

 <p><b>The Corporation of The City of Dryden</b></p>	<p><b>STAFF REPORT</b></p>	<p>For Administration Use Only:</p> <p>Meeting Date: Council November 20, 2017</p> <p>Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/></p> <p>Approved for Agenda: [CAO]</p> <p>Report No. AD-2017-62</p>
<p>Date Submitted:</p>	<p>November 15th, 2017</p>	
<p>Title:</p>	<p>Police Costing Committee Update</p>	
<p>Prepared by:</p>	<p>Ernie Remillard, CAO, CPA, CGA</p>	
<p>Department:</p>	<p>Administration</p>	

**Background:**

The Police Costing Committee is meeting once a Month and have finalized our Terms of Reference and Communication Protocol as attached.

I am also attaching our preliminary timeline and action plan on a very rough estimate of how we believe this project could progress over the next 6 to 9 Months.

At this time it has been brought to our attention and we spoke of this at our Committee meeting on the night of November 14<sup>th</sup> that the OPP has confirmed that our current Building is not suitable for use moving forward in order to house the OPP model.

Our Business Analyst however, has notified me that this doesn't mean that there aren't other options. They are currently working on some scenarios to present to me so I can provide the Committee and Council with more fruitful discussion on the topic to determine next steps.

I have been notified by our Business Analyst that they hope to have more information to me in the December, 2017 timeframe as detailed in our timeline.

Best Regards,



Ernie Remillard, CPA, CGA  
CAO, City of Dryden

## **ADDENDUM**

### **Terms of Reference**

#### **Police Costing Committee**

#### **COMMUNICATION PROTOCOL**

The following Communications Protocol governs the release of information from the Police Costing Committee.

1. It is the intention of the Police Costing Committee to proceed with the study on policing in the City of Dryden in a timely and fully consultative fashion.
2. To ensure accuracy, consistency and fairness, the information released from the Committee must be factual and controlled. Therefore, only the Chair, and if directed, the Consultant can release information to the public during the study.
3. Enquiries, either at the Municipal Council or Committee level, shall be directed to the Chair for response. No member of Council and no member of the Committee should undertake to respond publicly on the study.
4. The Chair of the Committee will be responsible for ensuring the Municipal Council is properly briefed on the progress of the study and shall provide regular and timely updates to Council.
5. Media enquiries and responding to the media will be the responsibility of the Chair of the Committee. Any Consultant will only respond to the media if requested to do so by the Chair.
6. Information requests between the two Police Services, will be channeled through the Chair to ensure compliance with the requests.
7. A web page will be developed near the end of the year, where information will be posted.
8. The public will have the opportunity to submit questions throughout the process as well as a Town Hall meeting to take place at a later date.

# CORPORATION OF THE CITY OF DRYDEN

## Terms of Reference

### Police Costing Committee

#### Purpose:

At the Special meeting of Council on Thursday, June 22<sup>nd</sup>, 2017, Council resolved to request the Ministry of Community Safety and Correctional Services for a cost to provide police service in the City of Dryden by the Ontario Provincial Police. As per the guidebook for “The Review of Policing Options” it is recommended that a committee be established to ensure consistent and fair rules of engagement are adopted by all stakeholders to establish a credible and professional process.

#### Composition:

A Committee shall consist of:

- City of Dryden, Doug Palson, Chief of Police
- City of Dryden, Councillor Bush
- City of Dryden, Councillor Trist
- City of Dryden, Councillor Carlucci
- Judi Green, Chair, City of Dryden Police Services Board
- CAO of the City of Dryden, Ernie Remillard
- Treasurer, City of Dryden, Steven Lansdell-Roll
- City of Dryden Resident, Andrew Skene

Ernie Remillard, CAO, shall act in the capacity as the Committee Project Manager and shall provide administrative support to the Committee.

The name of the Committee shall be known as the “**Police Costing Committee**” hereafter referred to in this document as “the Committee”.

#### Committee Chair:

The CAO shall be the Chairperson, and in their absence the members of the Committee shall appoint an acting chairperson from among its members.

#### Meetings:

Meetings shall be held at 5:00 p.m. on the 2<sup>nd</sup> Tuesday of the month, at City Hall Boardroom 1, or at the call of the Chair or as otherwise determined by the Committee. The proceedings of this Committee shall be regulated in accordance with the City of Dryden Procedural Bylaw.

#### Quorum:

At any meetings of the Committee, the presence of a majority of the members is necessary for a quorum and the transaction of business.

**Term:**

The term of the Committee shall conclude upon Council vote on the police costing presented.

**Reporting/Release of information:**

The Committee shall submit to Council its recommendations and such reports as may be required from time to time, as well as minutes and resolutions from meetings.

Committee reports, documents and other written materials will be the property of the City of Dryden and subject to the municipal policies governing public disclosure and the Municipal Freedom of Information Act.

A communication protocol has been developed, assigning responsibility and governing the release of information associated with the police costing process. The attached addendum outlines a protocol for the release of this information and handling of inquires.

**Functions:**

- To establish a communications protocol to ensure openness and transparency
- To establish a Request for Proposal for Police Services to be provided to the OPP and the City of Dryden Police Services Board which contains a description of the level of service and service delivery model required to meet community needs
- To collect information to facilitate the OPP costing proposal
- To prepare a service comparison of Hard costs vs Soft costs
- Facilitate a timely process of information collection, report preparation and analysis
- To gather information from other municipalities who have switched to OPP and evaluate the cost and level of service as quoted to actual experience
- Recommend "Expert" Services to Council as required to ensure an unbiased evaluation of proposals as well as assistance in the public consultation process
- Abstain from voting

**\*\*The Police Chief has requested to abstain from any voting\*\***

**Staff Resources:**

CAO/Treasurer  
Police Chief  
Recording Secretary  
Other Staff as required