

WEST PARRY SOUND OPP DETACHMENT BOARD
AGENDA
June 26, 2025 at 2:00 P.M.
CARLING TOWNSHIP
2 WEST CARLING BAY RD, NOBEL ON P0G 1G0

1. LAND ACKNOWLEDGMENT

2. CALL TO ORDER

3. APPROVAL OF AGENDA

4. DECLARATION OF CONFLICT OF INTEREST

5. PREVIOUS MINUTES

- a. April 24, 2025 West Parry Sound OPP Detachment Board Meeting Minutes.

6. PUBLIC MEETINGS/DEPUTATIONS/PRESENTATIONS

- a. None

7. STAFF REPORTS

- i) Honarium for Community Members
- ii) 2025 Draft Budget
- iii) Annual Report

8. CORRESPONDENCE

- a. None

9. OTHER BUSINESS

- a. None

10. CLOSED SESSION

- a. None

11. ADJOURNMENT

WEST PARRY SOUND OPP DETACHMENT BOARD

April 24, 2025 at 7:00 P.M.

Carling Council Chambers

2 West Carling Bay Road

Carling, ON, P0G 1G0

Members Present:	JJ Blower
	Lisa Cook
	Greg Getty
	Bonnie Keith (Chair)
	Mike Kekkonen
	Tom Lundy
Other:	John Ramsey
	Helena Wall
Administrative Support:	Kevin McIlwain (Secretary)
	Mackenzie Taylor

1. LAND ACKNOWLEDGMENT

Chair Keith gave a land acknowledgment.

2. CALL TO ORDER

Chair Keith called the meeting to order at 7:00 p.m.

3. OATH AND AFFIRMATIONS

Chair Keith reminded all members to give their oath and affirmation to the Clerk.

4. APPROVAL OF AGENDA

Moved by Lisa Cook, Seconded by Greg Getty

THAT the West Parry Sound OPP Detachment Board Agenda of April 24, 2025 be approved as circulated.

Carried

5. DECLARATION OF CONFLICT OF INTEREST

None

6. APPOINTMENTS

Moved by Tom Lundy, Seconded by Greg Getty

THAT the Board hereby appoints Kevin McIlwain as the Secretary for the West Parry Sound OPP Detachment Board.

Carried

7. PREVIOUS MINUTES

Moved by Greg Getty, Seconded by Tom Lundy

THAT the Minutes of the January 16, 2025 West Parry Sound OPP Detachment Board be adopted.

Carried

8. PUBLIC MEETINGS / DEPUTATIONS /PRESENTATIONS

a. MCRT Overview of Program

McKayla Metcalf and Officer Michael Colley presented an overview of the Mobile Crisis Response Team (MCRT). They discussed what this program is and the success it has had in the community. They answered questions regarding funding and the future of the program in the West Parry Sound Area. Ms. Metcalf offered to present a similar deputation to the area municipalities and first nations to keep them informed about this program.

9. STAFF REPORTS

a. Detachment Commander's Report

i) OPP Detachment Board Report, January – March 2025

Staff Sergeant Helena Wall presented an overview of the OPP Detachment Report. She reminded the board that their role is to represent the entire West Parry Sound area, not just their individual municipalities. Staff Sergeant Wall noted that, upon request, she can provide statistics specific to individual municipalities, and referenced the additional reports provided to municipal Clerks for further information. Some members expressed interest in receiving biannual or quarterly reports tailored to each municipality. This item will be revisited at a future meeting.

ii) West Parry Sound Detachment 2023-2025 Action Plan

Staff Sergeant Helena Wall provided an update on the West Parry Sound Detachment's 2023–2025 Action Plan, noting the formation of a working group to support detachment commanders and the development of a strategic plan.

iii) Round Table Discussions

The board had no additional items they wanted to discuss.

10. CORRESPONDENCE

Chair Keith noted the correspondence received. No further discussions were had.

11. OTHER BUSINESS

a) Alternative Insurance for the Board

This item will come back to a future meeting when all members have an opportunity to review the proposal from Intact Public Entities Inc.

b) Status of Civilian and Provincial Appointments

The Board had a discussion on how this process was going to move forward and what to expect.

c) Remuneration of Civilian and Provincial Members

Kevin McIlwain noted that the CAO's will look into remuneration rates for the civilian and provincial member positions.

d) Meeting Schedule 2025

The Board agreed to hold a budget meeting on June 26th at 2:00 p.m. to review and discuss the proposed budget for the West Parry Sound Area OPP Detachment Board and to discuss the annual report. The Secretary will distribute the draft budget and annual report to all members one week in advance of the meeting. The next regularly scheduled meetings of the West Parry Sound OPP Detachment Board will take place on July 24th at 7:00 p.m. and October 23rd at 7:00 p.m.

Moved by Greg Getty and Seconded by Lisa Cook

THAT the quote from Intact Public Entities Inc. be included as part of the budget.

Carried

e) Annual Board Report Preparation Discussion

Staff Sargent Helena Wall will clarify the OPP's reporting requirements and provide statistics from January 2024 to March 2025 for inclusion in the annual report draft ahead of the June 26th meeting.

12. CLOSES SESSION

None

13. ADJOURNMENT

Moved By Lisa Cook, Seconded By Greg Getty

THAT the West Parry Sound OPP Detachment Board Meeting does now adjourn at 9:15 p.m. to meet again June 16, 2025 at 2:00 p.m. or at the call of the Chair.

Carried

Bonnie Keith, Chair

Kevin McIlwain, Secretary



WEST PARRY SOUND OPP DETACHMENT BOARD CONSEIL DU DÉTACHEMENT DE WEST PARRY SOUND DE LA POLICE PROVINCIALE

WEST PARRY SOUND OPP DETACHMENT
DÉTACHEMENT DE WEST PARRY SOUND DE LA POLICE PROVINCIALE

2025 DRAFT BUDGET

	Qty	Rate	Budget
Revenue			
Levies	8	\$3,464.13	\$27,713.00
Grants	0	\$0.00	\$0.00
Total Revenue			\$27,713.00
Expenses:			
Honorarium	16	\$125.00	\$2,000.00
Admin Support	1	\$5,000.00	\$5,000.00
Insurance	19500	\$0.21	\$4,095.00
OAPSB Membership	1	\$3,600.00	\$3,600.00
Website Hosting and Data Storage	6	\$400.00	\$2,400.00
Website Design	1	\$2,000.00	\$2,000.00
Audit	1	\$8,000.00	\$8,000.00
Financial Software (Quickbooks)	6	\$53.00	\$318.00
Bank Fees & Financial Charges	6	\$50.00	\$300.00
OAPSB Conference	0	\$0.00	\$0.00
Meals, Mileage and Travel exp	0	\$0.00	\$0.00
Misc	0	\$0.00	\$0.00
Total Expenses			\$27,713.00
Surplus / (Deficit)			\$0.00

WEST PARRY SOUND OPP DETACHMENT BOARD

ANNUAL REPORT 2025

The Ontario Community Safety, and Policing Act (CPSA) was passed in 2019 and came into effect on April 1, 2024. Under this legislation, The West Parry Sound OPP Detachment Board was formed and is composed of one member from each of the following municipalities and First Nations: Henvey Inlet First Nation, the Township of Carling, the Municipality of McDougall, the Township of McKellar, the Township of Seguin, the Township of the Archipelago, the Municipality of Whitestone and the Town of Parry Sound. Two additional members are jointly appointed by the above municipalities and the First Nation. These individuals must not be members of a municipal or band council, nor employees of any of the participating municipalities or the First Nation. The final two members are appointed by the Provincial Minister.

Section 68 of the CSPA sets out the rules, responsibilities and governance structure of the board. Among these responsibilities is the requirement to submit an annual report to the participating municipalities and band council by June 30 of each year. As this board was only established in October 2024 it is still in the early stages of development. The following report outlines the progress and activities of the board from October 16, 2024, to May 2025.

LEXICON:

CSPA - Community, Safety and Policing Act

DB – Detachment Board

DC -Detachment Commander

TOC – Township of Carling

WPSOPPDB – West Parry Sound detachment board

OPC – Ontario Police College

APSB - Association of Police Service Boards

RAP – Rules and Procedures.

BOARD STRUCTURE

The Ontario regulation 135/24 under the CSPA outlines the composition of the new detachment board for the West Parry Sound OPP detachment area. This board is to be comprised of seven municipal representatives, and one representative from Henvey Inlet First Nation, two appointed community representatives and two Provincial appointed representatives. At present, there are vacancies for both the community appointed representatives and provincial appointed representatives. Eligible applicants have submitted applications for the two community representative positions which are currently under review. In addition, the provincial appointments have not occurred.

Initially it was agreed by the Board that the Municipality of McDougall would provide the administration for the board however, in April 2025 there was a transition to the Township of Carling.

The DB's administrative functions are supported by the Chief Administrative Officer – Municipal Clerk / Treasurer who serves as the Board Secretary and Treasurer, as well as a Recording Secretary who assists with meeting documentation and coordination.

Attached to the report is the role and responsibilities of the board.

ADMINISTRATION AND INFORMATION TECHNOLOGY

We plan to develop a record management and retention policy long with and organized filing system to ensure the proper storage and accessibility of DB records.

BOARDS MEETINGS

The appointments to the DB have been made in accordance with the eligibility criteria set out in the CSPA. The appointed board members were required to undergo a criminal record check which was filed in the DB records. Additionally, the appointed members have successfully completed all the mandatory training provided by the OPC.

All appointed members have taken the oath/affirmation of office and prescribed code of conduct. The signed documents have been filed in the DBs official records.

As previously stated, the rules and procedures established under section 46 of the CSPA outline the operational framework of the board. A copy of these procedures is attached to this report. Once approved by the Board, the annual report will be filed on the Municipality of McDougall's website. We are intending to create a specific DB website in the future to enhance accessibility and transparency. As stated earlier, the board is still in the early stages of development and is working towards meeting all the requirements set out in the CSPA.

In accordance with legislative requirements a Chair and Vice Chair have been elected or acclaimed for the 2024 and 2025 term.

Board meetings are held quarterly on the fourth Thursday of the month. As of April 2025, public meetings are now being held at the Township of Carling Council Chambers, beginning at 7:00 P.M. Special meetings may be called at the request of the chair as needed.

Distance and availability of members were factors in the board's decision to hold hybrid meetings. One meeting was held in 2024 and three meetings were held in 2025 to support the timely completion of the annual report and the review of the draft 2025 budget in accordance with legislative requirements.

The DC has been in attendance for all board meetings and has provided statistical reports for the West Parry Sound area, engaging in meetings and offering updates on current policing initiatives. The strategic plan currently in place spans from 2023 through the end of 2025.

COMMUNICATIONS

The meeting agendas and minutes are posted on the Municipality of McDougall's webpage until a specific DB website is established.

The Board has expressed strong support for the Crisis Mobile Response Team (CMRT) initiative which is a newer program that the local detachment is operating in the area. This initiative pairs a mental health worker with a police officer to respond to individuals in crisis, ensuring timely, compassionate and appropriate support. The team provides ongoing referrals and support as needed. A joint deputation was presented to the Board outlining the program's objectives and outcomes. CMRT members are currently in the process of providing deputations to the municipal councils and Henvey Inlet First Nation explaining the program. This program appears to be making a positive impact in helping to reduce crime rates, lowering calls for service and contributing to the overall safety and well-being of the community.

FINANCE

All member municipalities have agreed to equally share the financial cost associated with operating the Detachment Board.

The 2025 budget was reviewed by the board and approved in principal, however it is still pending formal approval from the municipal councils and the Henvey Inlet First Nation.

The Board has reviewed liability insurance and has selected a provider to ensure appropriate coverage for board members.

Council board members and First nation representatives do not receive additional compensation for their participation on the board.

FUTURE PLANS

There is still significant work ahead as the board continues to build its foundation. The process to develop a new strategic plan will begin in the near future.

The board intends to review and establish appropriate remuneration for the provincial and community representatives on the board. In addition, ongoing effort will focus on enhancing administrative processes, information technology systems and the development of local polices to support effective governance. A key priority will be to ensure clear and consistent communication about the Board's operation, roles, and responsibilities while maintaining a transparent and accountable budgeting process.