

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, MAY 1, 2024
6:00 p.m.**

AGENDA

Members of the public wishing to attend can do so by attending in person to the Council Chambers in the Administration Centre located at 5786 County Road 21, Utopia.

1. OPENING OF MEETING BY THE MAYOR

The Township of Essa acknowledges that we are situated on land within the area of Treaty 18, also known as the Lake Simcoe-Nottawasaga Treaty, signed on October 17, 1818 between the Government of Upper Canada and the Anishinaabe Indigenous peoples. The Anishinaabe include the Ojibwe, Odawa and Pottawatomi Nations collectively known as the Three Fires Confederacy. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First nation, Metis and Inuit People.

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

- p. 1 a. **Staff Report PD008-24 submitted by the Manager of Planning, re: Award of Contract – Essa Official Plan Review.**

Recommendation: ***BE IT RESOLVED THAT*** Staff Report PD008-24 be received; and ***THAT*** the Proposal as received from SGL Planning & Design Inc. and Dillon Consulting be accepted in the amount of \$154,318.50 (excluding applicable tax & including 5% Disbursements) to review/update Essa's Official Plan.

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

9. **CLERKS / BY-LAW ENFORCEMENT / IT**

- p. 3 a. **Staff Report C005-24 submitted by the Manager of Legislative Services, re: Fees and Charges By-law 2023-01 – Proposed Amendments.**

Recommendation: **BE IT RESOLVED THAT** Staff Report C005-24 be received; and **THAT** Council approve the proposed amendments as recommended in this Report; and
That Council direct staff to schedule a Public Meeting to allow for public comment, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.

10. **CHIEF ADMINISTRATIVE OFFICER (C.A.O.)**

- p. 11 a. **Staff Report CAO010-24 submitted by the Chief Administrative Officer, re: OPP Draft Agreement – Community Safety Policing Act Section 17(2) - Enhancement Positions.**

Recommendation: **BE IT RESOLVED THAT** Staff Report CAO010-24 be received; and
THAT Council approves entering into a new 4-year joint agreement with the OPP under Section 17(2) of the Community Safety Policing Act, 2019.

11. **OTHER BUSINESS**

12. **ADJOURNMENT**

Recommendation: **BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at _____pm., to meet again on the 15th day of May, 2024 at 6:00 p.m.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD008-24

DATE: May 1st, 2024

TO: Committee of the Whole

FROM: Samuel Haniff, Manager of Planning

RELATED STAFF REPORT: PD031-23

SUBJECT: Award of Contract - Essa Official Plan Review

RECOMMENDATION

That Staff Report PD008-24 be received; and

*That the Proposal as received from **SGL Planning & Design Inc. and Dillon Consulting** be accepted in the amount of **\$154,318.50 (excluding applicable tax & including 5% Disbursements)** to review/update Essa's Official Plan.*

BACKGROUND

On December 6, 2023, Council approved resolution CW126-2023, based on Staff Report PD031-23, to "...prepare a Request for Proposal (RFP) for Planning Consultants to prepare a new Official Plan for the Township of Essa; and...establish an Official Plan Review Steering Committee".

Further to the abovementioned Council resolution, Planning Staff posted a Request for Proposal for Planning Consulting Services for a New Official Plan on March 14, 2024 to Biddingo.com (public sector bid publishing website) and the Township of Essa website.

COMMENTS AND CONSIDERATIONS

Following the initial March 14, 2024, RFP posting, two addenda were subsequently issued to the websites following the initial postings, inclusive of an extension for the Submission of Proposals from April 4, 2024 to April 12, 2024.

At the closing time/date for submissions of 2:00pm on April 12, 2024, the Township had received a single submission from SGL Planning & Design Inc. and Dillon Consulting.

The submission was evaluated based on the established evaluation criteria set in section 4 of the RFP which met all requirement.

SGL’s proposed project time schedule is **18-19 months** of authorization, assuming all provisional work is included in the scope of services.

FINANCIAL IMPACT

Council approved \$75,000.00 in the 2024 Planning Department operating budget (GL: 500-700-6069) for the implementation of the Official Plan Review.

*The successful bidder (SGL Planning & Design Inc. and Dillon Consulting) is the only bidder in the amount of **\$154,318.50 (excluding applicable tax & including 5% Disbursements)***

It is understood that the Official Plan review is **a multi year project** and further financial requirement will be funded in 2025 in the amount of \$79,318.50 **(excluding applicable tax & including 5% Disbursements)**

A consideration may also be given to fund the project through Development Charges, since recent proposed changes under **Bill 185 – Cutting Red Tape to Build More Homes Act** may reinstate studies as an eligible capital cost through DCs (previously removed under *Bill 23 – More Homes Built Faster Act*).


per. Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Award the Contract for Essa Township Official Plan Review to SGL Planning & Design Inc. and Dillon Consulting in the amount of \$154,318.50 (excluding applicable tax & including 5% Disbursements)**
3. Direct staff in another course of action

CONCLUSION

Option #2 is recommended.

Respectfully submitted by:

Reviewed by:





Samuel Haniff, MCIP, RPP,
Manager of Planning

Michael Mikael, P.Eng.
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C005-24

DATE: May 1, 2024

TO: Committee of the Whole

FROM: Lisa Lehr, Manager of Legislative Services

SUBJECT: Fees and Charges By-law 2023-01 – Proposed Amendments

RECOMMENDATION

That Staff Report C005-24 be received, and

That Council approve the proposed amendments as recommended in this Report, and direct staff to schedule a Public Meeting to allow for public comment, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.

BACKGROUND

Section 391 of the *Municipal Act*, S.O.2001, c.25, as amended, permits municipalities to pass By-laws imposing fees or charges for:

- Services or activities provided by or carried out on behalf of it,
- Costs payable for services or activities provided by or done on behalf of it or any local board, and
- The use of its property including property under its control.

A fee or charge imposed for municipal services may include costs incurred by the municipality or local board related to:

- administration,
- enforcement, and
- the establishment, acquisition and replacement of capital assets.

COMMENTS AND CONSIDERATIONS

Municipalities face increasing costs to deliver essential services that residents and ratepayers require daily while maintaining reasonable and affordable tax rates. Fees and charges help to recover all or a portion of the cost of delivering specific services so that ratepayers are not adversely impacted financially for the delivery of the item or service. Although full cost recovery is not always achieved, all budgeted user fee revenue is applied against the total cost for the service. Fees and charges traditionally have been developed using a combination of actual direct costs to deliver the service, including in some instances the overhead and administrative costs, as well as market comparison with neighbouring municipalities.

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Township of Essa staff have historically reviewed department fees on an annual basis and presented a report to Essa Council in the fall prior to budget deliberations, however staff did not have the opportunity to conduct such review in 2023. As such, Department Heads have conducted department-specific fee reviews, and have provided their summary of recommendations as follows:

Recommended Amendments:				
Fire Department Fees - Schedule "C" of By-law 2023-01				
Name of Existing Fee or Proposed New Fee:	Current Fee (N/A for new fee)	Proposed Fee:	Detailed justification or rationale for the proposed New or Amended Fee:	
Burn Permit – Annual	\$40.00	\$50.00	Permit has not been updated since 2015, and is valid for one full calendar year (expires Dec 31 st annually)	
Commercial and Industrial Inspections (under 280 m2)	\$150.00	\$200.00	More complex today Code Compliance is more extensive	
Commercial and Industrial Inspections (over 280 m2)	\$250.00	\$300.00		
On-Site Inspections – Residential	\$50.00 per unit	\$75.00		
On-Site Inspections – Residential/Commercial	\$100.00 – 2 to 10 units	\$150.00		
On-Site Inspections – Residential/Commercial	\$150.00 – 10 or more units	\$200.00		
<i>Most Fees in Current Schedule have been unchanged for years and do not reflect inflation</i>				
Building Fees - Schedule "D" of By-law 2023-01				
Name of Existing Fee or Proposed New Fee:	Current Fee (N/A for new fee)	Proposed Fee:	Detailed justification or rationale for the proposed New or Amended Fee:	
1.	Minimum Permit Fee (unless otherwise designated by Flat rates)			
1.1	Minimum Building Permit Fee	\$100.00	\$125.00	In line with neighbouring municipalities
2.	Tents and Temporary Structures (Not including Fire Department Inspection Fees)			
2.1	Tents (each)	\$100.00	\$125.00	Department Overhead Cost

2.2	Temporary Office/Trailer/Demountable stages & Related Structures	\$150.00	\$175.00	Department Overhead Cost
2.3	Other Temporary Structures including Bleachers (each)	\$150.00	\$175.00	
3.	Group A, Assembly Uses			
3.1	New, Additions	\$1.25/sq ft	\$1.35/sq ft	Harmonize fees with surrounding municipalities
4.	Group B, Assembly Uses			
4.1	Group B, Institutional Uses – New, Additions	\$1.25/sq ft	\$1.35/sq ft	Harmonize fees with surrounding municipalities
5.	Group C, Residential Uses			
5.9	Pool Fence-In Ground	\$125.00 flat rate	\$150.00 flat rate	Department Overhead Cost
6.	Group D, Business and Personal Services			
6.1	New, Additions	\$1.25/sq ft	\$1.35/sq ft	Harmonize fees with surrounding municipalities
7.	Group E, Mercantile Uses			
7.1	New, Additions	\$1.25/sq ft	\$1.35/sq ft	Harmonize fees with surrounding municipalities
10.	Additional Charges for ALL Occupancies			
10.2	Commercial Cooking Hood	\$150.00 flat rate	\$175.00 flat rate	Department Overhead Cost
11.	Additional Fees for Private Sewage Systems			
11.6	Change of Use/MOE over 10,000L/Municipal Portion of Review	\$150.00 flat rate	\$175.00 flat rate	Expanded scope-line to include municipal review & inspections for portions of MOE Septic Systems requiring Municipal Approval(s)
12.	Stand Alone Works			
12.1	Relocate Building	\$150.00 flat rate	\$175.00 flat rate	Department Overhead Cost

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12.2	New Enlarged Exterior Windows/Doors (each	\$75.00 flat rate	\$100.00 flat rate	Fees to capture single alteration permits where minimum fees would apply; Involving increased structural review, inspection workloads and engineering reviews
12.3	Fire Alarm	\$150.00	\$175.00 flat rate	Cost Recovery of Standalone item based on Admin Review and Inspection time
12.4	Sprinkler	\$150.00 flat rate	\$175.00 flat rate	
12.5	Standpipe	\$150.00 flat rate	\$175.00 flat rate	
12.6	Electromagnetic Lock	\$150.00 flat rate	\$175.00 flat rate	
12.7	HVAC (Heating, Ventilation, Air Conditioning)	\$150.00 flat rate	\$175.00 flat rate	
12.8	Commercial Cooking Hood	\$150.00 flat rate	\$175.00 flat rate	
12.9	Dust Collector	\$150.00 flat rate	\$175.00 flat rate	
12.10	Spray Booth	\$150.00 flat rate	\$175.00 flat rate	
12.12	Modular Factory Built Homes (incl. Foundation)	\$1,000.00 flat rate	\$1.35/sq ft	Changed to include size, and to harmonize with other fees
15.	Special Services			
15.5	Churches	Zero Discount		ELIMINATE and replace with the following:
	Building Compliance Letter - Per property	\$100.00		(was listed in section 15.6)
15.7	Fence Permit	\$30.00		ELIMINATE and replace with the following;
	Miscellaneous Fees not Noted in Schedule "D"	N/A	TBD	NEW – Line Item added to capture items not included in Schedule D
15.17	Municipal Building Permits Discount	N/A	75%	New – Discount to promote compliance with building permit regulation by the Township; to be applied to building permits issued for municipal works
15.18	Pre-consultations – Building Department	N/A	\$100.00/hour	New – cost recovery of resources dedicated to submissions for proposals that are a loss to the building department

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16.	Designated Structures			
16.1	Communication Tower	\$150.00 flat rate	\$175.00 flat rate	Department Overhead Cost
16.2	Exterior Storage Tank	\$150.00 flat rate	\$175.00 flat rate	
16.3	Retaining Wall per linear foot	\$150.00 flat rate	\$4.50 per foot (Min. \$175.00)	Adjustment to reflect retaining wall size & complexity; Cost Recovery
16.4	Satellite Dish	\$150.00 flat rate	\$175.00 flat rate	Department Overhead Cost
16.6	Wind Turbine per 10 kWh or portion thereof	\$150.00 flat rate	\$175.00 flat rate	Department Overhead Cost
16.7	Other OBC Structures not noted	\$150.00 flat rate	\$175.00 flat rate	Department Overhead Cost
16.8	Solar Collector <i>per 10kWh or portion thereof</i>	N/A	\$175/10kWh	New – Create to separate solar farms and other solar production from residential solar
	Septic Permit Fees			
	Change of Use Permit Application	\$100.00	REMOVE	Remove – fee already reflected in other sections of Fee Schedule
	Consent – per Lot	\$100.00	REMOVE	
	File Search	\$75.00	REMOVE	
	Repair Permit	\$400.00	REMOVE	
	Sewage System Permit	\$650.00	REMOVE	
	Subdivision (per Lot)	\$500.00	REMOVE	
	Transfer of Permit (Septic Permit)	\$200.00	REMOVE	
<p>In addition to the above-noted proposed Building Fees, the Building Department has also requested a series of housekeeping changes (language) to provide for better clarity to residents, of which are not contained in this Report.</p>				

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Planning Fees - Schedule "E" of By-law 2023-01			
Name of Existing Fee or Proposed New Fee:	Current Fee (N/A for new fee)	Proposed Fee:	Detailed justification or rationale for the proposed New or Amended Fee:
Telecommunication Application Review/Comments	\$1,000.00	\$2,500.00	Average of similar fee at Innisfil, Clearview and Springwater is \$2,675. This will bring Essa closer to a comparable fee amount.
Compliance Form - Standard	\$100.00	\$150.00	Average of similar fee at Innisfil, Clearview and Springwater is \$163.16. This will bring Essa closer to a comparable fee amount.
Compliance Form - Rush	\$125.00	\$180.00	Average of similar fee at Innisfil, Clearview and Springwater is \$163.16. Springwater is currently proposing an increase for a rush fee to \$309.00. This will bring Essa closer to a comparable fee amount.
Compliance with Subdivision Agreement or Site Plan	\$100.00	\$200.00	Average of similar fee at Clearview & Springwater is \$202.50. This would bring Essa to a comparable fee amount.
Validation of Title	\$500.00	\$1,000.00	Average of similar fee at Innisfil, Clearview and Springwater is \$1,084.00. This would bring Essa to a comparable fee amount.
Official Plan Amendment - Minor	\$2,500.00	\$3,500.00	Average of similar fee at Innisfil, Clearview and Springwater is \$4,385.00 (minor). This would bring Essa to a comparable fee amount.
Subdivision Applications	\$7,000.00	\$7,500.00	Average of similar fee at Innisfil, Clearview and Springwater is \$7,785.00. This would bring Essa to a comparable fee amount.
Zoning By-law Amendment - Minor	\$2,000.00	\$2,500.00	Average of similar fee at Innisfil and Clearview is \$3,152.00 (minor). This would bring Essa to a comparable fee amount.
Condominium per unit fee	N/A	\$25.00	Condominium per unit fee in Innisfil is \$29.70. This would bring Essa to a comparable fee amount.
OLT Documentation Preparation	N/A	\$150.00	Average of similar fee at Innisfil, Clearview and Springwater is \$225.05. This would bring Essa to a comparable fee amount.

Pre-Consultation (Committee of Adjustment Applications)	N/A	\$250.00	Average of similar fee at city of Barrie. Amounts to approximately 3 hours of staff time.
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Public Works Fees - Schedule “” of By-law 2023-01

Name of Existing Fee or Proposed New Fee.	Current Fee (N/A for new fee)	Proposed Fee:	Detailed justification or rationale for the proposed New or Amended Fee:
Road Occupancy Permit Fee-Major	\$300	\$350.00	Department Overhead Cost
Road Occupancy Permit Fee-Minor	\$110.00	\$150.00	Department Overhead Cost
Entrance Permit Fee-Residential	\$150 PLUS \$400.00 Deposit	\$200.00 PLUS \$400.00 Deposit	Department Overhead Cost
Entrance Permit Fee-Commercial	\$250.00 PLUS \$1,000.00 Deposit	\$400.00 PLUS \$1,000.00 Deposit	Department Overhead Cost
Engineering Standards (Connection Fee)	\$75.00	\$350.00	Change in Wording-should read “Connection Fee”
Dump Trucks-6 tonne Tandem-Snow Plowing	\$140.71	\$185.50	Fuel index-inflation; operational cost – Overhead Cost
Graders-grading/snow plowing	\$170.27	\$205.00	Fuel index-inflation; operational cost – Overhead Cost

Recreation Related Fees - Schedule “G” of By-law 2023-01

6. ADVERTISING

Cost for Sign Creation to be borne by applicant, in addition to the following fees:

6.4 Changeroom Door	N/A	\$200.00	“Business Name” to be advertised on both sides of changeroom door
6.5 Advertising on Rink Boards (white boards)	N/A	\$400.00	One panel on rink board (3’x8’ only)
6.6 Letter Size Ad for Advertisement Frame around Community Centre	N/A	\$100.00	Advertisement Frame (8x11) to be posted around Community Centre
6.7 Banner Advertisements for sport fields/dog parks	N/A	\$100.00	Per sign; per location

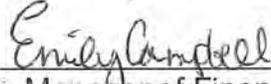
Automated Speed Enforcement Fees - Schedule “J” of By-law 2023-01

Eliminate this Schedule in its entirety. These rates are pre-determined based on Ontario Regulation 355/22, and are NOT administrative fees, but rather penalties (fines). The municipality does not have authority to set penalty rates or additional fees for an Automated Speed Enforcement Program.

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FINANCIAL IMPACT

Should the proposed amendments be passed, there will be increased revenue to be realized by the municipality. It is unknown at this time what the impact would be.


for: Manager of Finance Approval

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the proposed amendments as recommended in this Report and authorize staff to schedule a Public Meeting to allow for public comment on proposed amendments to Essa's Fees and Charges By-law, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.**
3. Some other action as deemed appropriate by Council.

CONCLUSION

Staff recommends that Council approve Option No. 2.

Respectfully submitted:



Lisa Lehr
Manager of Legislative Services

Reviewed by:



Michael Mikael
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO010-24

DATE: May 1, 2024

TO: Committee of the Whole

FROM: Michael Mikael, P.Eng, Chief Administrative Officer

SUBJECT: OPP Draft Agreement CSPAs.17(2) - Enhancement Positions

RECOMMENDATION

That Staff Report CAO010-24 be received; and

That Council consider entering into a new 4-year joint agreement with the OPP under Section 17(2) of the *Community Safety Policing Act, 2019 (CSPA)*.

BACKGROUND

The Township had previously entered into an agreement with the OPP to provide for policing services in Essa in partnership with neighbouring municipalities Town of New Tecumseth and Township of Adjal-Tosorontio. The agreement was for a 3-year term from January 1, 2024, until December 31, 2026, under s.10 of the *Police Services Act (PSA)*.

April 1, 2024, has been proclaimed as the official date on which the CSPA came into force. At that time, it repealed and replaced the current PSA. The provision of OPP municipal policing services is preserved under the CSPA, however, no municipality can remain in an agreement or municipal group contract arrangement under s.10 of the PSA.

COMMENTS AND CONSIDERATIONS

The contract for the provision of additional services by the OPP is provided based on a request by the Town of New Tecumseth, Township of Essa and Township of Adjala-Tosorontio. Any additional services provided according to this agreement are services that are not required as a component of adequate and effective policing in the municipality, as set out in Section 11(3) of the CSPA.

As of April 1st, 2024 CSPA has replaced PSA; Under the CSPA, OPP policed municipalities with enhancements under s.10 PSA contract agreements, have opportunity to enter into an additional services agreement under s.17(2) of the CSPA. This is now an

option for all municipalities, as there are no longer s.10 or s. 5.1 contracts/agreements under the CSPA:

Additional services:

17(2) The Minister may enter into a written agreement with a municipality or with any other person to have the Commissioner provide policing that is not required as a component of adequate and effective policing, or to provide other specified services, in the area.

Current Enhancements listed on s.10 PSA Contract & CSPA s.17(2) Agreement:

FTE Additional Services Positions	Classification	Current Position Description
1.0	Detachment Administration Clerk (Civilian)**	Platoon Administration Support
1.0	Sergeant*	Traffic and Court Programs
1.0	Sergeant*	Community Mobilization and Engagement Unit
2.0	Constables*	School Resource Officers
1.0	Constable*	Traffic Officer
Non - FTE Additional Services	Classification	Description
1.00	Equipment	Desktop Computer

*1.0 Uniform Full-time Equivalent (FTE) currently at 1,381 hours per year for 2024

**Civilian FTE tracked and reconciled annually based on the actual period of time positions were filled during the year

The draft contract proposal and agreement under section 17(2) of the Community Safety and Policing Act, 2019 (CSPA) has been finalized by the Ministry of the Solicitor General.

The 3 municipalities are required to enter into a new agreement under CSPA s17(2) in order to retain the current FTE and ODOE enhancements as seen on the previous PSA s.10 agreement.

The OPP billing model (annual billing statements) will remain the same, however there is action being taken to align billing dates for all OPP policed municipalities (s.10 contract municipalities were billed on the 15th of each month which may change in future).

Furthermore, the partnering municipalities will be billed for the cost of Additional Services using actual salaries, wages, overtime and benefits and the latest approved municipal cost-recovery formula. **Each municipality will be billed directly** for its portion under the new agreement. Costs formerly recovered as part of s.10 group contracts will be recovered from the individual municipalities as of April 1, 2024, as required by the new CSPA.

The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as PSA, s.10 Contract Enhancement, enhanced services are now arranged with agreements under s.17 of the CSPA.

The new agreement under s.17(2) of the CSPA will retain all the current enhancements as in the previous/current agreement under s.10 of the PSA.

The Ministry is offering a 3,4,5, or 6-year term, and there is still a provision to cancel with one-year written notice. It was also discussed and agreed on by the CAO's of the three municipalities to propose **a 4-year contract term** as s.17(2) requires consistency between all 3 municipalities when it comes to the selected contract end date.

FINANCIAL IMPACT

No financial impact.

Worth to mention that Essa will be billed directly for its portion.

Manager of Finance Approval: Emily Campbell

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Direct Staff to enter into a new 4-year joint contract with the OPP under Section 17(2) of the *Community Safety Policing Act, 2019* (CSPA).
3. Direct staff in another course of action as Council may wish.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Michael Mikael, P.Eng
CAO

Attachments:

Draft copy of the CSPA section 17(2) Agreement
Proposal for additional services

The term of this Agreement (the "Agreement") is effective as of the 1st day of April 2024

**AGREEMENT FOR THE PROVISION OF ADDITIONAL SERVICES
UNDER SECTION 17(2) OF THE COMMUNITY SAFETY AND POLICING ACT,
2019, S.O. 2019, c. 1, Sched. 1**

BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO AS REPRESENTED
BY THE SOLICITOR GENERAL**

("Ontario")

OF THE FIRST PART

AND:

**THE CORPORATION OF THE TOWNSHIP OF ADJALA-TOSORONTIO
THE CORPORATION OF THE TOWNSHIP OF ESSA
THE CORPORATION OF THE TOWN OF NEW TECUMSETH
(the "Municipality")**

OF THE SECOND PART

RECITALS:

- (a) Under s. 17(2) of the *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1 (the "CSPA"), the Minister may enter into a written agreement with a municipality or with any other person to have the Commissioner provide policing, or other specified services, that would not otherwise be provided or be required to be provided by the Commissioner.
- (b) The Municipality has expressed its desire for Ontario to provide such additional services by means of this Agreement, as evidenced by By-Laws (attached as Schedule "A"):

Municipality	By-Law #	By-Law Date
1. Township of Adjala-Tosorontio	2024-##	Month DD, 2024
2. Township of Essa	2024-##	Month DD, 2024
3. Town of New Tecumseth	2024-##	Month DD, 2024

- (c) This Agreement reflects the intent of the parties for Ontario to provide additional services to the Municipality in the form of enhanced hours of service as set out in the "Contract Proposal for Additional Services" dated April 1st, 2024 (attached as Schedule "B")

NOW THEREFORE, in consideration of the promises and covenants herein, the parties agree as follows:

1. The parties warrant that the recitals are true.

Definitions

2. In this Agreement:

- (a) "Additional Services Cost Statement" means a statement prepared by Ontario and submitted to the Municipality which:
 - (i) contains the Municipality's cost for additional services for the year following the year in which the statement is prepared based on an estimate of salaries and benefits and any additional unique costs associated with the additional services together with sufficient documentation and information reasonably necessary to explain and support the billing;
 - (ii) contains a year-end adjustment reconciling the cost of additional services billed for the previous year based on the actual staffing resources and the applicable compensation rates for salaries and benefits;
 - (iii) the Municipality acknowledges will reflect changes resulting from new or amended collective agreements; and
 - (iv) forms part of the Annual Billing Statement.
- (b) "Annual Billing Statement" means a statement prepared by Ontario and submitted to the Municipality with respect to policing services provided pursuant to the CSPA.
- (c) "Commissioner" means the Commissioner of the O.P.P
- (d) "Detachment Commander" means the O.P.P officer in charge of a Detachment.

General Provisions

3. Ontario shall provide the additional services set out in Schedule "B" in accordance with the terms and conditions of the Agreement. The Municipality shall pay Ontario for the additional services provided under this Agreement in accordance with this Agreement.

Liability of Ontario

4. Ontario shall be liable for any damages that may arise as a result of any negligent acts or omissions of O.P.P members in the performance of this Agreement.

Equipment

5. Ontario shall supply or cause to be supplied all vehicles and equipment reasonably necessary and appropriate for the use of the O.P.P in providing additional services under this Agreement.

Cost of Additional Services

6. (a) On or before November 1st each year, Ontario shall prepare and deliver to the Municipality for review and approval, the Additional Services Cost Statement for the following year together with sufficient documentation and information reasonably necessary to explain the billing.
- (b) The Municipality shall review the Additional Services Cost Statement upon receipt and, within sixty (60) days of such receipt, shall approve the Additional Services Cost Statement or deliver to Ontario a request to meet to discuss the Additional Services Cost Statement.
7. (a) In the event that the Municipality fails to approve the Additional Services Cost Statement or request a meeting to discuss the Additional Services Cost Statement within sixty (60) days of receipt, the Municipality shall be deemed to have approved the Additional Services Cost Statement.
- (b) In the event that the Municipality requests a meeting to discuss the Additional Services Cost Statement, the Detachment Commander or representative and the Municipality or representative shall meet within fifteen (15) days of the OPP's receipt of the request and use all best good faith efforts to reach agreement on the Additional Services Cost Statement. If the parties are unable to reach agreement, the Regional Commander or representative and the Municipality or representative shall meet and use all good faith efforts to reach agreement on the Additional Services Cost Statement. If the parties are unable to reach agreement, the Commissioner or Deputy Commissioner or representative and the Municipality, or representative shall meet and use all best good faith efforts to reach agreement on the Additional Services Cost Statement. If the parties are unable to reach agreement, the Additional Services Cost Statement shall be deemed to apply.
8. The Municipality shall make monthly installment payments to Ontario due no later than thirty (30) days following the receipt by the Municipality of each monthly invoice, each one being one twelfth of the Additional Services Cost Statement for that year. Any amounts which have become due and owing shall bear interest at the rate set by the Minister of

Finance from time to time.

- 9. Ontario shall keep all records, statements of account, invoices and any other such documents necessary to support the Additional Services Cost Statement, and all such records shall be kept for a period of seven years. Ontario shall permit the Municipality, upon notice to Ontario, to examine all such records and books of account and conduct a review of the Additional Services Cost Statement.
- 10. Upon the approval or deemed approval of the Additional Services Cost Statement, adjustments shall be made to the amounts paid by the Municipality by installment so that (i) the total amount paid in respect of the preceding year is equal to the amount shown on the approved Additional Services Cost Statement and (ii) the installments for the year following the year in which the statement is prepared are each equal to one twelfth of the approved Additional Services Cost Statement. Any amounts payable by one party to the other shall be paid to the appropriate party in the remaining monthly billings for the year following the year in which the statement is prepared.

Dispute Resolution

- 11. (a) The provisions of this paragraph apply in the event of a dispute between the Municipality and Ontario concerning the interpretation, application, administration, or alleged violation of this Agreement.
- (b) In the event that a dispute arises the Detachment Commander, or representative, and the Municipality, or representative, shall meet within thirty (30) days of such dispute arising and use all best good faith efforts to resolve the dispute.
- (c) If the dispute remains unresolved, the Regional Commander, or representative and the Municipality, or representative, shall meet and use all best good faith efforts to resolve the dispute.
- (d) If the dispute remains unresolved, the Commissioner, or Deputy Commissioner or representative and the Municipality, or representative, shall meet and use all best good faith efforts to resolve the dispute.

Notice

- 12. Any notice, statement, invoice, or account shall be delivered to both Ontario and the Commissioner using the delivery methods listed below. Any notice statement, invoice or account sent by mail shall be deemed to be received on the third day following the date of mailing unless shown to the contrary, and if sent by email, it shall be deemed to be received on the date it was sent. Contact information may be changed by giving notice as provided herein:

- (a) By mail to Ontario addressed to: The Solicitor General, 25 Grosvenor Street, 11th Floor, Toronto, Ontario, M7A 1Y6
- (b) By mail to the Commissioner addressed to: The Commissioner, Ontario Provincial Police, 777 Memorial Avenue, Orillia, Ontario L3V 7V3. To the attention of the Manager, Municipal Policing Bureau, or by email to opp.municipalpolicing@opp.ca
- (c) By mail to the Municipality addressed to:
 The Mayor, Township of Adjala-Tosorontio, 7855 30 Sideroad Adjala, Alliston, ON, L9R 1V1, or by fax to (705) 434-5055 or by **EMAIL TBD**
 By mail to the Municipality addressed to:
 The Mayor, Township of Essa, 5786 Simcoe County Rd. 21, Utopia, ON, LOM 1 T0, or by fax to (705) 424-2367 or by **EMAIL TBD**
 By mail to the Municipality addressed to:
 The Mayor, Town of New Tecumseth, 10 Wellington Street East, Alliston, ON, L9R 1A1, or by fax to (705) 435-2873 or by **EMAIL TBD**

Commencement and Termination of Agreement

13. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 1st day of April, 2024 and conclude on the 31st day of December, **20##**.
14. Either party to this Agreement may terminate this Agreement upon one-year written notice of termination to the other party, in which case this Agreement shall terminate one year following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of providing additional services under this Agreement to and including the date of such termination and Ontario shall continue to be responsible to provide the additional services outlined in this Agreement.

Entire Agreement

15. This Agreement and the schedules attached constitute the entire Agreement between the parties, and there are no representations, warranties, collateral agreements, or conditions affecting this Agreement or the relationship of the parties or supported hereby other than as expressed herein in writing. Any amendment to this Agreement must be in writing, duly executed by the parties.

IN WITNESS WHEREOF, the Municipality has affixed its Corporate Seal attested by the signature of its duly authorized signing officers, and the Solicitor General, has personally signed this Agreement to be effective as of the date set out herein.

FOR ONTARIO

Solicitor General

FOR THE MUNICIPALITY

Township of Adjala-Tosorontio

Mayor

Clerk

Date Signed by the Municipality _____

FOR THE MUNICIPALITY

Township of Essa

Mayor

Clerk

Date Signed by the Municipality _____

FOR THE MUNICIPALITY

Town of New Tecumseth

Mayor

Clerk

Date Signed by the Municipality _____

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SCHEDULE "A"

BY-LAWS OF THE MUNICIPAL COUNCILS

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SCHEDULE "B"

PROPOSAL FOR ADDITIONAL SERVICES

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**THE CORPORATION OF THE TOWNSHIP OF ADJALA-TOSORONTIO
THE CORPORATION OF THE TOWNSHIP OF ESSA
THE CORPORATION OF THE TOWN OF NEW TECUMSETH**

**Contract Policing Proposal for Additional Services Under
Section 17(2) of the Community Safety and Policing Act, 2019**

Prepared by: Sergeant Lisa Rotar
Municipal Policing Specialist
Ontario Provincial Police
Municipal Policing Bureau
Date: April 1st, 2024

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Executive Summary

This contract proposal for the provision of additional services by the Ontario Provincial Police (OPP) is provided based on a request by the Town of New Tecumseth, Township of Essa and Township of Adjala-Tosorontio, dated April 1st, 2024. Any additional services provided according to this agreement are services that are not required as a component of adequate and effective policing in the municipality, as set out in section 11(3) of the Community Safety and Policing Act, 2019.

The Municipalities of the Town of New Tecumseth, Township of Essa and Township of Adjala-Tosorontio will be billed for the cost of Additional Services Position(s) using actual salaries, wages, overtime and benefits and the latest approved municipal cost-recovery formula (*see Table 1- Additional Services Position FTEs*). Any additional unique costs associated with the Additional Services Positions will be detailed on the Additional Services Cost Statement and the Town of New Tecumseth, Township of Essa and Township of Adjala-Tosorontio will be billed accordingly (*see Table 2 – Additional Unique Costs*). The cost statement will also include a year-end adjustment reconciling the cost of additional services billed for the previous year based on the actual staffing resources and the applicable compensation rates for salaries and benefits.

Costs for Additional Services Positions for the Municipalities of the Town of New Tecumseth, Township of Essa and Township of Adjala-Tosorontio will be allocated based on property counts for each individual municipality. To determine each municipality's cost a percentage will be calculated based on the property counts of each municipality, which will then be applied to the total cost of the Additional Services Position(s) to determine the amount for each municipality.

The service delivered by these positions will be tracked and reconciled on an annual basis. The Town of New Tecumseth, Township of Essa and Township of Adjala-Tosorontio Additional Services Positions are listed below:

Table 1 – Additional Services Position FTEs

FTE Additional Services Positions	Classification	Position Description
1.0	Detachment Administration Clerk (Civilian)**	Platoon Administration Support
1.0	Sergeant*	Traffic and Court Programs
1.0	Sergeant*	Community Mobilization and Engagement Unit
2.0	Constables*	School Resource Officers
1.0	Constable*	Traffic Officer

*1.0 Uniform Full-Time Equivalent (FTE) does not refer to an officer exclusively dedicated to the Agreement. It is a unit of hours of police services per annum. The number of hours for an FTE is subject to change from year to year, and will reflect the latest availability factor, currently at 1,381 hours per year for 2024.

The availability factor for the billing year will be specified in the Additional Services Cost Statement for that year.

**Civilian FTEs refer to specific detachment positions established to provide additional services. They will be tracked and reconciled annually based on the actual period of time the positions were filled during the year.

Note Regarding Uniform Positions:

- Total hours of service provided by all Additional Services Uniform Positions will be reconciled annually.
- In accordance with the uniform availability factor calculations for 2024, it is estimated that each dedicated Additional Services Uniform Position(s) will provide 1,381 hours of service per year to fulfill the requirements of their respective positions. If this number of hours is not met, the total cost of Additional Services Uniform Positions will be reduced accordingly.
- Total hours of service for dedicated Additional Services Uniform Positions include hours of work performed in a municipality by all officers assigned to the Additional Services Uniform Positions.
- Total hours do not include:
 - overtime hours;
 - hours recorded for duties accounted for in the availability factor such as court attendance, training, and specific administrative duties; and
 - hours calculated for billable calls for service by officers assigned to dedicated additional services uniform position(s) unless the officer’s position is general law enforcement.

Table 2 – Additional Unique Costs

Non - FTE Additional Services	Classification	Description
1.00	Equipment	Desktop Computer

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OPP 2024 Annual Billing Statement

Adjala-Tosorontio Tp

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	4,128		
	Commercial and Industrial	<u>102</u>		
	Total Properties	<u>4,230</u>	165.59	700,431
Calls for Service				
	Total all municipalities	183,003,471		
	Municipal portion	0.2605%	112.71	476,749
Overtime			13.98	59,129
Contract Enhancements			40.32	170,573
Prisoner Transportation	(per property cost)		1.12	4,738
Accommodation/Cleaning Services	(per property cost)		4.90	20,727
Total 2024 Estimated Cost			<u>338.62</u>	<u>1,432,347</u>

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OPP 2024 Additional Services Cost Statement (Note 1)

Adjala-Tosorontio Tp (Adjala-Tosorontio, Essa, New Tecumseh Group)

Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

			Group	Municipal Portion
	Positions	\$/FTE	\$ Total	\$ Total
Uniform Members	Note 3			
Sergeant	2.00	127,275	254,551	37,063
Constable	3.00	108,173	324,518	47,250
Total Uniform Salaries	5.00		579,069	84,313
Statutory Holiday Payout		5,132	25,660	3,736
Shift Premiums		1,130	5,650	823
Uniform Benefits - Full-Time Salaries		32.44%	187,850	27,351
Total Uniform Salaries & Benefits			798,230	116,223
Detachment Civilian Members	Note 3			
Detachment Administrative Clerk	Full-time 1.00	68,433	68,433	9,964
Total Detachment Civilian Salaries	1.00		68,433	9,964
Civilian Benefits - Full-Time Salaries		33.98%	23,254	3,386
Total Detachment Civilian Salaries & Benefits			91,687	13,350
Support Costs - Salaries and Benefits				
Communication Operators		6,228	31,140	4,534
Prisoner Guards		1,996	9,980	1,453
Operational Support		6,080	30,400	4,426
RHQ Municipal Support		2,751	13,755	2,003
Telephone Support		141	705	103
Office Automation Support		875	4,375	637
Mobile and Portable Radio Support		282	1,410	205
Total Support Staff Salaries and Benefits Costs			91,765	13,361
Total Salaries & Benefits			981,682	142,934
Other Direct Operating Expenses				
Communication Centre		155	775	113
Operational Support		1,018	5,090	741
RHQ Municipal Support		212	1,060	154
Telephone		1,582	7,910	1,152
Mobile Radio Equipment Repairs & Maintenance		147	735	107
Office Automation - Uniform		3,019	15,095	2,198
Office Automation - Civilian		1,154	1,154	168
Vehicle Usage		9,975	49,875	7,262
Detachment Supplies & Equipment		548	2,740	399
Uniform & Equipment		2,305	11,525	1,678
Additional Municipally Leased Desktop Computer	Note 4	1,028	1,028	150
Total Other Direct Operating Expenses			96,987	14,121
Total 2024 Estimated Additional Services Cost (Note 5)			\$ 1,078,669	\$ 157,055

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OPP 2024 Additional Services Cost Statement (Note 1)
Adjala-Tosorontio Tp (Adjala-Tosorontio, Essa, New Tecumseh Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation. In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 5) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Adjala-Tosorontio Tp	4,230	14.56%	157,055
Essa Tp	7,869	27.09%	292,167
New Tecumseth T	16,953	58.35%	629,446
Total	29,052	100.00%	1,078,669

OPP 2024 Annual Billing Statement

Essa Tp

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	7,677		
	Commercial and Industrial	192		
	Total Properties	<u>7,869</u>	165.59	1,303,000
Calls for Service				
	Total all municipalities	183,003,471		
	Municipal portion	0.6580%	153.02	1,204,117
Overtime			16.78	132,006
Contract Enhancements			40.32	317,314
Prisoner Transportation	(per property cost)		1.12	8,813
Accommodation/Cleaning Services	(per property cost)		4.90	38,558
Total 2024 Estimated Cost			<u>381.73</u>	<u>3,003,809</u>

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OPP 2024 Additional Services Cost Statement (Note 1)
Essa Tp (Adjala-Tosorontio, Essa, New Tecumseh Group)
 Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Uniform Members	Note 3				
Sergeant		2.00	127,275	254,551	68,947
Constable		3.00	108,173	324,518	87,899
Total Uniform Salaries		5.00		579,069	156,846
Statutory Holiday Payout			5,132	25,660	6,950
Shift Premiums			1,130	5,650	1,530
Uniform Benefits - Full-Time Salaries			32.44%	187,850	50,881
Total Uniform Salaries & Benefits				798,230	216,208
Detachment Civilian Members	Note 3				
Detachment Administrative Clerk	Full-time	1.00	68,433	68,433	18,536
Total Detachment Civilian Salaries		1.00		68,433	18,536
Civilian Benefits - Full-Time Salaries			33.98%	23,254	6,298
Total Detachment Civilian Salaries & Benefits				91,687	24,834
Support Costs - Salaries and Benefits					
Communication Operators			6,228	31,140	8,435
Prisoner Guards			1,996	9,980	2,703
Operational Support			6,080	30,400	8,234
RHQ Municipal Support			2,751	13,755	3,726
Telephone Support			141	705	191
Office Automation Support			875	4,375	1,185
Mobile and Portable Radio Support			282	1,410	382
Total Support Staff Salaries and Benefits Costs				91,765	24,855
Total Salaries & Benefits				981,682	265,897
Other Direct Operating Expenses					
Communication Centre			155	775	210
Operational Support			1,018	5,090	1,379
RHQ Municipal Support			212	1,060	287
Telephone			1,582	7,910	2,142
Mobile Radio Equipment Repairs & Maintenance			147	735	199
Office Automation - Uniform			3,019	15,095	4,089
Office Automation - Civilian			1,154	1,154	313
Vehicle Usage			9,975	49,875	13,509
Detachment Supplies & Equipment			548	2,740	742
Uniform & Equipment			2,305	11,525	3,122
Additional Municipally Leased Desktop Computer	Note 4		1,028	1,028	278
Total Other Direct Operating Expenses				96,987	26,270
Total 2024 Estimated Additional Services Cost (Note 5)				\$ 1,078,669	\$ 292,167

OPP 2024 Additional Services Cost Statement (Note 1)
Essa Tp (Adjala-Tosorontio, Essa, New Tecumseh Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation. In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 5) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Adjala-Tosorontio Tp	4,230	14.56%	157,055
Essa Tp	7,869	27.09%	292,167
New Tecumseth T	16,953	58.35%	629,446
Total	29,052	100.00%	1,078,669

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OPP 2024 Annual Billing Statement

New Tecumseth T

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	16,500		
	Commercial and Industrial	453		
	Total Properties	<u>16,953</u>	165.59	2,807,188
Calls for Service				
	Total all municipalities	183,003,471		
	Municipal portion	1.3305%	143.63	2,434,892
Overtime			14.32	242,782
Contract Enhancements			40.32	683,623
Prisoner Transportation	(per property cost)		1.12	18,987
Accommodation/Cleaning Services	(per property cost)		4.90	83,070
Total 2024 Estimated Cost			<u>369.88</u>	<u>6,270,542</u>

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OPP 2024 Additional Services Cost Statement (Note 1)
New Tecumseth T (Adjala-Tosorontio, Essa, New Tecumseh Group)
 Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Uniform Members	Note 3				
Sergeant		2.00	127,275	254,551	148,541
Constable		3.00	108,173	324,518	189,369
Total Uniform Salaries		5.00		579,069	337,910
Statutory Holiday Payout			5,132	25,660	14,974
Shift Premiums			1,130	5,650	3,297
Uniform Benefits - Full-Time Salaries			32.44%	187,850	109,618
Total Uniform Salaries & Benefits				798,230	465,799
Detachment Civilian Members	Note 3				
Detachment Administrative Clerk	Full-time	1.00	68,433	68,433	39,934
Total Detachment Civilian Salaries		1.00		68,433	39,934
Civilian Benefits - Full-Time Salaries			33.98%	23,254	13,569
Total Detachment Civilian Salaries & Benefits				91,687	53,503
Support Costs - Salaries and Benefits					
Communication Operators			6,228	31,140	18,171
Prisoner Guards			1,996	9,980	5,824
Operational Support			6,080	30,400	17,740
RHQ Municipal Support			2,751	13,755	8,027
Telephone Support			141	705	411
Office Automation Support			875	4,375	2,553
Mobile and Portable Radio Support			282	1,410	823
Total Support Staff Salaries and Benefits Costs				91,765	53,549
Total Salaries & Benefits				981,682	572,850
Other Direct Operating Expenses					
Communication Centre			155	775	452
Operational Support			1,018	5,090	2,970
RHQ Municipal Support			212	1,060	619
Telephone			1,582	7,910	4,616
Mobile Radio Equipment Repairs & Maintenance			147	735	429
Office Automation - Uniform			3,019	15,095	8,809
Office Automation - Civilian			1,154	1,154	673
Vehicle Usage			9,975	49,875	29,104
Detachment Supplies & Equipment			548	2,740	1,599
Uniform & Equipment			2,305	11,525	6,725
Additional Municipally Leased Desktop Computer	Note 4		1,028	1,028	600
Total Other Direct Operating Expenses				96,987	56,596
Total 2024 Estimated Additional Services Cost (Note 5)				\$ 1,078,669	\$ 629,446

OPP 2024 Additional Services Cost Statement (Note 1)
New Tecumseth T (Adjala-Tosorontio, Essa, New Tecumseh Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
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New Tecumseth T	16,953	58.35%	629,446
Total	29,052	100.00%	1,078,669

OPP Contacts

Please forward any questions or concerns to Detachment Commander, Detachment, or Municipal Policing Specialist, Municipal Policing Bureau, OPP General Headquarters.

Detachment Commander, Inspector Steve Ridout

Phone: (705) 434-1939

Email: steve.ridout@opp.ca

Municipal Policing Specialist, Sergeant Lisa Rotar

Phone: (705) 238-9118

Email: lisa.rotar@opp.ca

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**THE CORPORATION OF THE TOWNSHIP OF ADJALA-TOSORONTIO
THE CORPORATION OF THE TOWNSHIP OF ESSA
THE CORPORATION OF THE TOWN OF NEW TECUMSETH**

**Contract Policing Proposal for Additional Services Under
Section 17(2) of the Community Safety and Policing Act, 2019**

Prepared by: Sergeant Lisa Rotar
Municipal Policing Specialist
Ontario Provincial Police
Municipal Policing Bureau
Date: April 1st, 2024

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Executive Summary

This contract proposal for the provision of additional services by the Ontario Provincial Police (OPP) is provided based on a request by the Town of New Tecumseth, Township of Essa and Township of Adjala-Tosorontio, dated April 1st, 2024. Any additional services provided according to this agreement are services that are not required as a component of adequate and effective policing in the municipality, as set out in section 11(3) of the Community Safety and Policing Act, 2019.

The Municipalities of the Town of New Tecumseth, Township of Essa and Township of Adjala-Tosorontio will be billed for the cost of Additional Services Position(s) using actual salaries, wages, overtime and benefits and the latest approved municipal cost-recovery formula (*see Table 1- Additional Services Position FTEs*). Any additional unique costs associated with the Additional Services Positions will be detailed on the Additional Services Cost Statement and the Town of New Tecumseth, Township of Essa and Township of Adjala-Tosorontio will be billed accordingly (*see Table 2 – Additional Unique Costs*). The cost statement will also include a year-end adjustment reconciling the cost of additional services billed for the previous year based on the actual staffing resources and the applicable compensation rates for salaries and benefits.

Costs for Additional Services Positions for the Municipalities of the Town of New Tecumseth, Township of Essa and Township of Adjala-Tosorontio will be allocated based on property counts for each individual municipality. To determine each municipality's cost a percentage will be calculated based on the property counts of each municipality, which will then be applied to the total cost of the Additional Services Position(s) to determine the amount for each municipality.

The service delivered by these positions will be tracked and reconciled on an annual basis. The Town of New Tecumseth, Township of Essa and Township of Adjala-Tosorontio Additional Services Positions are listed below:

Table 1 – Additional Services Position FTEs

FTE Additional Services Positions	Classification	Position Description
1.0	Detachment Administration Clerk (Civilian)**	Platoon Administration Support
1.0	Sergeant*	Traffic and Court Programs
1.0	Sergeant*	Community Mobilization and Engagement Unit
2.0	Constables*	School Resource Officers
1.0	Constable*	Traffic Officer

*1.0 Uniform Full-Time Equivalent (FTE) does not refer to an officer exclusively dedicated to the Agreement. It is a unit of hours of police services per annum. The number of hours for an FTE is subject to change from year to year, and will reflect the latest availability factor, currently at 1,381 hours per year for 2024.

The availability factor for the billing year will be specified in the Additional Services Cost Statement for that year.

**Civilian FTEs refer to specific detachment positions established to provide additional services. They will be tracked and reconciled annually based on the actual period of time the positions were filled during the year.

Note Regarding Uniform Positions:

- Total hours of service provided by all Additional Services Uniform Positions will be reconciled annually.
- In accordance with the uniform availability factor calculations for 2024, it is estimated that each dedicated Additional Services Uniform Position(s) will provide 1,381 hours of service per year to fulfill the requirements of their respective positions. If this number of hours is not met, the total cost of Additional Services Uniform Positions will be reduced accordingly.
- Total hours of service for dedicated Additional Services Uniform Positions include hours of work performed in a municipality by all officers assigned to the Additional Services Uniform Positions.
- Total hours do not include:
 - overtime hours;
 - hours recorded for duties accounted for in the availability factor such as court attendance, training, and specific administrative duties; and
 - hours calculated for billable calls for service by officers assigned to dedicated additional services uniform position(s) unless the officer’s position is general law enforcement.

Table 2 – Additional Unique Costs

Non - FTE Additional Services	Classification	Description
1.00	Equipment	Desktop Computer

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OPP 2024 Annual Billing Statement

Adjala-Tosorontio Tp

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	4,128		
	Commercial and Industrial	<u>102</u>		
	Total Properties	<u>4,230</u>	165.59	700,431
Calls for Service	Total all municipalities	183,003,471		
	Municipal portion	0.2605%	112.71	476,749
Overtime			13.98	59,129
Contract Enhancements			40.32	170,573
Prisoner Transportation	(per property cost)		1.12	4,738
Accommodation/Cleaning Services	(per property cost)		4.90	20,727
Total 2024 Estimated Cost			<u>338.62</u>	<u>1,432,347</u>

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OPP 2024 Additional Services Cost Statement (Note 1)

Adjala-Tosorontio Tp (Adjala-Tosorontio, Essa, New Tecumseh Group)

Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Uniform Members	Note 3				
Sergeant		2.00	127,275	254,551	37,063
Constable		3.00	108,173	324,518	47,250
Total Uniform Salaries		5.00		579,069	84,313
Statutory Holiday Payout			5,132	25,660	3,736
Shift Premiums			1,130	5,650	823
Uniform Benefits - Full-Time Salaries			32.44%	187,850	27,351
Total Uniform Salaries & Benefits				798,230	116,223
Detachment Civilian Members	Note 3				
Detachment Administrative Clerk	Full-time	1.00	68,433	68,433	9,964
Total Detachment Civilian Salaries		1.00		68,433	9,964
Civilian Benefits - Full-Time Salaries			33.98%	23,254	3,386
Total Detachment Civilian Salaries & Benefits				91,687	13,350
Support Costs - Salaries and Benefits					
Communication Operators			6,228	31,140	4,534
Prisoner Guards			1,996	9,980	1,453
Operational Support			6,080	30,400	4,426
RHQ Municipal Support			2,751	13,755	2,003
Telephone Support			141	705	103
Office Automation Support			875	4,375	637
Mobile and Portable Radio Support			282	1,410	205
Total Support Staff Salaries and Benefits Costs				91,765	13,361
Total Salaries & Benefits				981,682	142,934
Other Direct Operating Expenses					
Communication Centre			155	775	113
Operational Support			1,018	5,090	741
RHQ Municipal Support			212	1,060	154
Telephone			1,582	7,910	1,152
Mobile Radio Equipment Repairs & Maintenance			147	735	107
Office Automation - Uniform			3,019	15,095	2,198
Office Automation - Civilian			1,154	1,154	168
Vehicle Usage			9,975	49,875	7,262
Detachment Supplies & Equipment			548	2,740	399
Uniform & Equipment			2,305	11,525	1,678
Additional Municipally Leased Desktop Computer	Note 4		1,028	1,028	150
Total Other Direct Operating Expenses				96,987	14,121
Total 2024 Estimated Additional Services Cost (Note 5)				\$ 1,078,669	\$ 157,055

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OPP 2024 Additional Services Cost Statement (Note 1)
Adjala-Tosorontio Tp (Adjala-Tosorontio, Essa, New Tecumseh Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation. In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 5) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Adjala-Tosorontio Tp	4,230	14.56%	157,055
Essa Tp	7,869	27.09%	292,167
New Tecumseth T	16,953	58.35%	629,446
Total	29,052	100.00%	1,078,669

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OPP 2024 Annual Billing Statement

Essa Tp

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts			
	Household	7,677		
	Commercial and Industrial	<u>192</u>		
	Total Properties	<u><u>7,869</u></u>	165.59	1,303,000
Calls for Service				
	Total all municipalities	183,003,471		
	Municipal portion	0.6580%	153.02	1,204,117
Overtime			16.78	132,006
Contract Enhancements			40.32	317,314
Prisoner Transportation	(per property cost)		1.12	8,813
Accommodation/Cleaning Services	(per property cost)		<u>4.90</u>	<u>38,558</u>
Total 2024 Estimated Cost			<u><u>381.73</u></u>	<u><u>3,003,809</u></u>

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OPP 2024 Additional Services Cost Statement (Note 1)
Essa Tp (Adjala-Tosorontio, Essa, New Tecumseh Group)
 Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Uniform Members	Note 3				
Sergeant		2.00	127,275	254,551	68,947
Constable		3.00	108,173	324,518	87,899
Total Uniform Salaries		5.00		579,069	156,846
Statutory Holiday Payout			5,132	25,660	6,950
Shift Premiums			1,130	5,650	1,530
Uniform Benefits - Full-Time Salaries			32.44%	187,850	50,881
Total Uniform Salaries & Benefits				798,230	216,208
Detachment Civilian Members	Note 3				
Detachment Administrative Clerk	Full-time	1.00	68,433	68,433	18,536
Total Detachment Civilian Salaries		1.00		68,433	18,536
Civilian Benefits - Full-Time Salaries			33.98%	23,254	6,298
Total Detachment Civilian Salaries & Benefits				91,687	24,834
Support Costs - Salaries and Benefits					
Communication Operators			6,228	31,140	8,435
Prisoner Guards			1,996	9,980	2,703
Operational Support			6,080	30,400	8,234
RHQ Municipal Support			2,751	13,755	3,726
Telephone Support			141	705	191
Office Automation Support			875	4,375	1,185
Mobile and Portable Radio Support			282	1,410	382
Total Support Staff Salaries and Benefits Costs				91,765	24,855
Total Salaries & Benefits				981,682	265,897
Other Direct Operating Expenses					
Communication Centre			155	775	210
Operational Support			1,018	5,090	1,379
RHQ Municipal Support			212	1,060	287
Telephone			1,582	7,910	2,142
Mobile Radio Equipment Repairs & Maintenance			147	735	199
Office Automation - Uniform			3,019	15,095	4,089
Office Automation - Civilian			1,154	1,154	313
Vehicle Usage			9,975	49,875	13,509
Detachment Supplies & Equipment			548	2,740	742
Uniform & Equipment			2,305	11,525	3,122
Additional Municipally Leased Desktop Computer	Note 4		1,028	1,028	278
Total Other Direct Operating Expenses				96,987	26,270
Total 2024 Estimated Additional Services Cost (Note 5)				\$ 1,078,669	\$ 292,167

OPP 2024 Additional Services Cost Statement (Note 1)
Essa Tp (Adjala-Tosorontio, Essa, New Tecumseh Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 5) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Adjala-Tosorontio Tp	4,230	14.56%	157,055
Essa Tp	7,869	27.09%	292,167
New Tecumseth T	16,953	58.35%	629,446
Total	29,052	100.00%	1,078,669

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OPP 2024 Annual Billing Statement

New Tecumseth T

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	16,500		
	Commercial and Industrial	453		
	Total Properties	16,953	165.59	2,807,188
Calls for Service				
	Total all municipalities	183,003,471		
	Municipal portion	1.3305%	143.63	2,434,892
Overtime			14.32	242,782
Contract Enhancements			40.32	683,623
Prisoner Transportation	(per property cost)		1.12	18,987
Accommodation/Cleaning Services	(per property cost)		4.90	83,070
Total 2024 Estimated Cost			369.88	6,270,542

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OPP 2024 Additional Services Cost Statement (Note 1)
New Tecumseth T (Adjala-Tosorontio, Essa, New Tecumseh Group)
 Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Uniform Members	Note 3				
Sergeant		2.00	127,275	254,551	148,541
Constable		3.00	108,173	324,518	189,369
Total Uniform Salaries		5.00		579,069	337,910
Statutory Holiday Payout			5,132	25,660	14,974
Shift Premiums			1,130	5,650	3,297
Uniform Benefits - Full-Time Salaries			32.44%	187,850	109,618
Total Uniform Salaries & Benefits				798,230	465,799
Detachment Civilian Members	Note 3				
Detachment Administrative Clerk	Full-time	1.00	68,433	68,433	39,934
Total Detachment Civilian Salaries		1.00		68,433	39,934
Civilian Benefits - Full-Time Salaries			33.98%	23,254	13,569
Total Detachment Civilian Salaries & Benefits				91,687	53,503
Support Costs - Salaries and Benefits					
Communication Operators			6,228	31,140	18,171
Prisoner Guards			1,996	9,980	5,824
Operational Support			6,080	30,400	17,740
RHQ Municipal Support			2,751	13,755	8,027
Telephone Support			141	705	411
Office Automation Support			875	4,375	2,553
Mobile and Portable Radio Support			282	1,410	823
Total Support Staff Salaries and Benefits Costs				91,765	53,549
Total Salaries & Benefits				981,682	572,850
Other Direct Operating Expenses					
Communication Centre			155	775	452
Operational Support			1,018	5,090	2,970
RHQ Municipal Support			212	1,060	619
Telephone			1,582	7,910	4,616
Mobile Radio Equipment Repairs & Maintenance			147	735	429
Office Automation - Uniform			3,019	15,095	8,809
Office Automation - Civilian			1,154	1,154	673
Vehicle Usage			9,975	49,875	29,104
Detachment Supplies & Equipment			548	2,740	1,599
Uniform & Equipment			2,305	11,525	6,725
Additional Municipally Leased Desktop Computer	Note 4		1,028	1,028	600
Total Other Direct Operating Expenses				96,987	56,596
Total 2024 Estimated Additional Services Cost (Note 5)				\$ 1,078,669	\$ 629,446

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OPP 2024 Additional Services Cost Statement (Note 1)
New Tecumseth T (Adjala-Tosorontio, Essa, New Tecumseh Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

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New Tecumseth T	16,953	58.35%	629,446
Total	29,052	100.00%	1,078,669

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OPP Contacts

Please forward any questions or concerns to Detachment Commander, Detachment, or Municipal Policing Specialist, Municipal Policing Bureau, OPP General Headquarters.

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