Personnel Services	\$26,724,446	\$27,312,236	-\$587,790	-2.2%
Materials and Supplies	\$2,975,618	\$2,518,580	\$457,038	18.1%
Professional Services	\$149,021	\$165,000	-\$15,979	-9.7%
Training and Development	\$260,136	\$292,673	-\$32,537	-11.1%
Transfer to Reserves	\$64,916	\$64,916	-\$1	0.0%
Total Police Expenditure	\$30,174,136	\$30,353,405	-\$179,269	-0.6%

The pie chart illustrates the proportional distribution of expenditures across various categories, with personnel services comprising the majority.



Year-to-Date Personnel Costs Overview

As of the current fiscal period, personnel expenses total \$26,724,446, accounting for 73.5% of the annual budget of \$36,372,606. This favourable variance is attributed to several factors:

Unfilled Positions:

- People Services position: Filled in May.
- Finance position: Commenced in June.
- IT position: Remains vacant pending salary discussions between the PPA and PSB.

These unfilled positions and additional vacancies resulted in savings. However, increased expenditures on part-time and contract employees, alongside higher overtime expenses were noted. Personnel expenditure fluctuated due to staffing changes. Year-to-date, we have successfully hired a total of seven sworn officers and ten civilian positions, including two part-time roles. During this period, seven resignations were recorded.

Insurance Costs:

Notable salary savings were counterbalanced by unexpected increases in workers' compensation insurance premiums.

Total non-personnel expenditures amounted to \$3,425,356, representing 83.6% of the annual budget.

Operating Budget Highlights

- **Fuel Costs:** The budget was exceeded by \$35,508 (15.2%), primarily due to rising fuel prices.
- **Fleet Repairs:** The budget was overshot by \$23,100 (13%), driven by unforeseen repair demands.

Contractual Services and Supplies:

The variance is due to early billing cycles and unexpected expenses related to an office setup on Lansdowne Street, causing an expenditure of \$397,395 (18.9%). Additional increases in expenses include outfitting our new officers and promoted positions. New costs also comprise high-speed fiber optic installation, monthly service charges, and necessary routers and modems. Managing the newly acquired facility also increased the demands on the Facility Coordinator's time.

As expenditures increase, several risks remain, particularly concerning health and workers' insurance premiums. Additionally, timing factors continue to influence ongoing contracts, including software licences, technical support, consultancy services, legal expenses, and training and development. Mandatory training and professional development were prioritized, aligned with contractual obligations.

Current economic conditions and political uncertainties result in persistent elevated inflation rates for fuel, materials, and labour services, a trend expected to extend into the final quarter of 2024 and beyond.

Capital Expenditures Highlights

For the third quarter, \$1,088,715 was allocated for capital projects. This budget is partly supported by \$97,175 from the sale of police vehicles, a computer equipment donation valued at \$7,802, and insurance proceeds amounting to \$7,276. As of September 30, three out of five patrol vehicles remain undelivered, which is outside our ability to control.

Internally Restricted Funds

Significant allocation of reserve funds have been committed as follows:

Police Special Projects Reserve Account: Current balance is \$1,114,912, with \$409,541 earmarked for 2023 capital projects. Net restricted funds total \$705,371, representing 63.3%.

Legal Fees Fund: Balance of \$237,682.49.

Social Contract Account: Balance of \$45,759.88.

Police Recruitment Reserve: Balance of \$33,808.20.

Police Strategic Plan Account: Balance of \$48,570.45.

Sayer Memorial Heritage: Balance of \$215.84.

Police Health Care Spending Account: Balance of \$140,534.58.

Summary

Our financial records indicate that 73.9% of our operating budget has been utilized, with 75% of the year completed.

Prepared by: Tia Nguyen, Manager of Financial Services

Reviewed by: Peter Sejrup, Staff Inspector

Submitted by: Stu Betts, Chief of Police



Memo **(Public Session)**

To: Chair and Members of the Board
From: Lisa Wilson, Executive Assistant to the Board
Date: October 15, 2024
Meeting Date: November 5, 2024
Subject: Public Announcement of the Auction Fund Grant

Excerpt from the Financial Policy regarding the Auction Fund Account, section 15.6:

- c) Grants will be announced in the next open session as well as correspondence with the applicants.

Announcement:

On October 8, 2024 the Board approved an Auction Fund grant in the amount of \$250 to the Peterborough Police Association in support of the annual Bruce Sayer Memorial Golf Tournament.

Lisa Wilson, Executive Assistant to the Board

Lisa Wilson

From: Meghan DaPonte <finance@oapsb.ca>
Sent: Tuesday, October 22, 2024 1:19 PM
To: Lisa Wilson
Subject: OAPSB Membership Renewal Invoice
Attachments: Ontario Association of Police Services Boards Invoice #80.pdf

[EXTERNAL EMAIL - use caution when clicking links and opening attachments]

Dear Lisa,

As we approach the new year, we are pleased to inform you that your membership invoice for 2025 is enclosed with this letter.

This year has been one of significant change and growth, marked by the introduction of the Community Safety and Policing Act (CSPA). In response, the Ontario Association of Police Service Boards (OAPSB) has expanded its supports and training programs to ensure all our members are well-equipped to navigate these changes. Additionally, we have continued to expand our Strategic Actions in Advocacy, Education, and Expertise, including member services, providing you with more robust resources and tools to aid in your governance roles.

For some of you, the membership amount will look very different as it did in past years. As many of you know, the OAPSB of the past was not funded as a working organization. In 2022, the Board decided it was time to hire a full-time Executive Director and, with funding help from the Ministry of the Solicitor General, expand our services into supports and training for Boards, with the introduction and enforcement of the CSPA. Along with the transition to OPP Detachment Boards, the OAPSB needed to ensure our membership pricing was not only reflective of these changes but in a manner that was fair. As a result, the membership fees now reflect a price per property, much like the cost model for OPP services. The increase in fees is to help our organization remain committed to supporting your activities while providing expanded tools and

training to meet your needs and the expectations of the CSPA; keep boards operating with best practices in Police Governance.

The OAPSB remains committed to supporting police service boards, First Nation boards and OPP detachment boards across Ontario. Our mission is to provide ongoing tools and training, networking opportunities, and advocacy to help you fulfill your legislated responsibilities and enhance public safety in your communities.

Your continued membership is vital to our collective efforts in promoting effective police governance and fostering a safer Ontario. We appreciate your ongoing dedication and look forward to another year of collaboration and progress.

We recognize that for some of you, this new fee structure may look higher than your board was prepared for this coming year. Should you need to discuss your membership fees with us, I invite you to contact us at membership@oapsb.ca for a review and discussion.

Please find the enclosed invoice for your membership dues for 2025. Payment can be made via online payment or you can pay by mail by January 31, 2024. Should you have any questions or require further assistance, please do not hesitate to contact us.

We encourage you get the most from your membership by ensuring you are accessing the website and participating in events and discussion groups and utilizing the tools available to you. We also recommend to renew your membership promptly to ensure uninterrupted access to our expanded resources and support. Your timely renewal will enable us to continue providing the high-quality services and training you expect and deserve.

Thank you for your ongoing support and commitment to public safety.

Best Regards,

Lisa Darling, M.O.M.

Executive Director
Ontario Association of Police Service Boards
P.O. Box 43058
London RPO Highland ON N6J 0A7
lisadarling@oapsb.ca
705-238-9439

Ontario Association of Police Services Boards
 PO Box 43058
 London RPO Highland, ON N6J 0A7
 Tel 1-800-831-7727
 E-Mail oapsb@oapsb.ca



Ontario
 Association of
 Police Services
 Boards

INVOICE 80 PO NUMBER 2024-10-21

BILL TO

MESSAGE

Peterborough Police Service Board
 Lisa Wilson
 500 Water Road
 Peterborough, ON K9J 7Y4

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Force Size 201-300 Annual	8,500.00	8,500.00
	SUBTOTAL		8,500.00
	SALES TAX		1,105.00
	SHIPPING & HANDLING		0.00
	TOTAL		9,605.00
	PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED		(0.00)
	TOTAL DUE BY 2024-10-21		9,605.00

Thank you for your business!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL OPEN INVOICE
9,605.00	0.00	0.00	0.00	9,605.00

[Submit payment online here](#)



2025 Schedule of PPSB Meetings

Board Meeting ♦ **Stat Holiday**

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Peterborough Police Service Board meets 3rd Tuesday of each month, with a 1:00 pm public meeting start time.

Note: Meeting dates and times are subject to change if required due to schedule conflicts.